



الوكالة الدولية للطاقة الذرية
国际原子能机构
International Atomic Energy Agency
Agence internationale de l'énergie atomique
Международное агентство по атомной энергии
Organismo Internacional de Energía Atómica

PLEASE READ CAREFULLY AND COMPLY WITH THE INSTRUCTIONS. IN CASE OF UNCERTAINTIES PLEASE CONTACT THE PROCUREMENT OFFICER.

BITTE AUFMERKSAM LESEN UND ANWEISUNGEN BEFOLGEN. BEI UNKLARHEITEN BITTE IN KONTAKT MIT DEM PROCUREMENT OFFICER TRETEN

ATTACHMENT 1 –

SPECIAL INSTRUCTIONS TO BIDDERS FOR PREPARATION OF THE PROPOSAL to the extended

RFQ NO. 623814-PH “CONSTRUCTION WORKS OF A GREENHOUSES BUILDING AT THE IAEA LABORATORIES IN SEIBERSDORF”

These Special Instructions to Bidders for preparation and submission of the Proposal apply in addition to the standard IAEA “General Instructions to Bidders”, whereby these Special Instructions to Bidders shall prevail. Failure to follow and/or accept these instructions, in whole or in part, may, at the sole discretion of the IAEA, lead to the rejection of the Proposal and/or ineligibility of the Bidder for this Solicitation and/or future procurement of the IAEA.

1.0 BACKGROUND

The IAEA is currently expanding and updating its Laboratory Buildings at the IAEA facility in Seibersdorf, Austria. This RFP is for construction works for a Greenhouse in the Frame of the ReNuAL2 construction project.

2.0 EXPECTED PROJECT EXECUTION SCHEDULE

Greenhouse Planning/Preparatory Phase	24.08.2023 – 29.11.2023
Greenhouse Construction Execution	13.05.2024 – 02.08.2024

3.0 SOLICITATION

The Solicitation consists of the following parts:

- a) Cover Letter;
- b) General Instructions for Bidders;
- c) These Special Instructions to Bidders;
- d) IAEA General Conditions of Contract;
- e) Statement of Works (SOW) with its Appendixes;
- f) Offer Submission Checklist
- g) Supplier Registration Form

4.0 PROCESS

4.1 SUPPLIER REGISTRATION

Bidders who are not yet registered with the IAEA and intend to submit a Proposal are required to register through the IAEA iSupplier portal (<https://suppliers.iaea.org>)¹.

Supplier registration requests through the IAEA iSupplier portal are processed between Monday – Friday from 10:00 – 16:00hrs (CET Vienna, Austria). Registration can take up to 48 hours to process if all is correct and complete; the IAEA reserves the right to request clarification or additional information or documentation; only upon receipt of satisfactory information/documentation, at the sole discretion of the IAEA, will a request for registration be approved. Bidders should take this into account as part of the timeline for the submission of the Proposal.

Alternatively, if a Bidder is not able to register through the IAEA iSupplier portal, Bidders may submit the completed Supplier Registration Form (including a copy of the Certificate of Incorporation) as part of the Proposal.

UNITED NATIONS GLOBAL MARKET PLACE (UNGM): The IAEA makes its business opportunities available on the UNGM. In addition to registering with the IAEA, registration with UNGM enables vendors to keep abreast of upcoming tender notices and by subscribing to the UNGM Tender Alert Service, vendors can receive alerts on relevant business opportunities emailed directly to them. Suppliers not yet registered with the UNGM are encouraged to do so. More information on the registration process is available here: <https://www.ungm.org/Public/Pages/RegistrationProcess>.

4.2 SUBMISSION OF THE PROPOSAL

Language: The Proposal shall be in the English language.

Length of the Proposal: The Proposal shall be precise and concise. Catalogues, marketing or commercial documentation should be avoided, unless necessary for the Proposal.

Content of the Proposal: The Proposal shall include the following separate documents:

- Technical Proposal;
- Commercial Proposal [and
- Copy of Commercial Proposal without prices (all prices shall be deleted in this document)]

NOTE: The Technical Proposal shall NOT include any pricing information.

