



الوكالة الدولية للطاقة الذرية
国际原子能机构
International Atomic Energy Agency
Agence internationale de l'énergie atomique
Международное агентство по атомной энергии
Organismo Internacional de Energía Atómica

ATTACHMENT 1 TO RFP NO. 141287

SPECIAL INSTRUCTIONS TO BIDDERS FOR PREPARATION OF THE PROPOSAL

These Special Instructions apply in addition to the standard IAEA “General Instructions for Bidders”.

The Solicitation consists of the following parts:

1. Cover Letter;
2. Special Instructions to Bidders;
 - 2.1 Submission of the Proposal
 - 2.2 Content of Technical Proposal
 - 2.3 Content of Commercial Proposal
 - 2.4 Evaluation and Selection Criteria
3. Technical Proposal Compliance Matrix;
4. IAEA General Conditions of Contract; and
5. Specification.

2.1 SUBMISSION OF THE PROPOSAL

Language: The Proposal shall be in the English language.

Length of the Proposal: The Proposal shall be precise and concise. Catalogues, marketing or commercial documentation should be avoided, unless necessary for the Proposal.

Content of the Proposal: The Proposal shall include the following separate documents:

- Technical Proposal;
- Commercial Proposal [and
- Copy of Commercial Proposal without prices (all prices shall be deleted in this document)]

NOTE: The Technical Proposal shall NOT include any pricing information.

Format and form of submission of the Proposal: The Proposal shall be submitted in electronic format preferably¹ through the IAEA iSupplier portal at <https://suppliers.iaea.org> (a navigation guide and training material can be found in the portal once the vendor is registered) **or** to the email specified in the Cover Letter for submission of the Proposal. Proposals shall not be sent either directly or indirectly (in copy or forwarded message) to any other IAEA e-mail or official.

¹ Suppliers shall note that the IAEA will be phasing out e-mail submission in the near future, therefore suppliers are encouraged to register and submit their Proposal through the IAEA iSupplier portal.

When submitting the Proposal via email, the subject line of the e-mail shall read [in this same order]:

[RFP 141287 – Type A Transport Container - Small](#)

If email submission is not possible due to technical or size constraints (e.g. attaching catalogues or files larger than 4 Mb), the Proposal can be split and submitted as several e-mail attachments or submitted through the IAEA iSupplier portal. Conversely, if the IAEA iSupplier portal is temporarily unavailable, you may submit your Proposal via email. Please contact the IAEA responsible contracting staff in a timely manner before the Closing Date and Time if you continue to have problems with your electronic submission.

Submissions via links to external servers such as through cloud storage services (iCloud, Dropbox, Google Drive, etc.) are **not** acceptable.

The Technical and Commercial Proposals must be submitted in separate electronic files in the iSupplier portal or attached to the e-mail(s), each clearly named as indicated below. Bidders shall ensure that each document corresponds to the name of the file.

- “Technical Proposal”
- “Commercial Proposal”
- “Copy of Commercial Proposal without prices”

Electronic files **not** allowed:

386|ade|adp|rtf|rar|app|asd|asf|asx|eml|bas|bat|cab|chm|cmd|com|cpl|crt|dll|
exe|fxp|hlp|hta|hto|inf|ini|ins|isp|jar|jse?|lib|lnk|mdb|mde|msc|msi|msp|mst|ocx|
pcd|pif|prg|reg|scr|sct|sh|shb|shs|sys|url|vb|vbe|vbs|vcs|vxd|wmd|wms|wmz|wsc|
executable files, ‘win’, ‘rar’ and ‘rtf’.

It is the Bidder’s own responsibility to check the integrity of each of the electronic files comprising their electronic submission e.g. to ensure that they are not corrupt and are virus free. The IAEA is unable to discover corrupted or unreadable files until the opening of the Proposal. Should the IAEA be unable to open or read the files, for any reason, the Proposal will be rejected.

The IAEA will not be responsible for the consequences of your failure to comply with any of the above instructions for submission of the Proposal.

Requests for clarifications: Any communications/requests for clarifications related to these tender documents shall be addressed by e-mail to the IAEA responsible contracting staff indicated in the Cover Letter. As a general rule, request for clarifications shall be submitted at the latest one week before the Closing Date and Time, to allow proper consideration.

2.2 CONTENT OF TECHNICAL PROPOSAL

The Technical Proposal shall include, but shall not be limited to, the following points by number and in the order shown:

1. General technical discussion demonstrating your understanding of the IAEA technical requirements and your proposed solution to meet them.
2. Provide at least 3 references of implementing similar projects, including short project description, client name and contact details.
3. Provide a complete list of all items that are to be delivered under a resulting Purchase Order.
4. Clarify if any assistance, information, facilities and resources are expected from the IAEA or local end-user and at what stage of the work.

