

Procurement

Cover Page

To:	From: Saif Eddine ROUIS
Attention:	Date: 07-Sep-2026
Fax: Email: procurement@icj-cij.org	Fax: N/A

Total Number of Pages including this page:07

Attached is Invitation to Bid No.: 3400013140 and all related documentation. Please notify the United Nations immediately if any part of this Invitation to Bid is missing and/or illegible at the above facsimile number. Please be advised that this facsimile number may be used only to send queries.

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INVITATION TO BID

3400013140

SUBJECT: Provision of Audio-Visual Equipment

1. The United Nations (UN) hereby invites you to submit a bid to this Invitation to Bid (ITB) for the above subject. Bids are required to be received by the UN no later than **05-Oct-2026 at 06:00 PM (The Hague Time)** (the Closing Time).
2. This ITB consists of this letter, the subsequent instructions and the following annexes:

Annex A: Acknowledgement Letter
Annex B: Bid Form
Annex C - Example of Purchase Order (PO)
Annex D - UN General Conditions of Contract for the Provision of Goods and Services
3. You are kindly requested to return the attached Annex A - Acknowledgement Letter, duly signed by an authorized representative of your company, to the UN via email to **procurement@icj-cij.org**, Attention: **Saif Eddine ROUIS** (the Procurement Officer), who shall serve as a focal point of contact with regard to this ITB, no later than
5-Oct-2026 at 06:00 PM (The Hague Time). The Acknowledgement Letter should advise whether your company intends to submit a Bid, and if not, indicate the reason. The UN may review the registration status of companies which fail to return the completed Acknowledgement Letter.
4. We look forward to your Bid and thank you in advance for your interest in UN procurement opportunities.

Instructions for Submission of Bids

General

1. The UN solicits Bids in response to this ITB. Bidders must strictly adhere to all the requirements of this ITB.
2. Submission of a Bid shall be deemed to constitute an acknowledgement by the Bidder that all obligations stipulated by this ITB will be met and unless specified otherwise, the Bidder has read, understood and agreed to all the instructions provided in this ITB.
3. This ITB does not commit the UN to award a Contract or to issue a Purchase Order. Any Bid submitted will be regarded as a proposal by the Bidder and not as an acceptance by the Bidder of any proposal by the UN.
4. The Bidder shall bear any and all costs and expenses related to the preparation and/or submission of a Bid, regardless of whether its Bid is selected or not.
5. Unless otherwise stated in this ITB, all times indicated in this ITB are The Hague Time.

Submission of a Bid

6. Bidders are required to complete, sign and submit in the English language and in **ONE COPY**, the following documents:
 - 6.1. Technical offer.
 - 6.2. Bid Form, attached as Annex B.The Bid shall include information in sufficient scope and detail to allow the UN to consider whether your company has the necessary capability, experience, knowledge, expertise, licenses, financial strength and the required capacity to perform the work specified at a high professional level, as well as any attachments and/or appendices required hereunder.
7. Bids must be clearly marked and addressed as follows:

International Court of Justice

Attn: Tender Opening Committee/ Bid Opening Unit
Carnegieplein, 2, The Hague, ZH, 2517 KJ, Netherlands
Tel : +31703022323

ITB Number: 3400013140

Sabrina Kablan

Closing Date & Time: 05-Oct-2026 06:00 PM (The Hague Time)

Name of the Bidder:

8. Please note that submissions by fax will be rejected.
9. Alternatively, you may submit your Bid via email to the UN dedicated email address **s.kablan@icj-cij.org** prior to the Closing Time.
10. Please note that submissions by e-tendering will be rejected.

11. The UN does not assume any responsibility for any missing and/or illegible pages of Bids, and this may result in rejection of your Bid. The phone number in paragraph 7 should not be used for queries concerning this ITB, but only for facilitating receipt of Bids delivered by hand or by courier. **Only submission means and addresses indicated above can be used. Submission by any other means, or to any other address, will be rejected. Vendors who submit (a copy of) the Bid directly to the Procurement Officer (by fax, electronically or by any other means) will be disqualified.**

Closing Time

12. It is the responsibility of the Bidders to ensure that the sealed envelope/package containing the Bid reaches the above mentioned address before the Closing Time, so that it is time stamped and acceptable for opening. Bids must be delivered to the above mentioned address during UN working hours from 9:00 AM to 6:00 PM, Monday through Friday, except for the ICJ holidays. Delivery to any other UN office will be at the risk of the Bidder and may not meet the Closing Time. Written proof of receipt will not be given by UN staff unless a Postal/Courier service receipt or other form of receipt is presented for signature by the UN. Bids received after the Closing Time will be rejected and therefore not considered or evaluated, except in exceptional circumstances.