Format and form of submission of the Proposal: The Proposal shall be submitted in electronic format preferably through the IAEA iSupplier portal² at <https://suppliers.iaea.org> (a navigation guide and training material can be found in the portal once the supplier is registered) **or** to the email specified in the Cover Letter for submission of the Proposal. Proposals shall not be sent either directly or indirectly (in copy or forwarded message) to any other IAEA e-mail or official.

For technical queries on the use of the iSupplier portal please contact MTPS-Supplier.Contact-Point@iaea.org for assistance. Technical support is available between Monday – Friday from 10:00 16:00hrs (CET Vienna, Austria). Bidders should take this into account as part of the timeline for the submission of the Proposal.

¹ The IAEA iSupplier portal enables suppliers to register and perform certain self-service data maintenance, as well as respond to requests for proposals and other tenders. Suppliers can access live data, check the status of the solicitations that have been sent directly to them, submit offers in response to IAEA solicitations and, in the event of award, submit invoices and track payment status.

² The IAEA will be phasing out e-mail submissions in the near future, therefore Bidders are encouraged to register and submit their Proposal through the IAEA iSupplier portal.

When submitting the Proposal via email, the subject line of the e-mail(s) shall read [in this same order]:

**RFP NO. 623814-PH - CONSTRUCTION WORKS OF A GREENHOUSES
BUILDING AT THE IAEA LABORATORIES IN SEIBERSDORF
LABORATORIES IN SEIBERSDORF**

If email submission in one single email is not possible due to technical or size constraints (e.g. attaching catalogues or files larger than 4 Mb), the Proposal can be split and submitted as several e-mail attachments or submitted through the IAEA iSupplier portal. Conversely, if the IAEA iSupplier portal is temporarily unavailable, Bidders may submit the Proposal via email. Bidders should contact the IAEA responsible contracting staff in a timely manner before the Closing Date and Time if they continue to have problems with the email submission.

REMINDER: As per above instructions, the Proposal shall be sent to the email specified in the Cover Letter for submission of the Proposal. Proposals shall not be sent either directly or indirectly (in copy or forwarded message) to any other IAEA e-mail or official.

Submissions via links to external servers such as through cloud storage services (iCloud, Dropbox, Google Drive, etc.) are **not** acceptable.

The Technical and Commercial Proposals must be submitted in separate electronic files in the iSupplier portal or attached to the e-mail(s), each clearly named as indicated below. Bidders shall ensure that each document corresponds to the name of the file.

- “Technical Proposal”
- “Commercial Proposal”
- “Copy of Commercial Proposal without prices”

Electronic files **not** allowed:

ace|adp|ani|app|asf|bas|bat|cab|chm|cmd|com|cpl|crt|dll|docm|dotm|exe|fxp|hlp|hta|inf|iqy|isp|jar|Jse|Lnk|mda|mdb|mde|mdt|mdw|mht|msc|msi|msp|mst|pcd|pif|potm|ppam|ppsm|pptm|prf|prg|ps1|reg|scr|sct|shb|shs|sldm|url|vb|vbe|vbs|vxd|wsc|xls|executable files, ‘win’, ‘rar’ and ‘rtf’.

It is the Bidder’s own responsibility to ensure that the Proposal is received by the IAEA before the Closing Date and Time and submitted in accordance with these instructions and to check the integrity of each of the electronic files comprising the electronic submission e.g. to ensure that they are not corrupt and are virus free. The IAEA is unable to discover corrupted or unreadable files until the opening of the Proposal. Should the IAEA be unable to open or read the files, for any reason, the Proposal will be rejected.

Alternatively, the Proposal may be submitted by mail or courier or be hand delivered to the below physical address either in hardcopy **or** in hard drive(s) (e.g. USB stick or CD) containing the electronic files of the Proposal as per relevant instructions applicable to electronic submissions.

