

IAEA's Bidding Reference	Click or tap here to enter text.
Bidding Title	Click or tap here to enter text.

## OFFER SUBMISSION CHECKLIST

This document shall be completed and submitted with the Bidder's offer.

Bidder's Reference / Offer Number	
Contact details for questions regarding the offer	Click or tap here to enter text.
Contact details for any resulting order or contract: Legal name, address, telephone number, fax number, e-mail address, and contact person(s)	Click or tap here to enter text.

### Commercial Offer includes:

- ☐ Total firm fixed price of the quotation and breakdown of prices for each line item.
- ☐ Any applicable discounts.
- ☐ All supporting documents listed in the solicitation Special Instructions to Bidders, if applicable.
- ☐ Completed Supplier Registration form if the Bidder is not an IAEA registered supplier and has not been able to register through the IAEA iSupplier portal (<https://suppliers.iaea.org>).

### Technical Offer includes:

- ☐ A clear technical description of the proposed equipment/services to meet the solicitation requirements providing sufficient evidence to demonstrate competence, understanding and compliance with the requirements and the proposed solution to meet them.
- ☐ All supporting documents listed in the solicitation Special Instructions to Bidders, if applicable.

### In case of equipment:

Name, address, and telephone number(s) for the nearest service representative for warranty, maintenance and after-sales support if applicable.	Click or tap here to enter text.
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For each item of equipment, the following will be delivered:

☐ N/A

- ☐ At least 1 (one) set of manuals in English or any other language as specified in the Specifications/Statement of Work.
- ☐ Essential accessories.
- ☐ Supplies to allow immediate operation of equipment.
- ☐ A complete set of cables for interconnection of all electronic units.

### For FCA orders:

Pick up address (Bidder's warehouse or other location)	Click or tap here to enter text.
Estimated gross weight (inclusive of packaging, dry ice etc.)	Click or tap here to enter text.
Estimated dimensions inclusive of packaging (length x width x height cm)	Click or tap here to enter text.
Commodity type (e.g. general cargo, DGR PAX (dangerous goods passengers flights OK), DGR CAO (dangerous goods on cargo flights only))	Click or tap here to enter text.

## BIDDER'S CERTIFICATION

**By ticking off the below boxes, the Bidder confirms:**

- ☐ Minimum validity of the offer of 90 days as of the Closing Date or as otherwise stipulated in the solicitation.
- ☐ Acceptance of the IAEA General Conditions of Contract.
- ☐ Acceptance of the draft IAEA Contract / Blanket Purchase Agreement / Contract Purchase Agreement, as applicable.
- ☐ Acceptance of the [IAEA General Instructions to Bidders](#).
- ☐ Acceptance of Warranty in accordance with IAEA General Conditions of Contract (minimum warranty period of twelve (12) months as of the date of acceptance of the goods) AND/OR in accordance with the Specification / Statement of Work.
- ☐ Acceptance of the IAEA's payment terms – Bank transfer, net 30 days after acceptance of the invoice and acceptance of delivery/completion. The IAEA will not provide any advance payments or payments by letter of credit.
- ☐ Adherence to the [United Nations Supplier Code of Conduct](#) and any other ethical requirements as may be set forth in the solicitation and/or contractual documents and that the Bidder shall maintain the highest standard of ethics at all times.
- ☐ That to the best of the Bidder's knowledge, the Bidder and persons having powers of representation, decision-making or control over the company, or members of their administrative, management or supervisory bodies:
  - ☐ Are not in any of the United Nations organizations' ineligible vendor lists.
  - ☐ Have not been subject of a final judgement or a final administrative decision.
- ☐ That all of the Bidder's obligations to pay taxes and social security contributions have been fulfilled.
- ☐ The IAEA is getting 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".
- ☐ Adequate financial resources to provide the work and/or provide the goods under the Purchase Order / Contract / Agreement (in the event of award).
- ☐ That the Bidder has all applicable licenses to operate.
- ☐ That the Bidder has the required organization, accounting and operational controls and appropriate insurance(s).
- ☐ The technical experience of the staff, equipment used, facilities and production capacity as necessary for the services/work, if applicable.
- ☐ That the Bidder has satisfactory performance records (evidence included in the offer as per solicitation requirements, if applicable).

**In case that the Bidder cannot certify any of the above points please provide comments/justification below and provide, as part of the offer, any relevant supporting documentation if applicable.**

**Any deviations or non-compliance with any of the above may be considered in the decision of award.**

Click or tap here to enter text.