



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

## **SPECIAL INSTRUCTIONS TO BIDDERS FOR PREPARATION AND SUBMISSION OF THE PROPOSAL**

**RFP NO. 481331-GMO**

**REMOVAL OF DISUSED SEALED RADIOACTIVE SOURCES FROM CROATIA,  
SLOVENIA, AND JORDAN**

**CLOSING DATE AND  
TIME:**

**30 APRIL 2021  
17:00 HOURS CET (VIENNA, AUSTRIA, LOCAL TIME)**

This Solicitation is for the procurement of services for the Removal of Disused Sealed Radioactive Sources from the following countries:

- Lot 1 - Croatia,
- Lot 2 - Jordan, and
- Lot 3 - Slovenia.

Bidders shall have the option to bid for any/all Lots, in any combination they choose.

These Special Instructions to Bidders for preparation and submission of the Proposal ("Special Instructions to Bidders") apply in addition to the standard IAEA "General Instructions to Bidders". In case of any conflict with the standard IAEA "General Instructions to Bidders", these Special Instructions to Bidders shall take precedence. Failure to follow and/or accept these instructions, in whole or in part, may, at the sole discretion of the IAEA, lead to the rejection of the Proposal and/or ineligibility of the Bidder for this Solicitation and/or future procurement of the IAEA.

### **1. GENERAL**

#### **1.1 CONTENT OF THIS REQUEST FOR PROPOSAL (RFP)**

This RFP consists of the following documents:

1.1.1. Cover letter;

1.1.2. General Instructions to Bidders;

1.1.3. These Special Instructions to Bidders, including:

- a. Attachment 1: Acknowledgment of Receipt (returnable form to be submitted by the Bidder as soon as possible, preferably within four (4) working days following the publication of the RFP or, in case of direct invitation, within four (4) working days following receipt of the RFP);

- b. Attachment 2: IAEA Confidentiality Agreement (returnable form to be submitted by the Bidder to receive the Additional requirements and the Pre-Recovery Site Assessment Report as further explained in Section 1.1.4 (b) below);
- c. Attachment 3: Supplier Registration Form (returnable form to be submitted by the Bidder as part of the Technical Proposal);

1.1.4. Draft Contract, including:

- (a) Annex A: IAEA General Conditions of Contract;
- (b) Annex B: Statement of Work for each country (Croatia, Jordan, and Slovenia). Please note the Statement of Work **does not** contain detailed information regarding the DSRS and site. Additional Statement of Work appendixes and site details are in separate Pre-Recovery Site Assessment Reports. **Bidders interested in receiving the Pre-Recovery Site Assessment Reports are requested to complete and return a signed copy of the IAEA Confidentiality Agreement (Attachment 2) specified in Section 1.1.3(c) above. The signed Confidentiality Agreement should be sent by e-mail to [G.Mogapi@iaea.org](mailto:G.Mogapi@iaea.org) with the subject “RFP No. 481331-GMO for “Removal of Disused Sealed Radioactive Sources from Croatia, Jordan, and Slovenia – “Pre-Recovery Site Assessment”.**

In the event of award, the Bidder’s Proposal will be incorporated as Annex C to the Contract.

## 1.2 BIDDERS’ REQUEST FOR CLARIFICATIONS

Any communications/requests for clarifications related to these tender documents shall be submitted, in the English language, exclusively to [G.Mogapi@iaea.org](mailto:G.Mogapi@iaea.org) with the subject “*RFP No. 481331-GMO for “Removal of Disused Sealed Radioactive Sources from Croatia, Jordan, and Slovenia”*”. Such questions shall not be sent to any other IAEA official or e-mail (directly or indirectly e.g. forwarded message or in copy). Requests for clarifications shall be submitted not later than **09 April 2021** to allow proper consideration by the IAEA.

A reasonable attempt will be made by the IAEA to provide answers to all the questions raised. The questions raised and related answers will be sent to all bidders and posted on the website of the United Nations Global Marketplace (UNGM) in the form of clarifications. The IAEA will not disclose the name of the Bidder(s) raising the question(s). These clarifications shall be deemed the official response from the IAEA to the questions raised.

## 1.3 CONTACTING THE IAEA

- (a) Any clarifications required by the Bidders during the preparation of the Proposal must be addressed as per Section 1.2 of these Special Instructions to Bidders.
- (b) From the RFP closing date and time for submission of Proposals, no Bidder shall contact the IAEA on any matter relating to the Proposal, except when requesting a confirmation of receipt of the Proposal and/or responding to a request from the IAEA.
- (c) Any effort by a Bidder to influence the IAEA, directly or through third parties, in its evaluation process or in its contract award decision shall result in the rejection of the Bidder’s Proposal.
- (d) Information relating to the examination, clarification, and evaluation of Proposals, or contract negotiations and award shall not be disclosed to the Bidders.