5. Provide information about the following:
 - a) Adequacy of financial resources to perform the work under the contract;
 - b) A statement that your company possesses all applicable licenses to operate;
 - c) Company organization, experience, quality certifications; and
 - d) Technical experience of the staff, equipment used, facilities and production capacity as necessary for the Work.
6. Provide the name, address, and contact details for the nearest authorized service representative that will provide installation, warranty, maintenance, and after-sales support services (if applicable and if different from the Contractor).
7. Provide a clear technical description of the equipment proposed, to include, but not be limited to, a completed "Technical Proposal Compliance Matrix" document. The equipment shall meet the IAEA requirements.
8. Provide clear and detailed information on the renewal process for the certification of conformity for the Type A Containers to international safety standards;
9. Confirm that the proposal includes, for each item of equipment provided:
 - a) Sets of manuals in the English language (or other language if specified above);
 - b) Essential accessories and supplies to allow immediate operation of equipment; and
 - c) Complete set of cables for interconnection of all electronic units.
10. Confirm acceptance of Warranty in accordance with IAEA General Conditions of Contract (minimum warranty period of twelve (12) months as of the date of acceptance of the goods or eighteen (18) months after shipment, whichever date is earlier).
11. Dangerous Goods: The Proposal shall include UN reference numbers for all dangerous goods. If applicable, indicate clearly in your Proposal any items that require refrigeration or expedited handling due to their perishable nature or use of short half time isotopes. The Proposal shall also include UN reference numbers for all dangerous goods.

2.3 CONTENT OF COMMERCIAL PROPOSAL

Currency: All prices shall be defined in EURO.

The Commercial Proposal shall include, but shall not be limited to, the following information by number and in the order shown:

1. Indicate your Proposal reference number and date of your Proposal.
2. Provide full contact details for questions regarding your Proposal and those to be used in any resulting order or contract: legal name, address, telephone number, fax number, e-mail address, and contact person(s).
3. Confirm that your Proposal is valid for minimum ninety (90) days from the RFP Closing Date.
4. Confirm acceptance of IAEA General Conditions of Contract.
5. Indicate the country of origin of goods/equipment (if applicable).
6. Indicate the total firm fixed price of your Proposal (excluding any taxes)

7. Provide net of taxes, firm fixed price per each deliverable item, equipment and/or services and related quantities. The list of all item prices shall add up to the total price of the Proposal.
 - a) Detailed breakdown of prices for major components;
 - b) Warranty costs;
 - c) Delivery costs;
 - d) Estimated costs for the renewal of certification of conformity process;
 - e) Optional items, such as maintenance costs [up to five years], to be considered by the IAEA.

Taxes: All prices shall be net of any taxes. If any tax or fee might be applied, this shall be defined separately.

All prices shall not include any indirect taxes (value added tax, general sales tax, goods and services tax, etc.) and customs duties or fees. Any applicable taxes or fees shall be defined separately. *Note for suppliers located in the EU:* The IAEA is an international organization and, therefore, does not have a VAT or EORI number. The IAEA is exempted from VAT in the EU in accordance with EU Directive 2006/112/EC - Article 151 (previously EU VAT Directive 77/388/EEC - Article 15 paragraph 10). *Note for Austrian suppliers:* The IAEA will pay the applicable VAT (MwSt).

Delivery costs: The prices shall exclude freight cost. Any freight cost, if applicable, shall be defined separately in the Proposal.

8. Payment Terms: The IAEA will not provide any advance payments or payments by letter of credit. The standard IAEA payment terms are by bank transfer net thirty (30) days after acceptance of Contractor's invoice and delivery of the goods to the IAEA or the IAEA freight forwarder and any supporting documentation.
9. State if any discount is offered for early payment of invoices.
10. Provide a statement attesting that you are offering the IAEA the most favoured customer status: "I certify that the pricing offered does not exceed selling prices to other customers for the same or substantially similar items and/or services for comparable quantities under similar terms and conditions".

2.4 EVALUATION AND SELECTION CRITERIA

Evaluation of the Proposals by the IAEA will be based on the following qualification requirements and evaluation criteria.

2.4.1. Technical Evaluation criteria:

The Proposals will be evaluated against the following evaluation criteria:

- a) Compliance with functional and performance requirements;
- b) Compliance with size and capacity requirements;
- c) Provision and renewal process for certificates of conformity to international safety; and
- d) Company profile and previous experience.

2.4.2. Commercial Evaluation

Subject to the conformance of the Technical Proposal to the requirements, the Proposal will be evaluated as follows:

- Commercial acceptability of the Financial Proposal; and

- Contractual compliance.

2.4.3. Selection Criteria

A Purchase Order will be awarded to the Bidder who submits the best value for money combining “cost and quality”.

The IAEA reserves the right, as it deems appropriate, to award to a single bidder, to award to multiple bidders in any combination or not to award to any of the bidders as a result of this RFP.