International Atomic Energy Agency
Office of Procurement Services
Vienna International Centre
PO Box 100
1400 Vienna, Austria

Proposals submitted by mail or courier or hand delivered shall be remitted in **two sealed envelopes**, as follows:

Envelope 1 marked as “Technical Proposal - [NAME OF THE BIDDER], [solicitation number and title]” and containing the Technical Proposal
Envelope 2 marked as “Commercial Proposal - [NAME OF THE BIDDER], [solicitation number and title]” and containing the “Commercial Proposal” and “Copy of Commercial Proposal without prices”

The two sealed envelopes shall be submitted within one outer envelope marked as follows:

[NAME OF THE BIDDER]
[ADDRESS OF THE BIDDER]
Solicitation No.: [As indicated in the Cover Letter e.g. RFP12345-AB]
Solicitation title: [As indicated in the Cover Letter]
Closing date and time: [Date and time as indicated in the Cover Letter]
DO NOT OPEN BEFORE THE CLOSING DATE AND TIME

Bidders shall submit the Proposal only once and through one single channel of submission. If a Bidder submits the Proposal through multiple channels (e.g. through the IAEA iSupplier portal and email, email and by hand, etc.), unless otherwise stated by the Bidder, the submission with the latest date and time of receipt by the IAEA will be considered valid for further consideration.

The IAEA will not be responsible for the consequences of the Bidder’s failure to comply with any of the instructions for submission of the Proposal as per this Solicitation.

Requests for clarifications: Any communications/requests for clarifications related to this Solicitation shall be addressed by e-mail to the IAEA responsible contracting staff indicated in the Cover Letter. As a general rule, request for clarifications shall be submitted at the latest one week before the Closing Date and Time, to allow proper consideration.

4.2.1 CONTENT OF THE TECHNICAL PROPOSAL

The Technical Proposal shall include, but shall not be limited to, the following points by number and in the order shown:

- a) The **Proposal reference number and date**.
- b) **Full contact details** for questions regarding the Technical Proposal
- c) The **IAEA Supplier Number** for IAEA registered suppliers or the completed Supplier Registration Form in the event that the Bidder is not an IAEA registered supplier and has not been able to register through the IAEA iSupplier portal.
- d) A **Statement of compliance with the Statement of Work (SOW)** in the form of the **Technical Compliance Matrix** as part of the Statement of Work (SOW) (Appendix 3). Any proposed deviations shall be clearly defined and justified.
- e) A **clear technical description** of the proposed works/services and how the Bidder will meet the SOW in the form of a “section-by-section” response to each of the requirements of the Statement of Work (SOW). Bidders shall demonstrate sufficient evidence of the Bidders understanding, the Bidders competence and compliance with the IAEA technical requirements.
- f) A **schedule of the work** outlining possible critical issues that may arise in the course of the project.
- g) **High level overview** of the proposed process and specific deliverables covering all phases of the SOW.
- h) A description of the **Bidder’s relevant expertise** of having successfully constructed a minimum of three (3) greenhouse projects of a similar technical nature for Agricultural Research and Development purposes on target schedule/within cost), including that
 - i. the total value of the projects exceeded a minimum of EUR 1.000.000 each
 - ii. execution was within a period between 2000-2023
 - iii. submission of recommendations at least from the (3) respective customers of those projects and with similar projects.

- i) **Information** about the following:
 - i. Adequacy of financial resources to perform the work under the contract;
 - ii. A statement that the Bidder possesses all applicable licenses to operate;
 - iii. Proof of relevant certification to provide services in Austria;
 - iv. Technical experience of the staff, equipment used, facilities and production capacity as necessary for the work.
- j) Confirmation accepting the **Warranty** in accordance with IAEA General Conditions of Contract (all warranties will remain fully valid following any delivery of the goods and for a period of not less than one (1) year following acceptance of the goods by the IAEA in accordance with the Contract).

4.2.2 CONTENT OF THE COMMERCIAL PROPOSAL

Currency: All prices shall be defined in EURO.

