

OFFICE OF PROCUREMENT SERVICES

RFP - Request for Proposal No 559572-MAN

SEALED OFFER PROCEDURE

Title **Provision of Drupal Web Content Management Services for the IAEA**

Closing Date and Time **2022-05-17 17:00:00**
Time Zone **CET, Vienna (Austria)**

Submission of response **Through the IAEA Supplier's Portal (<https://suppliers.iaea.org>) or to Official-Mail.Tenders@iaea.org or by mail, courier or hand delivery**

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

Responsible Contracting Staff **Alexander-Nestor, Ms Maxine Rosamund**
Email **M.Alexander-Nestor@iaea.org**

Do not send your response (quotation, proposal or bid) to the email of the Responsible Contracting Staff. Failure to comply with this instruction will result in the rejection of your quotation, proposal or bid.

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
Attachment 1 - Special Instructions to Bidders - RFP 559572	Attachment 1 - Special Instructions to Bidders - RFP 559572 - Drupal Web Content Management Services.pdf
Attachment 2 - General Instructions for Bidders.pdf	Attachment 2 - General Instructions for Bidders.pdf
Attachment 3 - Drupal Statement of Work	Attachment 3 - Drupal Statement of Work 21.04.2022 Final_clean.pdf
Attachment 3a - Annex 1 to SOW - Privileges and Immunities	Attachment 3a - Annex 1 to SOW - Privileges and Immunities of IAEA March 2020 update (edited ver.).pdf
Attachment 4 - Technical_Compliance-Drupal-Hosting-21.04.20	Attachment 4 - Technical_Compliance-Drupal-Hosting-21.04.2022 Final.xlsx
Attachment 5 - Technical	Attachment 5 - Technical Evaluation Matrix DRUPAL WEB



Evaluation Matrix DRUPAL WEB CONTE	CONTENT MANAGEMENT.pdf
Attachment 6 - Cost Proposal Matrix - RFP 559572 - Drupal W	Attachment 6 - Cost Proposal Matrix - RFP 559572 - Drupal Web Content Management Services.xlsx
Attachment 7 - Draft Contract - Drupal Web Content Manageme	Attachment 7 - Draft Contract - Drupal Web Content Management Services for the IAEA.pdf
Attachment 8 - IAEA GCC Services.pdf	Attachment 8 - IAEA GCC Services.pdf
Attachment 9- Supplier Registration Form.docx	Attachment 9- Supplier Registration Form.docx

Requirements

Ship-To **Vienna, Austria**

Item No	Qty	UoM	Goods and/or Services Description
1	5	year	Provision of Drupal Web Content Management Services for the IAEA



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:

.....

.....

.....

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.