



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

ATTACHMENT 1 TO RFP NO. 625267-AY

SPECIAL INSTRUCTIONS TO BIDDERS FOR PREPARATION OF THE PROPOSAL

These Special Instructions apply in addition to the standard IAEA “General Instructions for Bidders”.

The Solicitation consists of the following parts:

1. Cover Letter;
2. General Instructions for Bidders;
3. Special Instructions to Bidders;
4. Offer submission checklist and Bidder's Certification – to be completed;
5. Compliance Matrix;
6. Draft Contract;
7. IAEA General Conditions of Contract;
8. Statement of Work;
9. Supplier Registration Form - 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.

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.

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>.

2.1 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.

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

[RFP 625267-AY] – [Charter of a fully equipped Research Vessel for a multi-stop marine expedition]

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.

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.

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|f
xp|hlp|hta|inf|iqr|isp|jar|Jse|Lnk|mda|mdb|mde|mdt|mdw|mht|msc|msi|ms
p|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.

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.

2.2 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:

1. The Proposal reference number and date.
2. 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.
3. General technical discussion demonstrating the Bidder’s understanding of the IAEA technical requirements and their proposed solution to meet them.
 - 3.1. Analysis approach, methodology
 - Provide a description of the organization’s approach, methodology, and timeline for how the organization will achieve the Statement of Work.
 - Explain the organization’s understanding of IAEA’s needs for the services/works.
 - Identify any gaps/overlaps in IAEA’s coverage based on the information provided.

3.2 Management – timeline, deliverables, and reporting

- Provide a detailed description of how the management for the requested services/works will be implemented in regard to the Statement of Work.
4. The attached Compliance Matrix (attachment 5) duly filled-in.
 5. An implementation plan of the work.
 6. A description of the Bidder's relevant expertise and experience in executing a maritime expedition of similar scope/size.
 7. Identification of the following key personnel that will be responsible for the implementation of the work/services including a summary description of their experience relevant to this work/service. All key personnel dedicated to the project shall be properly qualified and are expected to have a working knowledge of the English language. Provide CV or certificates to verify the qualification of the staff of the Bidder or its sub-contractors.
 - Captain:
 - Crew:
 - Marine Technicians:
- 7.1 Composition of the team proposed to perform this work/service (including supervisory). Describe the availability of resources in terms of personnel required for the Statement of Work Requirements. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each.
- 7.2 Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time. Highlight the relevant academic qualifications, specialized trainings, and pertinent work experience. Please use the format below (Sample CV template for Key Personnel), with each CV no more than THREE pages in length.

Sample CV template for Key Personnel [Captain, Crews, Marine Technicians, ...]:

Name:		
Position for this Assignment:		
Nationality:		
Language Skills:		
Educational and other Qualifications		
Employment Record: [Insert details of as many other appropriate records as necessary]		
From [Year]: _____ To [Year]: _____		
Employer: _____		
Positions held: _____		
Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)	(Name/Title/Organization/Contact Information – Phone; Email)	

8. At least 3 references of implementing similar projects, including short project description, client name and contact details.
9. A statement of compliance with the list of deliverables indicated in the Statement of Work.

10. Indication of any assistance, information, facilities and resources expected from the IAEA or local end-user and at what stage of the work/services.
11. Information about the following:
 - a) Adequacy of financial resources to perform the work under the contract;
 - b) A statement that the Bidder possesses all applicable licenses to operate;
 - c) Company organization, experience, quality certifications; and
 - d) Technical experience of the staff, equipment used, facilities and production capacity as necessary for the work.
12. 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).

2.3 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:

1. The Proposal reference number and date.
2. 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).
3. Confirmation that the Proposal is valid for minimum ninety (90) days from the RFP Closing Date, indicating the exact longer validity period or date.
4. Confirmation of acceptance of the IAEA General Conditions of Contract.
5. Confirmation of acceptance of the IAEA Draft Contract forming part of this RFP. This section shall further provide the Bidder's legal address, point of contact and the name and position of the legal representative that would sign the contract on behalf of the Bidder, in the event of award.
6. State 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;
7. Country of origin of goods/equipment (if applicable).
8. The total firm fixed price of the Proposal (excluding any taxes)

The Proposal shall further provide (net of taxes) the firm fixed price per each deliverable item, equipment and/or services and related quantities. The list of all item prices shall add up to the total price of the Proposal.

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: The IAEA will not provide any advance payments or payments by letter of credit. The standard IAEA payment terms are by bank transfer net thirty (30) days after acceptance of the contractor's invoice and acceptance by the IAEA of the services and any supporting documentation.

NOTE: Invoices shall be submitted in electronic format, preferably³ through the IAEA iSupplier portal at <https://suppliers.iaea.org> (a navigation guide and training material can be found in the portal once the supplier is registered) or to invoices@iaea.org the email specified in the Purchase Order/Contract.

9. Statement of any discount offered for early payment of invoices.
10. 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".

2.4 EVALUATION AND SELECTION CRITERIA

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

2.4.1. Qualification requirements:

- a) Compliance with Statement of Work (SOW) Requirements

Proposals from Bidders that pass the above criteria will be accepted for further technical evaluation.

2.4.2. Technical Evaluation criteria:

- a) Institution's expertise and experience in executing a maritime expedition of similar scope/size as per Requirement 3.1 of SOW and RFP Special Instructions to Bidders 2.2.6, 2.2.8 and 2.2.11;
- b) Demonstration of understanding of the IAEA requirements and suitability of proposed Equipment, Personnel/Staffing, Accommodation and Facilities, Safety and Insurance as

³ The IAEA will be progressively phasing out e-mail submission of the invoices, therefore suppliers are encouraged to register and submit their invoices through the IAEA iSupplier portal.

per Requirements 3.1, 3.3-3.5 and 3.8 and RFP Special Instructions to Bidders 2.2.3-2.2.5, 2.2.9 and 2.2.11; and

- c) Key Personnel (Qualifications, experience and sufficient number of proposed personnel- Captain, Crew and Marine Technicians) as per Requirements 3.1, 3.4 of SOW and RFP Special Instructions to Bidders 2.2.7, 2.2.11).

2.4.3. Commercial Evaluation

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

- Commercial acceptability of the Financial Proposal; and
- Contractual compliance.

2.4.4. Selection Criteria

A Contract will be awarded to the Bidder who submits the best value for money 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.