



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

RFP 642440 CT Simulator for Azerbaijan

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. Specifications;
5. Technical Compliance Matrix (to be completed and returned with the Proposal);
6. Commercial Proposal Matrix (to be completed and returned with the Proposal);
7. Offer submission checklist and Bidder's Certification – to be completed;
8. 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

DO NOT SUBMIT YOUR PROPOSALS TO ANY PROCUREMENT OFFICER!

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 642440-AMS– CT Simulator for Azerbaijan](#)

DO NOT SUBMIT YOUR PROPOSAL TO ANY PROCUREMENT OFFICER!

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-

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.

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|f
xp|hlp|hla|inf|iqy|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, 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.
4. The attached Compliance Matrix (attachment 5) duly filled in. Any proposed deviations shall be clearly defined and justified.
5. Provide an implementation plan in the form of a Gantt chart, outlining possible critical issues that may arise in the course of the project.
6. A minimum of five (5) years in the industry and relevant experience in the field of CT systems (sale and post-implementation maintenance) is required. Describe your company's relevant expertise and define the person(s) 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. The IAEA may request to provide CV or certificates to verify the qualification of the staff of the Bidder or its sub-contractors.
7. Provide a list of at least five (5) references from different countries/regions with similar systems provided in past (5) years of implementing similar projects (covering maintenance services also), including project description, client name and contact details.
8. Proof of local or regional presence in the country/region including name, address and contact details for the nearest authorised service representative that will provide installation, warranty, maintenance and after-sales support services (if applicable and different from the Bidder).
9. A complete list of all items that are to be delivered under a resulting purchase order.
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. Provide evidence that the offered model has successful performance and installation in the country/region.
12. Provide 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.
13. Confirm that the Proposal includes, for each item of equipment provided:
 - a) Sets of manuals in the English language (or other language if specified above);

- b) Essential accessories and supplies to allow immediate operation of equipment; and
 - c) Complete set of cables for interconnection of all electronic units.
14. Confirm acceptance of 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).
 15. Dangerous Goods: The Proposal shall include UN reference numbers for all dangerous goods. If applicable, the Bidder shall indicate clearly in the Proposal any items that require refrigeration or expedited handling due to their perishable nature or use of short half time isotopes.

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. Any deviations should be clearly highlighted at the time of the submission.
5. 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;
6. Country of origin of goods/equipment (if applicable).
7. The total firm fixed price of the Proposal (excluding any taxes)

Complete the Commercial Proposal Matrix (attachment 6) and attach it as part of the submission. The Bidder may amend the Commercial Matrix in the manner which best reflects the pricing module of the requirement. The Quotation 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 Quotation.

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 delivery of the goods to the IAEA or the IAEA GFF and/or 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.

8. Bidders shall quote separately, as an option, a comprehensive package for seven (7) additional years of full maintenance services (as defined in the Specification - Maintenance and Spare Parts), following the initial one (1) year full warranty. Such option for maintenance services may be exercised at the discretion of the End-User before the expiry of the initial one (1) year full warranty. The costs for such maintenance shall be fixed and firm and will be borne by the End-User.
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.

1.4.1. Stage 1 Mandatory Requirements:

1. Proof of local or regional presence in the region including name, address and contact details for the nearest authorised service representative that will provide installation, warranty, maintenance and after-sales support services (if applicable and different from the Bidder).
2. A minimum of five (5) years in the industry and relevant experience in the field of CT systems (sale and post-implementation maintenance) is required.

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.

3. Provide a list of at least five (5) references from different countries/regions with similar systems provided in past (5) years of implementing similar projects (covering maintenance services also), including project description, client name and contact details.

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

1.4.2. Stage 2 Technical Evaluation criteria:

Technical Offers that pass Stage 1 will be evaluated against the following qualitative criteria:

1. Demonstration of the interconnectivity of the proposed equipment (operates as part of the hospital as medical equipment) which shall be maintained during operation, and any upgrade performed as per the Specification.
2. Compliance with the functional, performance, and technical requirements outlined in the Specification document.
3. Quality and reputation of support services (including post warranty maintenance and uptime). Bidder shall submit a sample Service Level Agreement (SLA) and demonstration of certified service engineer respond in the country (local service engineer availability).
4. Provide a list of installed systems in Azerbaijan / the region.
5. Presentation of an implementation plan of the work'

1.4.3. 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.

1.4.4. Selection Criteria

A Purchase Order will be awarded to the Bidder who submits the best value for money proposal, combining “cost and quality”. The cost for additional seven (7) years of maintenance (following the first year of warranty) will be included in the evaluation of total cost as part of the “whole life cost” approach.

The IAEA reserves the right not to award to any of the bidders as a result of this RFP.