

RFP No. 26-01
SAP S4HANA Upgrade Consultancy Services

INFORMATION TO CONSULTANTS

Thessaloniki, June 5, 2026

Dear Sir/Madam,

Thank you for your interest in the Black Sea Trade & Development Bank ("BSTDB") **Request for Proposals (RFP) 26-01**. The purpose of this invitation and additional information for the submission of proposals is presented in the attached documents. Regarding the submission of proposals, please note the following:

1. All correspondence with the Black Sea Trade and Development Bank (BSTDB) will be to the email address **tendersTP@bstdb.org**. Kindly indicate your interest in providing your proposal by an email message to **tendersTP@bstdb.org**, stating your company's name, country of incorporation, and email address to be used for any notification regarding the RFP.
2. RFP participants should not have a conflict of interest in the form of any business or personal relationship between BSTDB and its personnel on one hand, and persons connected with the company on the other. Prior to submitting their proposals, prospective RFP participants should contact the BSTDB to seek a ruling about any circumstances that might be perceived as constituting a conflict of interest. No such ruling would be forthcoming from BSTDB until the prospective RFP participant would have laid down the relevant circumstances on which the ruling would be sought.
3. RFP participants shall declare whether they, or any of their affiliates, are currently on a debarment list composed by the United Nations or any Multilateral Development Bank or any other similar list of an international organization.
4. Proposals should be submitted in the English language.
5. No contact between RFP participants and BSTDB personnel will be permitted except to request clarifications. Such requests should be submitted by email to the address **tendersTP@bstdb.org**. Such requests for clarification will only be accepted until **17.00 (Greek time) on Wednesday, June 17th, 2026**.
6. Proposals shall be emailed to BSTDB by **17.00 (Greek time) on Thursday, June 25th, 2026**, to two different email accounts, one for the technical proposal, and proposal submission forms, and another for the financial proposal. The email account for the technical responses and proposal submission forms is **tendersTP@bstdb.org**. The email account for the financial proposal is **tendersFP@bstdb.org**.

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7. Proposals will only be accepted from companies. No proposal will be accepted from individual persons or joint ventures.
8. Proposals should be submitted in pdf format in a single document (one for technical and one for financial proposals).
9. The submission of any proposal shall mean implicit acceptance of all terms and conditions specified in this RFP, including technical specifications and contract terms.
10. All RFP participants will be informed of the results of the RFP process.
11. All expenses and costs relating to the preparation and submission of the proposals are borne by the RFP participants and are not reimbursed by BSTDB.
12. Up until the signature of the contract, BSTDB may cancel the RFP or annul the assignment process without any obligation to reimburse the RFP participants (or prospective RFP participants). Such decision will be documented and will be communicated to the RFP participants.
13. This RFP does not commit BSTDB in any way. The contractual obligations of BSTDB will commence from the signature of the final contract.
14. The selected consultant will sign a contract with BSTDB, essentially in the form provided in Annex C, and based on this RFP and the consultant's response.

Yours sincerely,

Christos Georgiou
Director, IT

Annexes

Annex A: Request for Proposals (RFP) 26-01 SAP S/4HANA Upgrade Consulting Services

Annex B: Proposal Forms

Annex C: Consultancy Contract Standard Form