

**OFFICE OF PROCUREMENT SERVICES**

**RFQ - Request for Quotation No 649603-AK**

Title **Rebid - Freeze Dryer cGMP for Cuba (CUB6031)**

Closing Date and Time **2025-04-04 17:00:00**  
Time Zone **CET, Vienna (Austria)**

Submission of response **Through the IAEA Supplier's Portal (<https://suppliers.iaea.org>) or to the Responsible Contracting Staff**

Acknowledgement of Receipt and requests for clarifications, please send to:

Responsible Contracting Staff **Kiratu, Ms Ann**  
Email **A.Kiratu@iaea.org**

The International Atomic Energy Agency (IAEA) hereby invites suppliers to submit quotations, proposals or bids, as appropriate, for the provision of goods and/or services and/or works, as defined in the attached documentation.

In preparing and submitting your quotation, proposal or bid, you are required to follow the IAEA "General Instructions for Bidders" (also found at <https://www.iaea.org/sites/default/files/iaeaforbidders.pdf>) and "Special Instructions to Bidders" attached.

Please notify the Responsible Contracting Staff mentioned above if any part of this solicitation is missing.

Thank you.

**Attachment**

Name	Details
General Instructions for Bidders	General Instruction for Bidders.pdf
Supplier Registration Form	Supplier Registration Form.docx
GCC GOODS & SERVICES	GCC for Provision of Goods and Services.pdf
Submission checklist and Certification form	Offer submission checklist and Bidders Certification form - to be filled in.docx
Important - Special Instructions to Bidders	Special Instructions to Bidders-RFQ 649603.pdf
IAEA Specification	IAEA Specification for freeze dryer - Cuba.pdf
Technical Compliance Matrix	Technical Compliance Matrix- To be filled in.docx

## Requirements

Ship-To **La Habana, Cuba, Cuba**

Shipping Terms **Free Carrier Supplier's Warehouse**

Item No	Qty	UoM	Goods and/or Services Description
1	1	each	Freeze Dryer cGMP for Cuba as per attached IAEA specifications.

### SPECIAL INSTRUCTIONS TO BIDDERS

**REGISTRATION OF NEW SUPPLIERS:** Bidders who are not yet registered with the IAEA and intend to submit a quotation, are required to register through the IAEA iSupplier portal (<https://suppliers.iaea.org>).

Supplier registration requests are processed between Monday – Friday from 10:00 – 16:00hrs (CET Vienna, Austria). Registration can take up to 48hrs to process. Bidders should take this into account as part of the timeline for the submission of their quotation.

Alternatively, if a bidder is not able to register through the IAEA iSupplier portal, they may submit the completed Supplier Registration Form (including a copy of the Certificate of Incorporation), attached to this Request for Quotation (RFQ), as part of their quotation.

**UNITED NATIONS GLOBAL MARKET PLACE (UNGM):** The IAEA makes its business opportunities available on the UNGM. In addition to registering with the IAEA, registration with UNGM enables vendors to keep abreast of upcoming tender notices and by subscribing to the UNGM Tender Alert Service, vendors can receive alerts on relevant business opportunities emailed directly to them. Suppliers not yet registered with the UNGM are encouraged to do so. More information on the registration process is available here: <https://www.ungm.org/Public/Pages/RegistrationProcess>.

**SUBMISSION OF THE QUOTATION:** The quotation shall be received no later than the Closing Date indicated above and shall be submitted through the IAEA Supplier's Portal (<https://suppliers.iaea.org>) or by email to the Responsible Contracting Staff. For technical queries on the use of the iSupplier portal please contact [MTPS-Supplier.Contact-Point@iaea.org](mailto:MTPS-Supplier.Contact-Point@iaea.org) for assistance. Technical support is available between Monday – Friday from 10:00 – 16:00hrs (CET Vienna, Austria).

