



General Guidelines for Bidder's Presentation
'Demonstration of the web-based Tracking Tool'

1. Definitions

All defined terms shall have the meanings given in the IAEA General Instructions for Bidders and in the IAEA Special Instructions to Bidders for Preparation and Submission of the Proposal ("Special Instructions to Bidders") part of the RFP.

2. Authority

The Bidder has been invited by the IAEA to make an on-line Presentation in accordance with section 2.4 ("Evaluation Method and Selection Criteria") of the Special Instructions to Bidders.

3. Scope

3.1. The purpose of the Presentation shall be to:

- i. Present their web-based Tracking Tool and substantiate the content of the Bidder's technical proposal regarding the web-based tracking tool. The Presentation shall be consistent with the content of the Proposal; in no event shall the Presentation amend the content of the Proposal and under no circumstances shall it be construed as an amendment to the Proposal regardless of any statements to the contrary that may be indicated by the Bidder; and
- ii. Respond to questions posed by the IAEA evaluation panel regarding the bidder's web-based tracking tool. Answers so provided by the Bidders shall be limited to the technical matters raised by the IAEA.

3.2. As indicated in the IAEA's invitation, Bidders shall ensure that the proposed Project Manager or Technical Director is present during the Presentation and that the Presentation is limited to explaining/substantiating the technical proposal regarding the web-based tracking tool.

3.2.1. Bidders Presentation of Proposal – Duration forty-five (45) minutes.

3.2.2. Q&A Session – Duration fifteen (15) minutes. Bidders will answer to a standard set of questions posed by the IAEA to all bidders.

3.3. Bidders shall ensure that:

- i. No questions are asked to the IAEA during the course of the Presentation;
- ii. No commercial and/or contractual information is presented or mentioned during the Presentation; in particular, no discussion shall be held on any commercial matters, such as expected costs, costs categories or pricing;



- iii. The Timeslots as set out in the Presentation Agenda are complied with accordingly; and
- iv. The Presentation is submitted to the IAEA evaluation panel prior to the commencement of the Presentation to a responsible Contracting Officer, Yury Golovkova by email at y.golovkov@iaea.org. It is the Bidder's responsibility to ensure that the electronic file(s) are not corrupt and are virus free.

Under no circumstances shall the IAEA enter into an open-ended discussion with the Bidder's participants.

4. Special Instructions

- a) The IAEA will organize the Presentation and provide an e-mail with instructions for joining the online meeting.
- b) The Presentation will be a closed meeting for confirmed registered Bidder's participants only. The IAEA will verify the identity of the Bidder's participant to match the registration list.
- c) Participants shall act and communicate in a professional, courteous manner and adhere to the highest ethical standards in accordance with the Request for Proposal.
- d) The Bidder's Presentation shall be provided and conducted in the English language only.
- e) No fraternization will be allowed between Bidders and the IAEA participants. The IAEA participants will not hold personal or separate meetings/discussions with the Bidder.
- f) Following the Presentation, no Bidder shall contact directly the IAEA participants on any matter relating to this procurement process. Any attempt to influence the IAEA may result in the rejection of the Proposal.
- g) Bidders shall not take photos or make voice/video recordings during the Presentation.
- h) In accordance with the Special Instructions to Bidders, Bidders shall bear all costs associated with attending the Presentation; the IAEA will not be responsible or liable for these costs, regardless of the conduct or outcome of this Request for Proposal.