## 2. PREPARATION AND SUBMISSION OF PROPOSALS

Validity: The Proposal shall be valid for at least ninety (90) days from the RFP closing date. Proposals with

shorter validity period will not be accepted.

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, each containing the information required in Section 3 of these Special Instructions to Bidders:

- Technical Proposal
- Commercial Proposal
- Commercial Proposal without prices

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

Format and form of submission of the Proposal:

The Proposal shall be submitted either:

- by e-mail (see (a) below); or
- by mail or courier; or hand delivered (see (b) below)
- through the IAEA iSupplier portal at <https://suppliers.iaea.org>.

(a) Proposals submitted by e-mail shall be sent to [Official-Mail.Tenders@iaea.org](mailto:Official-Mail.Tenders@iaea.org)

The subject line of the e-mail shall read - in this same order – “*RFP No. 481331-GMO for “Removal of Disused Sealed Radioactive Sources from Croatia, Jordan, and Slovenia”*”.

No other communications shall be sent to the above e-mail.

Proposals shall not be sent either directly or indirectly (in copy or forwarded message) to any other IAEA e-mail or official.

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 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;
- Commercial Proposal without prices

Each attachment file shall not be larger than **4MB**. The total size of one e-mail shall not exceed **20MB**.

Electronic extension 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|oc  
x|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 responsibility to check the extension type and 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.

If Bidders experience problems in submitting the Proposal by e-mail, files may be split and submitted as several e-mail attachments and/or in separate e-mails. If after attempting the foregoing the Bidder still continues to experience problems, the Bidder may, in a timely manner, contact the IAEA by e-mail to [G.Mogapi@iaea.org](mailto:G.Mogapi@iaea.org) before the RFP closing date and time (subject: “RFP No. 481331-GMO for “Removal of Disused Sealed Radioactive Sources from Croatia, Jordan, and Slovenia”).

- (b) Proposals submitted by mail or courier; or hand delivered, shall be delivered to the below physical address (see page 5) either in hardcopy or in hard drive(s) (e.g. USB stick or CD) containing the electronic files of the Proposal as per instructions applicable to electronic submissions specified in paragraph (a) above.

International Atomic Energy Agency  
Office of Procurement Services  
Vienna International Centre  
PO Box 100  
1400 Vienna, Austria

Proposals submitted by mail or courier; or hand delivered shall be remitted in **two (2) sealed envelopes**, as follows:

- Envelope 1 marked as “Technical Proposal - [NAME OF THE BIDDER], “RFP No. 481331-GMO for “Removal of Disused Sealed Radioactive Sources from Croatia, Jordan, and Slovenia” containing the Technical Proposal.
- Envelope 2 marked as “Commercial Proposal - [NAME OF THE BIDDER], “RFP No. 481331-GMO for “Removal of Disused Sealed Radioactive Sources from Croatia, Jordan, and Slovenia” containing the Commercial Proposal.

The two sealed envelopes shall be submitted within one outer envelope marked as follows:

*[NAME OF THE BIDDER] [ADDRESS OF THE BIDDER] RFP No.: RFP No. 481331-GMO  
Description: “Removal of Disused Sealed Radioactive Sources from Croatia, Jordan, and Slovenia”  
Closing date and time: [Date and time as indicated in the Cover Letter] DO NOT OPEN BEFORE  
THE CLOSING DATE AND TIME*

The complete set of electronic documents or hard copy comprising the Proposal must be received by the IAEA before the RFP closing date and time.

The IAEA will not be responsible for the consequences of the Bidder’s failure to comply with any of the instructions in this Section 2 of the Special Instructions to Bidders.

### **3. CONTENT OF THE PROPOSAL**

The Proposal shall include the following separate documents, each containing the information required in Sections 3.1 and 3.2 of these Special Instructions to Bidders:

