



Request for Quotation - Instructions for Bidders

Submission of quotation: Your quotation must be sent preferably by e-mail to the responsible Procurement Staff indicated in the cover page and must be received no later than the closing date.

Complete work: The quotation shall cover the entire goods/work/services requested. Partial quotations will not be accepted unless clearly indicated.

Language: The quotation must be submitted in the English language.

Payment Terms: The IAEA will not provide any advance payments or payments by letter of credit. The standard terms of payment by the IAEA are 30 (thirty) days subject to acceptance by the IAEA and receipt of invoice.

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

Note for contractors located in the EU: IAEA is an international organization and therefore does not have a VAT number. 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). Only contractors located in Austria will be paid the applicable VAT (MwSt).

IAEA General Conditions of Contract will apply to any Contract/Purchase Order resulting from this Request for Quotation. They can be downloaded at <http://www.iaea.org/About/Business/iaeaterms.pdf>

1. Content of the quotation:

In the quotation, please respond to the following requirements by number and in the order shown:

1. Provide full contact details for questions regarding your 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)
2. Indicate your own reference bid number and date of your bid
3. Indicate the total firm fixed price of your offer (net of taxes).
4. Indicate a firm fixed price for each line item. Applicable discounts should be included in the prices.
5. Include a statement attesting that you are offering the IAEA 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".
6. Indicate the country of origin of goods
7. Confirm a minimum offer validity of 90 days.
8. Indicate the delivery date, stated in weeks after receipt of order.
9. Confirm acceptance of IAEA payment terms as described above.
10. State if any discount is offered for early payment of invoices.
11. Confirm acceptance of IAEA General Conditions of Contract. IAEA will not accept other conditions.
12. Provide the name, address, and telecommunications numbers for the nearest service representative for warranty, maintenance, and after-sales support.
13. Confirm that the quotation includes, for each item of equipment provided:
 - a. Sets of manuals (in English or other language as specified).
 - b. Essential accessories and supplies to allow immediate operation of equipment.
 - c. Complete set of cables for interconnection of all electronic units.

14. Confirm acceptance of Warranty in accordance with the IAEA General Conditions of Contract (minimum warranty period of twelve (12) months after delivery or 18 months after shipment)
15. Indicate clearly on your quotation any items that require refrigeration or expedited handling due to their perishable nature or use of short half time isotopes.

2. Information about shipment

The IAEA has a general agreement with SDV Belgium to provide freight forwarding services. The IAEA authorizes SDV Belgium to liaise directly with the suppliers to coordinate all activities related to collecting and delivering the goods to the final destination.

All FCA orders shall be shipped via SDV Belgium.

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. in kg);
- Estimated Dimensions with package (length x width x height in centimetres);
- Commodity type (general cargo, DGR PAX (dangerous goods passengers flights OK), DGR CAO (dangerous goods on cargo flights only))

In case the requested shipping terms are DAP - Vienna, please indicate separately the shipment cost in your quotation.

Austrian suppliers with delivery IAEA - Frei Haus shall not provide separate transportation cost.