Electronic files not allowed:

ace|adp|ani|app|asf|bas|bat|cab|chm|cmd|com|cpl|crt|dll|docm|dotm|exe|fxp|hlp|hta|inf|iqr|isp|jar|Jse|Lnk|mda|mdb|mde|mdt|mdw|mht|msc|msi|msp|mst|pcd|pif|potm|ppam|ppsm|pptm|prf|prg|ps1|reg|scr|sct|shb|shs|sldm|url|vbl|vbe|vbs|vxd|wsc|xls|executable files, 'win', 'rar' and 'rtf'.

It is the bidder's own responsibility to check that each electronic file is submitted in an allowable format and to verify 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 quotations. Should the IAEA be unable to open or read the files, for any reason, the quotation will be rejected.

**LANGUAGE:** The quotation shall be submitted in the English language, unless instructed otherwise.

**CURRENCY:** The quotation shall be submitted in EURO.

**TAXES:** All prices shall not include any indirect taxes (value added tax (VAT), 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 territory of the European Union (EU) in accordance with EU Directive 2006/112/EC, 151 (1) (b), as amended by EU Council Directive 2009/162/EU. Note for Austrian suppliers: The IAEA will pay the

applicable VAT (MwSt).

**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 30 (thirty) days after delivery of goods and/or acceptance by the IAEA of the services, if applicable, as well as receipt of the invoice in electronic format, preferably 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 [accountspayable@iaea.org](mailto:accountspayable@iaea.org) the email specified in the Purchase Order/Contract.

The IAEA will be progressively phasing out e-mail submission of the invoices, therefore (in the event of award) suppliers are encouraged to submit their invoices through the IAEA iSupplier portal.

**CANCELLATION:** The IAEA reserves the right to accept or reject the bidder's quotation, partially or entirely, and to cancel this procurement request at any time prior to award of the order without any liability or any obligation to inform the bidder of the grounds for cancellation.

**EVALUATION AND SELECTION:** IAEA will evaluate the compliance of the quotations with this Request for Quotation requirements. Subject to their technical compliance, the quotations will be evaluated for their commercial acceptability. The award will be made based on the "lowest priced technically compliant" quotation. The IAEA reserves the right, as it deems appropriate, to enter into negotiation with the lowest technically acceptable bidder, to award to a single bidder, to award to multiple bidders in any combination or not to award any order to any of the bidders as a result of this request.

**APPLICABLE DOCUMENTS:** In case of award, the following documents shall govern the Purchase Order and are listed in order of precedence in case of a conflict:

1. The Purchase Order;
2. The IAEA General Conditions of Contracts;
3. The IAEA Specification/Statement of Work;
4. The Contractor's quotation.

**CONTENT OF THE QUOTATION:** The quotation shall include the costs for the entire goods/work/services requested. Partial quotations will not be accepted unless otherwise indicated below. In the quotation, bidders shall (following requirements by number and in the order shown):

1. Indicate the IAEA RFQ number referenced above and provide the bidder's own reference number and date of the quotation;
2. Indicate the IAEA Supplier Number for IAEA registered vendors or attach the completed Supplier Registration Form in the event that the bidder is not an IAEA registered vendor and has not been able to register through the IAEA iSupplier portal.
3. Provide full contact details for questions regarding the quotation and those to be used on any resulting order or contract: legal name, address, telephone number, fax number, e-mail address, and contact person(s);
4. Provide a clear technical description of the proposed equipment/services to meet the RFQ requirements e.g. this may be provided by giving a section-by-section response to the attached specifications/statement of work. Bidders shall provide sufficient evidence to demonstrate competence and compliance with the requirements;
5. State a minimum validity of the quotation of 90 days as of the Closing Date;
6. Confirm acceptance of the attached IAEA General Conditions of Contract. No other conditions can be accepted;

7. State that the Bidder will follow the United Nations Supplier Code of Conduct and any other ethical requirements as may be set forth in the IAEA solicitation and/or contractual documents, observing the highest standard of ethics at all times;
8. Indicate the country of origin of the goods;
9. If functional equipment is being quoted:
  - Provide the name, address, and telecommunications numbers for the nearest service representative for warranty, maintenance, and after-sales support;
  - State that for each item of equipment the following will be delivered: (a) at least 1 (one) set of manuals (in English or other language, if specified below); (b) essential accessories and supplies to allow immediate operation of equipment; and (c) a complete set of cables for interconnection of all electronic units;
10. DANGEROUS GOODS, RADIOACTIVE MATERIALS AND PERISHABLE ITEMS: The quotation shall include UN reference numbers for all dangerous goods.  
  
