

**OFFICE OF PROCUREMENT SERVICES**

**RFP - Request for Proposal No 30809-VG**

Title **Development of E-learning modules on Spent Fuel Management (SFM)**

Closing Date and Time **2017-09-22 17:00:00**  
Time Zone **CET, Vienna (Austria)**

Submission of response **to the Responsible Contracting Staff**

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

Responsible Contracting Staff **Goethel, Mr Volker**  
Email **V.Goethel@iaea.org**  
Phone **+43-1-2600-22367**

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 "General Instructions to Bidders" and "Special Instructions to Bidders".

Please notify the Responsible Contracting Staff mentioned above if any part of this solicitation is missing.

Thank you.

**Attachment**

Name	Details
AT-GCC GOODS & SERVICES	IAEA_GCC_-_Goods_and_Services.pdf
AT-SUPPLIER REGISTRATION FORM	Supplier Registration Form.docx
Statement of Work (SoW)	Statement_of_work_E-learning_AGE_2017-08-21 VG.pdf

**Requirements**

Ship-To **Vienna, Austria**

Shipping Terms **Delivered at Place VIC**

Item No	Qty	UoM	Goods and/or Services Description
1	1	lot	Development of E-learning modules on spent fuel management (SFM)



The International Atomic Energy Agency (IAEA) invites qualified suppliers to submit a Technical and Commercial Proposal for the provision of goods and/or services as defined in this solicitation.

In preparing your Proposal you are requested to follow the "General Instructions for Bidders" available at <https://www.iaea.org/sites/default/files/iaeaforbidders.pdf> and any other instructions defined in this solicitation.

The final Purchase Order will include the attached "IAEA General Conditions of Contract".

In case you require any clarification, please contact the IAEA responsible contracting staff mentioned above.

We are looking forward to receiving your Proposal.

Special Instructions:

- The proposals submitted in the bidding process will be technically evaluated against the following criteria:

1. Understanding of scope of work and deliverables to be developed including ability to commit to the specified deadlines for delivery of the modules:

- Break-down of work scope to major activities
- Milestones with deliverables
- Timelines
- Quality Control of the project development and delivered material

2. Previous experience with similar projects. Evaluation of already produced e-Learning materials in terms of:- Quality of the material - Presentation of technical content- Attractiveness for end-users

3. Availability of appropriate staff including key experts with nuclear background and long distance education and training experience

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**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**

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**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:**

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**FROM:**

Company name: .....

Address: .....

Name of the contact person: .....

E-mail: .....

Tel. No.: .....

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\* NOTE TO BIDDERS: In the event of missing documentation/information in the solicitation, please contact the IAEA responsible contracting staff as soon as possible.