

OFFICE OF PROCUREMENT SERVICES

RFP - Request for Proposal No 642689-YG

SEALED OFFER PROCEDURE

Title **Visa Document Courier Services**

Closing Date and Time **2024-11-14 17:00:00**
Time Zone **CET, Vienna (Austria)**

Submission of response **Through the IAEA Supplier's Portal (<https://suppliers.iaea.org>) or to Official-Mail.Tenders@iaea.org or by mail, courier or hand delivery**

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

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

Do not send your response (quotation, proposal or bid) to the email of the Responsible Contracting Staff. Failure to comply with this instruction will result in the rejection of your quotation, proposal or bid.

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. Offer Submission Checklist and Bidder's Certification	04. Offer Submission Checklist and Bidder's Certification.docx
05. IAEA Service Model Contract	05. IAEA Service Model Contract.docx
06. IAEA General Conditions of Contract for Services	06. IAEA General Conditions of Contract for Services.pdf
07. SoW - Visa Document Courier Services	07. SoW - Visa Document Courier Services.pdf
08. Technical Compliance and IAEA Evaluation Matrix	08. Technical Compliance and IAEA Evaluation Matrix.xlsx



09. Price Sheet	09. Price Sheet.xlsx
10. Supplier Registration Form	10. Supplier Registration Form.docx

Requirements

Ship-To **Vienna, Austria**

Item No	Qty	UoM	Goods and/or Services Description
1	1	each	Visa Document Courier Services

**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]
.....
.....
- 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:
.....
.....
.....

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.