If applicable, the quotation shall indicate clearly any items that require refrigeration or expedited handling due to their perishable nature or use of short half time isotopes. The quotation shall also include UN reference numbers for all dangerous goods.
11. 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);
12. Indicate the total firm fixed price of the quotation and provide breakdown of prices for each line item.
13. State any applicable discounts;
14. Indicate the delivery time (FCA or DAT/DAP, as applicable), stated in weeks ARO (After Receipt of Order);
15. INFORMATION ABOUT SHIPMENT: All shipping costs shall be indicated separately in the quotation.

For all FCA orders:

The IAEA has a global freight forwarding service agreement. In the event of award, the IAEA will authorize its global freight forwarder to liaise directly with the suppliers to coordinate all activities related to collecting and delivering the goods to the final destination.

To this aim, the following information must be provided in the quotation:

- Pick up address or pickup place (supplier's warehouse or other location);
- Estimated Gross Weight (inclusive of packaging, dry ice etc.);
- Estimated Dimensions with package (length x width x height);
- Commodity type (general cargo, DGR PAX (dangerous goods passengers flights OK), DGR CAO (dangerous goods on cargo flights only)).

For CPT/DAT orders (e.g. for shipment of radioactive, cold chain or toxic material): Quote separately the fixed price for shipping to the air/port of entry. The End-User will arrange customs clearance with assistance from UNDP or other national authorities for tax exemption and for inland transportation.

16. State if any discount is offered for early payment of invoices;
17. Include the following statement attesting that the bidder is 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".



**BIDDERS' CERTIFICATION:** By submitting the quotation, bidders certify that they have: (a) adequate financial resources to perform the work and/or provide the goods under the purchase order (in the event of award); (b) all applicable licenses to operate; (c) the required organization, experience and quality certifications; and the (d) technical experience of the staff, equipment used, facilities and production capacity as necessary for the services/work (if applicable).



WAGRAMERSTRASSE 5,  
P.O. BOX 100  
1400 VIENNA, AUSTRIA

**Please return the below Acknowledgment of Receipt  
via E-mail to the IAEA responsible contracting staff indicated in the cover letter,  
as soon as possible after receipt of the solicitation**

### ACKNOWLEDGMENT OF RECEIPT

#### SUBJECT LINE OF THE E-MAIL:

*[Insert solicitation number as indicated in the cover letter e.g. Request for Quotation No. 12345AB] - Description: [As indicated in the cover letter]*

#### TEXT OF THE EMAIL:

*Closing Date and Time: [Insert as indicated in the cover letter]*

We have received the above mentioned solicitation and in response we:  
[You may copy the appropriate response(s) in the body of the E-mail]

- ( ) Intend to submit a quotation/proposal/bid/response
- ( ) Are unable to submit a quotation/proposal/bid/response due to the following reason(s):
- ( ) Requirements are outside of our normal activities
  - ( ) Present lack of resources to undertake the requested work/services
  - ( ) The requested products are not available at the moment
  - ( ) Insufficient time to prepare an offer
  - ( ) We do not sell directly, but through distributors
  - ( ) We have no after-sales service available in the recipient country
  - ( ) Cannot accept the IAEA General Conditions of Contract and/or Draft Contract
  - ( ) OTHER [please specify details]
- .....
- .....
- ( ) even though on this occasion we are unable to submit a quotation/proposal/bid/response as indicated above, we are interested in future IAEA opportunities
- ( ) we are not interested in participating in future IAEA opportunities. Please remove us from your roster

#### OTHER COMMENTS:

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#### **FROM:**

Company name: .....

Address: .....

Name of the contact person: .....

E-mail: .....

Tel. No.: .....

.....

\* NOTE TO BIDDERS: In the event of missing documentation/information in the solicitation, please contact the IAEA responsible contracting staff as soon as possible.