

Annex I

INSTRUCTION FOR BIDDERS

Selection and Appointment Process

The process for selecting and appointing the successful bidder for the feasibility study of ICCROM's IT systems integration will follow these steps:

Invitation

ICCROM will receive proposals and responses from qualified providers.

Receipt of Proposals

Proposals must be submitted to ICCROM by **5pm CEST 30 June 2025**. Submissions can be made electronically (in pdf format).

Proposals must be sent in two separate documents attached to the email:

- One document containing only the technical offer;
- One document containing only the financial offer;

Both offers must not be included in the same document, under penalty of exclusion from the selection process.

Upon receipt, the designated Tender Opening Committee (TOC) will record the time of submission.

For electronic submissions, the timestamp of the email will be used.

Proposals received after the deadline will not be considered.

The ICCROM TOC will open all proposals in the presence of a Procurement Official. Afterward the Procurement Official will coordinate with the appointed Evaluation Committee to assess the proposals based on pre-defined criteria.

Minimum Qualifications

The bid may be submitted by any organization (company, research institute, etc.) that meets the minimum requirements described below:

- a. A minimum of five (5) years of proven experience in conducting IT systems assessments for organizations of similar scale and complexity.

- b. Demonstrated expertise in developing and implementing integration plans for diverse IT environments, in line with the relevant business model, with minimum three (3) contracts of similar nature and complexity implemented over the last ten (10) years.

Evaluation of Proposals

All proposals received within the stipulated timeframe will be reviewed and evaluated according to the following criteria and weights:

Criteria	Weight
Economic Proposal	40
Technical Proposal	60

Technical Proposal

The total weight related to the **technical proposal**, as stated above, is **60**. The total score obtainable (1000 points) in the evaluation of the technical proposal is summarized below:

Summary of Technical Proposal Evaluation		Points Obtainable
1.	Proposed Methodology and Project timeline	600
	<ul style="list-style-type: none"> Detailed methodology for conducting the assessment and developing the three distinct integration scenarios ranging from least to most demanding, each with clear objectives, benefits, and limitations. 	300
	<ul style="list-style-type: none"> Definition of the criteria for evaluating strengths and limitations of each scenario proposed, including a risk assessment and mitigation strategies. 	150
	<ul style="list-style-type: none"> Detailed timeline including key milestones and deliverables for each project phase. 	150
2.	Company Profile and relevant experience	400
	<ul style="list-style-type: none"> Detailed profile of the company, highlighting relevant experience in similar projects. 	200
	<ul style="list-style-type: none"> A brief resume and qualification of the team's members who will be conducting the study, including the roles and responsibilities. 	200
	Maximum Total Points Obtainable	1000

All proposals must follow the indications mentioned in the attached Terms of Reference (Annex II).

Economic Proposal

The total weight related to the **economic proposal**, as stated above, is **40**. Economic proposals must contain:

- Comprehensive budget breakdown covering all associated costs, with a detailed breakdown of costs per item and stated in EUR. Please separate the value of VAT from the taxable amount.
- Details regarding fee for the activities under each project stage/milestone and provide the daily rate of each team member who will be conducting the study;
- Details, if any, of the cost of benchmarking analysis separately from the budget breakdown.

ICCROM specifies that pursuant to Article 72, paragraph (3) number (4), of the Decree of the President of the Republic, October 26, 1972, No. 633/72, supplemented and corrected by Presidential Decree 23/12/1974, n° 687; Presidential Decree 2/7/1975, n° 288; Legislative Decree No. 323 of 20 June 1996 (Gazzetta Ufficiale 143 of 20 June 1996, art. 10 paragraph 4); and subsequent amendments made to the VAT exemption regime from the entry into force of Law no. 217 of 15 December 2011 and based on Law No. 723 of 11 June 1960, which makes the headquarters agreement between UNESCO and the Italian Government executive in Italy, the taxation of VAT does not apply to the transfer of goods and/or provision of services in favor of ICCROM (International Centre for the Study of the Preservation and Restoration of Cultural Property) for an amount exceeding €300.00 (three hundred / 00 euros).

Appointment

After ICCROM's Evaluation Committee makes its decision, the successful bidder will be contacted to submit a draft contract to ICCROM.

Each potential supplier, by participating in this Invitation to Bid agrees to ICCROM's terms and conditions (Annex III).

Specifications and any minor deviations required will be negotiated following the award of the service.

The service object of the contract must be provided from the time the contract is signed.

Address and Contact Information

Electronic Format – Email

Electronic proposals should be submitted through email with the subject "Feasibility Study IT Integration – ICCROM " and should be addressed to:

tender@iccrom.org

The Organization regrets that it is not possible to provide information by telephone regarding the selection and appointment procedure.

Requests for clarification regarding any of the points above should be directed in writing only via email, **within Monday COB 23 June**, to **Mr Massimo Charles Walter Rossi**.

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