

OFFICE OF PROCUREMENT SERVICES

RFP - Request for Proposal No 627888-YG

Title **Business Continuity Certification Training**

Closing Date and Time **2023-11-08 17:00:00**
Time Zone **CET, Vienna (Austria)**

Submission of response **Through the IAEA Supplier's Portal (<https://suppliers.iaea.org>) or to the Responsible Contracting Staff**

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

Responsible Contracting Staff **Golovkov, Mr Yury**
Email **Y.Golovkov@iaea.org**

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
02. General Instructions for Bidders	02. General Instructions for Bidders.pdf
03. Special Instructions to Bidders	03. Special Instructions to Bidders.pdf
04. IAEA General Conditions of Contract for Services	04. IAEA General Conditions of Contract for Services.pdf
05. IAEA Confidentiality Agreement	05. IAEA Confidentiality Agreement.docx
06. IAEA Contract Purchase Agreement	06. IAEA Contract Purchase Agreement.docx
07. Statement of Work	07. Statement of Work.pdf
08. Offer submission checklist and Bidder's Certification	08. Offer submission checklist and Bidder's Certification.docx
09. Technical Compliance and Evaluation Matrix	09. Technical Compliance and Evaluation Matrix.xlsx



10. Price Sheet	10. Price Sheet.xlsx
11. Supplier Registration Form	11. Supplier Registration Form.docx

Requirements

Ship-To **Vienna, Austria**

Item No	Qty	UoM	Goods and/or Services Description
1	1	Course	Business Continuity Certification Training

**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]

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- 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:

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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.