Clarifications

13. For clarifications regarding this ITB, you are requested to contact the Procurement Officer, exclusively in writing, via e-mail: **procurement@icj-cij.org** or at facsimile: **N/A**, no later than **21-Sep-2026 06:00 PM (The Hague Time)**. No communication, written or verbal, is allowed in connection with this ITB, with any UN staff members other than Procurement Officers. Queries received after the above deadline may not be considered.
14. In order to maintain transparency, all Bidders' requests for clarifications and UN responses will be recorded and circulated to all Bidders, without indicating the source of the request.

Validity of Bids

15. Your Bid shall be irrevocable and remain valid for acceptance for at least **180** calendar days, commencing on the Closing Time.
16. If deemed necessary by the UN, Bidders may be requested to extend the validity of their Bids for an additional period(s), in order to finalize the solicitation process. If the extension of the validity period is accepted by a Bidder, the Bidder will not be permitted to otherwise modify or consequently withdraw its Bid, and will be required to extend the validity period of the Bid Security, if so required in this ITB.

Withdrawal and Modification of Bids

17. Bids may be modified or withdrawn in writing, at any time prior to the Closing Time. Modification and/or any other complementary information shall be submitted in writing and in a sealed envelope, marked and labeled as provided in Paragraph 7 above, before the Closing Time.
18. Bids may not be modified or withdrawn after the Closing Time. If a Bid is modified or withdrawn by the Bidder after Closing Time, the UN shall be entitled, without prejudice to any other remedies available to the UN, to draw on the Bid Security, if required in this ITB. In addition, the Bidder's registration status as a UN Vendor may be subject to review by the UN Vendor Review Committee and may be grounds to suspend or remove the Bidder from the UN vendor roster.

Public Opening

19. Not Applicable

Rejection of Bid

20. The UN reserves the right to reject a Bid if it does not adhere to the ITB instructions.

21. The UN will provide the Bidders, upon written request, with the reasons for their Bid rejection.

Evaluation Criteria

22. All Bids will be evaluated, and the Bid which is technically compliant and offers the lowest price may be selected.

Selection Process

23. The UN reserves the right, at its sole discretion, to:
- 23.1. Award separate or multiple contracts for same or different elements covered by this ITB in any combination it may deem appropriate, or only a portion of the requirements. If a Bid is submitted on an "all or none" basis, it should be clearly stated as such.
 - 23.2. Reject any or all Bids received in response to this ITB and negotiate with any of the Bidders in any manner deemed to be in the best interest of the UN.
 - 23.3. Add new considerations, information or requirements at any stage of the process.
24. In exceptional situations, the UN may cancel this ITB by a written notification to Bidders.

Notice of Award

25. The selected Bidder(s) will be notified in writing that the UN is considering an award of contract. The contract award shall be subject to both parties mutually agreeing to the contract terms and conditions. No legal obligation exists until the contract is finalized and signed by both parties or the issuance of a Purchase Order (PO) by the UN.
26. Unsuccessful Bidders will be notified in writing. The UN has the right to retain unsuccessful Bids.
27. Unsuccessful Bidders having questions about the name of selected Bidder(s) and contract(s) value are invited to consult the Awards webpage on the UNPD website at <https://www.un.org/Depts/ptd/>. Please note that Bidders participating in eligible ITBs have the option to request a post award debriefing. For more details on the process and eligibility, please visit our website <https://www.un.org/Depts/ptd/debrief-challenges>.
28. Any Contract or Purchase Order entered into with the successful Bidder will be subject to the UN General Conditions of Contract (UNGCC). You will find the link to the UNGCC at https://www.un.org/Depts/ptd/pdf/general_condition_goods_services.pdf. A Draft Form of Contract may also be included in this ITB. By submitting a Bid, the Bidder confirms that it has accessed, read, understood, agreed and accepted the UNGCC and the Draft Form of Contract, if applicable and if provided herein.

Commercial Instructions

Payment Terms

29. The standard UN terms of payment are net **30 days** calendar days following satisfactory delivery of goods, performance of services and submission of an invoice, whichever is later. Payment for any goods or services by the UN shall not be deemed an acceptance of the goods or services. The provisions of Incoterms 2010 shall apply to any delivery terms specified in this ITB.
30. The UN policy is to preclude advance payments or payment by Letters of Credit. Such provisions in a Bid will be prejudicial to its evaluation by the UN.