The Commercial Proposal shall include, but shall not be limited to, the following information by number and in the order shown:

- a) The **Proposal reference number and date**.
- b) **Full contact details** for questions regarding the Proposal and those to be used in any resulting order or contract: Bidder's legal name, address, telephone number, fax number, e-mail address, and contact person(s).
- c) Confirmation that the **Proposal is valid** for minimum ninety (90) days from the RFP Closing Date, indicating the exact longer validity period or date.
- d) Statement that the Bidder will follow the **United Nations Supplier Code of Conduct** and any other ethical requirements as may be set forth in the IAEA solicitation and/or contractual documents, observing the highest standard of ethics at all times;
- e) The **single prices** for
 - a. The planning/preparatory phase
 - b. The construction phase
 and the total **firm fixed price** of the Proposal as a sum of the above (excluding any taxes)

The Proposal shall further provide (net of taxes):

- a) The firm fixed price per each deliverable item, equipment and/or services and related quantities. Please use the form "**Appendix G8-Structure for Bill of Quantities**" of the Statement of Work (SOW) as a template. The list of all item prices shall add up to the total price of the Proposal.
- b) The hourly rates for each service or rates for each additional cost item or Overhead cost. Please use the "**Price Rates Statement**" (Attachment A) as attached to this Special Instructions as a template.

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

All prices shall not include any indirect taxes (value added tax (VAT), general sales tax, goods and services tax, etc.) and customs duties or fees. Any applicable taxes or fees shall be defined separately.

Note for suppliers located in the EU: The IAEA is an international organization and, therefore, does not have a VAT or EORI number. The IAEA is exempted from VAT in the territory of the European Union (EU) in accordance with EU Directive 2006/112/EC, 151 (1) (b), as amended by EU Council Directive 2009/162/EU.

Note for Austrian suppliers: The IAEA will pay the applicable VAT (MwSt).

Delivery costs: The prices shall exclude freight cost. Any freight cost, if applicable, shall be defined separately in the Proposal.

Payment Terms: In accordance with the attached Draft Contract. Bidders may propose a payment schedule for the IAEA's consideration; all such payments shall be linked to major milestones or deliverables under the contract. The IAEA will not provide payments by letter of credit.

Payment Schedule: A payment schedule shall be proposed by the bidder for the IAEA's consideration. All payments shall be linked to major milestones or deliverables under the contract.

- a) Statement of any discount offered for early payment of invoices.
- b) A statement attesting that the Bidder is offering the IAEA 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".
- c) A Statement attesting the Bidder uses the best rates baseline for the works and the services.

4.2.3 EVALUATION AND SELECTION CRITERIA

Evaluation of the Proposals by the IAEA will be based on the following criteria.

4.2.3.1 Qualification Requirements

- a) Experience of having successfully constructed a minimum of three (3) greenhouse projects of a similar technical nature for Agricultural Research and Development purposes on target schedule/within cost), including that
 - i. the total value of the projects exceeded a minimum of EUR 1.000.000 each
 - ii. execution was within a period between 2000-2023
 - iii. submission of recommendations at least from the (3) respective customers of those projects and with similar projects.
- b) Proof of relevant certification to provide services in Austria.
- c) Annual turnover of the last 3 years min. EUR 1.000.000 /Year
- d) Compliance with the Statement of Work (SOW)

4.2.3.2 Technical Evaluation criteria:

Lowest Cost technically compliant based on the compliance with the SOW and the bidding documents.

The Qualifying Proposals will be evaluated based on the below criteria:

- i. Experience in R&D greenhouses with components on plant disease research OR soil management with radioactive experimentation;
- ii. Qualifications of proposed subcontractor(s);
- iii. Qualification of proposed staff and Team structure;
- iv. Proposed schedule with milestones;
- v. Structure of the proposal demonstrating the understanding of the tasks to be performed
- vi. Quality management system in place;

4.2.3.3 Commercial Evaluation

Subject to the technical conformance of the Technical Proposal, the proposal will be evaluated as follows:

- a) Commercial acceptability of the proposal; and
- b) Contractual compliance.

Detailed cost analysis will be performed, and negotiations may be conducted.

Any requests for deviations from the contractual terms and conditions indicated in the Proposal will be examined for their acceptability. Deviations may, at the sole discretion of the IAEA, be subject to negotiation and be a factor in the selection decision

4.2.4 Selection Criteria

The Contract will be awarded to the Bidder who submits the best value for money Proposal combining “cost and quality”. The IAEA reserves the right, as it deems appropriate, to award to a single Bidder, to award to multiple Bidders in any combination or not to award to any of the Bidders as a result of this RFP.

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