- Technical Proposal
- Commercial Proposal
- Commercial Proposal without prices

#### **3.1. TECHNICAL PROPOSAL**

**Important note: The Technical Proposal must NOT include any pricing information.**

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. Statement of compliance with the Statement of Work with specific details of how the bid meets each of the requirements. Any proposed deviations shall be clearly defined and justified. Provide a clear technical description of the proposed works/services to meet the Statement of Work requirements. Kindly note that the IAEA expects that “section-by-section” description shall be provided in the Technical Proposal in order to comply with the requirements of the Statement of Work.
3. The bidder must confirm that it is qualified to perform the work required and provide specific information on the following aspects:
  - a. Copies of your national authorisation that clearly authorize the Bidder and any subcontractors to perform the on-site work;
  - b. Description of licensed B(U) transport packages(s) to be used, a copy of the competent authority approval of the package design to be used for (in the execution of) this work for the package(s), and copies of the authorization and trained personnel to package and prepare the package(s) for transport; If the package(s) relies on the sealed radioactive source (SRS) being special form please indicate, and provide evidence of current special form status of the source;
  - c. Description of the intended endpoint for the DSRS and DU including copies of the authorizations that are applicable to the respective endpoints.
  - d. Acceptable methodology for removal and transport of DSRS;
  - e. Detailed description of how the requirements of Section 3 of the Statement of Work and deliverables as per Section 4 of the Statement of work will be met, achieved and delivered;
  - f. Detailed description of how the requirements of Section 4.1.2.8 of the Statement of Work will be met, achieved and delivered.
4. Provide an implementation plan of the work and the draft schedule of the work, in form of a Gantt chart, outlining possible critical issues that may arise in the course of the project.
5. Describe your company’s relevant expertise and provide proof of having at least five (5) years’ experience in implementing similar projects for governments or international organisations or equivalent. Define the person(s) that will be responsible for the implementation of the work/services including a summary description of their experience relevant to this work/service. All key personnel dedicated to the project shall be properly qualified and are expected to have a working knowledge of the English language. The IAEA may request to provide CV or certificates to verify the qualification of the staff of the Bidder or its sub- contractors.
6. Provide at least three (3) references of implementing similar projects, including short project description, client name and contact details.
7. Clarify if any assistance, information, facilities and resources are expected from the IAEA or End-User and at what stage of the work.
8. 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 to be used, facilities and production capacity as necessary for the Work.

In the case of a consortium or joint bidding, the main Bidder shall possess the majority of the technical equipment and qualified human resources necessary to implement the work.

### 3.2. COMMERCIAL PROPOSAL

**Currency:** All prices shall be defined in EURO.

**Payment Terms:** The payment terms are specified in the attached Draft Contract.

**Please note that the IAEA will not provide any advance payments or payments by Letter of Credit.**

**Content of the Commercial Proposal:** 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. A statement that the Bidder has carefully reviewed the IAEA Draft Contract and its Annexes and is in agreement with all terms and conditions. Deviations, if any, shall be clearly indicated and justified in the Commercial Proposal in an exception list.
3. Complete details to be used in any resulting contract: legal name of the contracting party, registered address, telephone number, e-mail address and contact information for the Draft Contract, as well as the name and position of the legal representative(s) that would sign the Contract, in case of award.
4. A statement of any discount offered for early payment of invoices.
5. Confirm that your Proposal is valid for minimum ninety (90) days from the RFP Closing Date.
6. A statement that, the prices quoted are net of any taxes. Any taxes or fees applicable to the Contract, after consideration of the clarification on the IAEA's privileges and immunities below, shall be indicated separately in the Commercial Proposal.  
*(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)).*
7. Indicate the total firm fixed price of your Proposal (excluding any taxes), broken down per End-User (and Lots), services and related quantities. The list of all item prices shall add up to the total price of the Proposal. Examples of cost categories are:
  - (a) Direct labour cost;
  - (b) Cost of equipment;
  - (c) Materials and supplies;
  - (d) Travel cost and DSA;
  - (e) Insurance cost;
  - (f) Transportation cost;
  - (g) Subcontractor cost, if any;

(h) Other (specify).

8. **Delivery costs:** the prices shall include freight cost. Any freight cost, if applicable, shall be defined separately in the Proposal. Please indicate DAP delivery costs INCOTERMS 2010 to the end destinations, including insurance.
9. 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".

#### **4. EVALUATION AND SELECTION CRITERIA**

Evaluation of the Proposals by the IAEA will be based on the following Qualification, Technical and Commercial evaluation criteria.

##### **4.1. Qualification criteria**

1. Confirmation of having at least five (5) years' experience in implementing similar projects as specified in Section 3.1.5 above; and
2. Provision of at least three (3) references as specified in Section 3.1.6 above.

Only those proposals meeting the above mandatory Qualification requirements will be evaluated further.

##### **4.2. Technical Evaluation criteria**

The Qualifying Proposal will be evaluated as follows:

1. Proof of national authorisation for the Bidder and any subcontractors to perform the on-site work as specified in Section 3.1.3 (a);
2. Description of licensed B(U) transport packages(s) to be used as specified in Section 3.1.3 (b);
3. Description of the intended endpoint for the DSRS and DU as specified in Section 3.1.3 (c);
4. Acceptable methodology for removal and transport of DSRS as specified in Section 3.1.3 (d);
5. Compliance with Section 3 and 4 of the Statement of Work as specified in Section 3.1.3 (e); and
6. Compliance with Section 4.1.2.8 of the Statement of Work as specified in Section 3.1.3 (f).

##### **4.3. Commercial Evaluation criteria**

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

1. Commercial acceptability of the Financial Proposal; and
2. Contractual compliance with the attached Draft contract and the IAEA General.

#### **5. CONTRACT AWARD**

A Contract will be awarded to the Bidder(s) 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.

#### **6. CONTRACTUAL COMPLIANCE**

Any requests for deviations from the contractual terms and conditions indicated in the Proposal will be examined for their acceptability. Deviations may, at the sole discretion of the IAEA, be subject to negotiation and be a factor in the selection decision.