Currency

31. Prices may be quoted in a currency other than the Euro. However, for the purposes of comparison of all Bids, the UN will convert the currency quoted in the Bid to Euro, in accordance with the prevailing UN Operational Rate of Exchange at the Closing Time.
32. The Contract/Purchase Order awarded to the selected Bidder, Bidder's invoices and the UN payments will be made in the currency as originally quoted by the Bidder in its Bid.

Price

33. The offered price should be all inclusive. If your price excludes certain fees and/or charges, you must provide a detailed list of excluded fees, with a complete explanation of the nature of those fees. Unless otherwise provided in this ITB, the contract shall be concluded on a Firm Fixed Price basis, and shall not be subject to any adjustment including the actual cost incurred by the Bidder in performing the contract or any market price change.

GSA Clause (for USA vendors only)

34. The UN is officially eligible, under the United States Foreign Assistance Act of 1961, to receive full benefits under General Services Administration (GSA) Contracts. Accordingly, Bid must specify whether or not items quoted by the Bidder are currently subject to GSA Federal Supply pricing and indicate the GSA Contract Number and Expiration Date, wherever applicable.

Bid Security

35. Not Applicable

Performance Security

36. Not Applicable

Liquidated Damages

37. Not Applicable

Miscellaneous

38. Bidders may find the UN Procurement Manual and the UN Financial Rules and Regulations, which are applied to this ITB, at <https://www.un.org/Depts/ptd/pdf/pm.pdf>.
39. Vendor registration and update of information: Only vendors registered with the UN Secretariat in the United Nations Global Marketplace (UNGM) can participate in this solicitation. Vendors must be registered at the appropriate level in UNGM in order to be considered for award. In the event that a vendor fails to achieve the required registration level by the time the UN is ready to make an award, the UN reserves the right to award an alternative vendor. Vendors are responsible to ascertain their registration level at <http://www.ungm.org> and, if in doubt, contact the UN Secretariat at register@un.org. For UNGM account-related issues, please contact: registry@ungm.org. Vendors are responsible for keeping their information up-to-date in UNGM. More information can be found at <https://www.un.org/Depts/ptd/vendor-registration>.
40. Code of Conduct: By submitting a Bid, the Bidder confirms that it has accessed, read, understood and agrees to comply with the UN Supplier Code of Conduct, which, amongst others, prohibits collusive bidding, anti-competitive conduct, improper assistance and corrupt practices. Bidders should refer to the UN Supplier Code of Conduct at: https://www.un.org/Depts/ptd/pdf/conduct_english.pdf
41. The procurement of goods and/or services by the United Nations shall be in compliance with Security Council resolutions, and the rules, regulations and policies promulgated by the United Nations' principal organs.
42. If so requested, the Contractor shall furnish to the UN, within 5 business days of the UN's request, an electronic copy of the applicable price list(s) including item identification references, which shall serve as a catalogue of goods and/or services that can be ordered by the UN.

Confidentiality

43. Unless otherwise indicated by the UN, the UN will consider and treat the Bids received as confidential and commercially proprietary.
44. This ITB is confidential and proprietary to the UN, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any

information concerning it may be copied, exhibited, or furnished to others without the prior written consent of the UN; except that the Bidder may exhibit the specifications to prospective sub-contractors for the sole purpose of obtaining proposals from them. The Bidder shall remain responsible towards the UN for any act or omission of such prospective sub-contractor, including breach of confidentiality obligation.

45. The confidentiality obligations hereof shall survive the expiration of this ITB, and shall be binding to all the Bidders who received the ITB, regardless of whether or not they submit a Bid and/or are awarded a resulting contract.

Independent Price Determination

46. Consistent with the UN Supplier Code of Conduct, by submitting a Bid, the Bidder certifies that:
- 1) the prices offered in the Bid have been arrived at independently, without any consultation, communication, or agreement in any manner that would result in restriction of competition with any other Bidder or competitor relating to (a) those prices, (b) the intention to submit a Bid, and/or (c) the methods or factors used to calculate the prices offered;
 - 2) the prices in the Bid have not been and will not be knowingly disclosed by the Bidder, directly or indirectly, to any other Bidder or competitor before the UN issues an award under this solicitation; and
 - 3) no attempt has been made or will be made by the Bidder to induce any other entity to submit or not to submit a Bid for the purpose of restricting competition.

Failure to comply with the above Independent Price Determination provisions shall result in the rejection of the Bid(s). In addition, the UN reserves the right to exercise any other rights and remedies available to it.