

REQUEST FOR QUOTATION

IAEA Reference no. CPA 20116476

THIS IS NOT AN ORDER

Closing date for submission of a quotation: **November 30th, 2011**

Responsible procurement staff at IAEA: Carolyn Lettner

The International Atomic Energy Agency (IAEA) of the United Nations, Vienna, Austria hereby requests your firm fixed price quotation for the equipment and/or services listed below.

When submitting your quotation, please the “instructions for Bidders” attached to this letter.

1. REQUIRED ITEMS: attached as separate document

SHIPPING TERMS (N/A): Web-based service

Please disregard see the Instructions for Bidders, section 2. “Information about shipment”

Manuals to be in: English

Prices shall be defined preferably in **EURO**.

Prices in any other convertible currency will be converted in EURO for evaluation of the quotation.

The final order will be in currency of the quotation.

Please submit your cost proposal separate from your technical proposal.

The IAEA is looking to establish a webservice-based agreement where charges are made against each address cleansed. This should be reflected in your proposed quotation.

In your technical proposal you are requested to provide information on how the above requirements can be met using your products and/or services.

1. Clearly describe how you will meet the requirements as outlined in the attached Statement of Work;
2. Describe the integration approach for your Webservice integration with Oracle E-Business Suite;
3. Specify the input and output formats that are supported; and
4. Verify that the Tool is able to cleanse addresses for the countries which are stated in your proposal. A sample list of addresses (maximum 3) will be provided by the IAEA after the initial technical evaluation.

You are also requested to confirm your acceptance of the attached draft Contract Purchasing Agreement.

Your commercial proposal shall clearly indicate your price for:

- Any one-off registration costs;
- Any discount applicable for the cost of the initial bulk cleansing (100,000 addresses);

- Your price per-address cleansed, broken down between fixed and variable costs (if applicable) and indexed over three years if necessary;
- Costs for software updates (if any), indexed over three years if necessary;
- The basis upon which charging will occur (eg. charge for every transaction or charge for every *successful* transaction)

The attachment 'Cost and Evaluation Matrix' has been included for your reference and guidance.

2. CLARIFICATIONS

All questions for clarification shall be received by **November 23rd, at 12:00 (noon) CET**. Answers to these clarifications will be distributed to all parties participating in this tender.

3. AWARD OF ORDER

This is a competitive selection. An order may be issued without further negotiation so your quotation should be made on the best commercial terms.

The final Order/Contract will be awarded to the supplier on the basis of a best value for money.

If you have any queries relating to this Request, kindly contact me at the address indicated below.

Thank you and best regards,

Carolyn Lettner
IAEA Procurement Associate
A-1400 Vienna, Austria
Tel.: +43 1 2600 21249
E-mail: C.Lettner@iaea.org