



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. 21956-AIPS-LC**

### **SPECIAL INSTRUCTIONS TO BIDDERS FOR PREPARATION OF THE PROPOSAL**

These Instructions apply in addition to the standard IAEA “General Instructions for Bidders” commonly referred to as “Instructions to Bidders”.

The Solicitation consists of the following parts:

1. Cover letter;
2. Instructions to Bidders including:
  - 2.1 Submission of the Proposal
  - 2.2 Content of Technical Proposal
  - 2.3 Content of Commercial Proposal
  - 2.4 Evaluation and Selection Criteria
  - 2.5 Acknowledgment of Receipt (*To be sent back to the IAEA by e-mail within 5 working days after receipt of the Solicitation*);
3. Draft Contract;
4. IAEA General Conditions of Contract;
5. Statement of Work;
6. Supplier Registration Form (To be completed if you have not submitted a registration form to the IAEA or UNGM within the last two years). If your company is a registered UNGM supplier, please provide the reference number.

#### **Webex Bidders Conference Thursday 23 January 2014, 15:00, CET**

The IAEA is scheduling a Webex bidders conference, with the following agenda:

1. Key points of the RPF and Statement of Work
2. The sealed bid tender procedure of the IAEA
3. Questions by Bidders on the RFP, Contract, and Statement of Work

Bidders shall inform their intention to participate in this WebEx meeting to the Responsible Contracting Staff indicated in the RFP Cover Letter by email, latest by 22 January 2014. An Outlook invitation will be sent to confirm the participation and details of the WebEx meeting. It is expected that the lead functional consultant would participate in the Webex conference to lead/contribute to the discussion relating to item 1 in the Agenda.

### **2.1 SUBMISSION OF THE PROPOSAL**

Language: The Proposal shall be in the English language.

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

Format of Proposal: Proposal should be preferably submitted in electronic format (i.e. via e-mail) including the following documents:

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

NOTE: Technical Proposal shall NOT include any prices or other financial information.

The electronic files shall be clearly named as “Technical Proposal”, “Commercial Proposal” and “Copy of Commercial Proposal without prices” files.

Any request for clarifications to the RFP shall be sent to the Responsible Contracting Staff indicated in the RFP Cover Letter.

The proposal shall be sent to the following Email address without copying any other IAEA email address:

**Official-Mail.Tenders@iaea.org**

**Do not send communications to this Email !!**

For communications use the Email of the Responsible Contracting Staff indicated on the RFP Cover letter.

## **2.2 CONTENT OF TECHNICAL PROPOSAL**

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

1. Introduction of your company in not more than one page.
2. Demonstrate your company’s expertise in the implementation of Oracle Taleo modules by describing the approach for a standard Taleo implementation in terms of average effort, schedule, milestone deliverables, your presence on-site, client SME and business support required, and the particular risks for such implementation.
3. Provide a proposal for the implementation approach for the IAEA in terms of start date, schedule, including justifying the expected timeline of each phases of the project to deliver the major milestones, assumption for IAEA SME and business support required, any risks for the implementation, proposed reporting (including performance indicators to demonstrate that the implementation is on time at the agreed quality and governance by your company. Please state the expected volume of resources in workdays and presence on-site for each project phase, including clearly separating out estimated resource requirements related to training and ramp-up (i.e. initial review and understanding of IAEA business context, requirements and technical landscape).
4. Proposed implementation team, comprising of one functional and one technical consultant, including a detailed description of their experience relevant to Taleo implementation and Oracle eBusiness Suite integration.
5. Provide at least 3 reference projects of a Taleo implementation by the proposed consultants, including a client contact person and details to enable the IAEA to directly contact the references.

6. Clarify if any assistance, information, and facilities expected from the IAEA and at what stage of the work.
7. Provide information about the following:
  - a) Adequacy of financial resources to perform the work under the contract;
  - b) Proof of incorporation in accordance with the laws of your country and a statement that your company possessed all applicable licenses to operate;
  - c) Company organization, experience, quality certifications, accounting and operational controls; and
  - d) Technical experience of the staff, equipment used, facilities and production capacity as necessary for the Work.

## 2.3 CONTENT OF 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. Provide full contact details for questions regarding your Proposal and those to be used in any resulting order or contract: legal name, address, telephone number, fax number, e-mail address, and contact person(s).
2. Indicate your Proposal reference number and date of your Proposal.
3. 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 receipt of monthly invoices for the work performed in the previous month as defined in the Contract.
4. State if any discount is offered for early payment of invoices.
5. Confirm that your Proposal is valid for minimum ninety (90) days from the Closing Date.
6. Provide net firm fixed, all-inclusive, rates for each consultant, both onsite and offsite in the form of a rate card.

**Taxes:** All rates 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, 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 EU in accordance with EU Directive 2006/112/EC - Article 151 (previously EU VAT Directive 77/388/EEC - Article 15 paragraph 10). Note for Austrian suppliers: The IAEA will pay the applicable VAT (MwSt).

7. Confirm acceptance of the IAEA Draft Contract forming part of this RFP and provide the legal address, point of contact and the name and position of your legal representative that would sign the contract on behalf of your company/organisation as well as points of contact for the purpose of Article 9 of the Draft Contract.

8. Provide a statement attesting that you are offering the IAEA the most favoured customer status: "I certify that the pricing offered does not exceed rates offered to other customers for the same or substantially similar services under similar terms and conditions".

## **2.4 EVALUATION AND SELECTION CRITERIA**

Evaluation of the Proposals by the IAEA will be based on the following qualification requirements and evaluation criteria.

### **1. Qualification requirements**

#### **Certificate of Incorporation**

The Bidder shall be officially registered in accordance with the law of his country of origin.

### **2. Evaluation Criteria**

The Proposals will be evaluated against the following evaluation aspects:

- 2.1 Bidder's expertise based on the standard Taleo implementation approach;
- 2.2 Implementation approach proposed for the IAEA in terms of start date, schedule, and reporting;
- 2.3 Proposed implementation team, functional and technical consultant; and
- 2.4 Reference projects of Taleo implementations by the proposed consultants.

### **3. Selection Criteria**

A Contract will be awarded to the Bidder who submits the proposal that represents best value for money by combining cost and quality.

## 2.5 ACKNOWLEDGMENT OF RECEIPT

### E-Mail: Copy and paste into your E-mail

To: International Atomic Energy Agency, Vienna, Austria  
Responsible Contracting Staff: Leendert Colijn  
E-mail: l.colijn@iaea.org

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### ACKNOWLEDGMENT OF RECEIPT

Request for Proposal number: 21956-AIPS-LC  
Description: Provision of Oracle Taleo Functional and Technical Consultants  
Tender Closing Date & Time: 3 February 2014, 23:59, CET

We have received the above mentioned Request for Proposal, and we will

(please mark the box next to  
the relevant text with "X") :

- submit a proposal in response
- not submit a proposal in response, due to :
  - requirements are outside our normal activities
  - insufficient time to prepare a proposal
  - present lack of resources to undertake the requested work/service
  - cannot accept the IAEA General Conditions of Contract
  - other: \_\_\_\_\_


FROM :

Company : .....

Address :.....  
.....

Contact person: ..... E-mail:.....

Tel. no. : .....