



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. 30813-DD

**Supply and delivery of two (2) mass spectrometers as two (2) lots.**

**Lot 1: Isotope Ratio Mass Spectrometer for high precision measurement of the relative isotope abundances of <sup>13</sup>C, <sup>15</sup>N, <sup>18</sup>O, <sup>34</sup>S and <sup>2</sup>H (D) for delivery to Brazil.**

**Lot 2: Supply and delivery of a Stable Isotope Ratio Mass Spectrometer (IRMS) coupled to an elemental analyser (EA) and gas chromatography (GC) for delivery to Sri Lanka.**

### 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. Special 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
3. IAEA General Conditions of Contract;
4. Specifications
5. 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.)*

#### 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: Technical Proposal shall NOT include any pricing information.

Attachment 1 to RFP - Special Instructions to Bidders

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Format and form of submission of the Proposal: The Proposal shall be submitted in electronic format to the email specified in the Cover Letter. Proposals shall not be sent either directly or indirectly (in copy or forwarded message) to any other IAEA e-mail or official.

The subject line of the e-mail shall read [in this same order]:

**RFP-30813-DD – Supply and delivery of two (2) mass spectrometers as two (2) lots**

If electronic submission is not possible due to technical or size constraints (attached catalogues or larger than 4 Mb), the Proposal can be split and submitted as several e-mail attachments. Please contact the IAEA contracting staff if you continue to have problems with your submission.

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 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:

386|ade|adp|rtf|rar|app|asd|asf|asx|eml|bas|bat|cab|chm|cmd|com|cpl|crt|dll|exe|fxp|hlp|hta|hto|inf|ini|ins|isp|jar|jse?|lib|lnk|mdb|mde|msc|msi|msp|mst|ocx|pcd|pif|prg|reg|scr|sct|sh|shb|shs|sys|url|vb|vbe|vbs|vcs|vxd|wmd|wms|wmz|wsc|executable files, ‘win’, ‘rar’ and ‘rtf’.

It is the Bidder’s own responsibility to check the integrity of each of the electronic files comprising their 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.

Alternatively, the Proposal may be submitted by mail or courier or be hand delivered to the below physical address either in hardcopy **or** in hard drive(s) (e.g. USB stick or CD) containing the electronic files of the Proposal as per relevant instructions applicable to electronic submissions.

International Atomic Energy Agency  
Office of Procurement Services  
Vienna International Centre  
PO Box 100  
1400 Vienna, Austria

Proposals submitted by mail or courier or hand delivered shall be remitted in **two sealed envelopes**, as follows:

- Envelope 1 marked as “Technical Proposal - [NAME OF THE BIDDER], [solicitation number and title]” and containing the Technical Proposal
- Envelope 2 marked as “Commercial Proposal -[NAME OF THE BIDDER], [solicitation number and title]” and containing the “Commercial Proposal” and “Copy of Commercial Proposal without prices”

The two sealed envelopes shall be submitted within one outer envelope marked as follows:

[NAME OF THE BIDDER]  
[ADDRESS OF THE BIDDER]  
Solicitation No.: [As indicated in the Cover Letter e.g. RFP12345-AB]  
Solicitation title: [As indicated in the Cover Letter]  
Closing date and time: [Date and time as indicated in the Cover Letter]  
**DO NOT OPEN BEFORE THE CLOSING DATE AND TIME**

The IAEA will not be responsible for the consequences of your failure to comply with any of the above instructions.

Requests for clarifications: Any communications/requests for clarifications related to these tender documents 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 TECHNICAL PROPOSAL**

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

1. General technical discussion demonstrating your understanding of the IAEA technical requirements and your proposed solution to meet them.
2. Statement of compliance with the Specifications preferably in the form of a matrix. Any proposed deviations shall be clearly defined and justified.
3. Provide draft schedule of the work in form of a Gantt chart, outlining possible critical issues that may arise in the course of the project.
4. 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.
5. Provide at least 3 references of implementing similar projects, including short project description, client name and contact details.
6. Provide a complete list of all items that are to be delivered under a resulting purchase order.
7. Clarify if any assistance, information, facilities and resources are expected from the IAEA or local end-user and at what stage of the work.
8. Provide information about the following:
  - a) Adequacy of financial resources to perform the work under the contract;
  - b) A statement that your company 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.
9. Provide the name, address, and contact details for the nearest authorized service representative that will provide installation, warranty, maintenance, and after-sales support services (if applicable and if different from the Contractor).

10. Provide a clear technical description of the equipment proposed. The equipment shall meet the IAEA requirements (provide requirements matrix if needed).
11. 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.
12. Confirm acceptance of Warranty in accordance with IAEA General Conditions of Contract (minimum warranty period of twelve (12) months as of the date of acceptance of the goods or eighteen (18) months after shipment, whichever date is earlier).
13. Dangerous Goods: The Proposal shall include UN reference numbers for all dangerous goods. If applicable, indicate clearly in your 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 COMMERCIAL PROPOSAL**

**Currency:** All prices shall be defined in EURO.

Proposals submitted in other currency will be converted to EURO using the applicable United Nations operational rate of exchange (available under <http://treasury.un.org/operationrates/Default.aspx>). The resulting EURO price will be used for the price comparison and for the award.

The Commercial Proposal shall include, but shall not be limited to, the following information by number and in the order shown:

1. Indicate your Proposal reference number and date of your Proposal.
2. 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).
3. Confirm that your Proposal is valid for minimum ninety (90) days from the RFP Closing Date.
4. Confirm acceptance of IAEA General Conditions of Contract.
5. Indicate the country of origin of goods/equipment (if applicable).
6. Indicate the total firm fixed price of your Proposal (excluding any taxes)
7. Provide net of taxes, 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.

Example of cost categories for equipment:

- (a) detailed breakdown of prices for major components;
- (b) Installation costs;
- (c) Training costs;
- (d) Warranty costs;
- (e) Optional items, such as maintenance costs [up to five years], to be considered by the End-User

8. For Lot 1 Please also offer the spare parts in Appendix 2 with fixed prices and validity of one (1) year.

**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, 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).

**Delivery costs:** The prices shall exclude freight cost. Any freight cost, if applicable, shall be defined separately in the Proposal.

The IAEA has a general agreement with Bolloré Logistics Austria GmbH to provide freight forwarding services. The IAEA authorizes Bolloré Logistics Austria GmbH to liaise directly with the suppliers to coordinate all activities related to collecting and delivering the goods to the final destination.

The following information shall be provided in the Proposal:

- Pick up address or pickup place (supplier's warehouse or other location);
- Estimated Gross Weight (inclusive of packaging, dry ice etc.);
- Estimated Dimensions with package (length x width x height);
- Commodity type (general cargo, DGR PAX (dangerous goods passengers flights OK), DGR CAO (dangerous goods on cargo flights only);
- For radioactive or cold chain shipment, please indicate the exact shipping route and estimated transit time.

8. 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 Contractor's invoice and delivery of the goods to the IAEA freight forwarder and/or acceptance by the IAEA of the services and any supporting documentation.
9. State if any discount is offered for early payment of invoices.
10. Provide a statement attesting that you are 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 qualification requirements and evaluation criteria.

### **2.4.1. Qualification requirements (if applicable):**

#### **a) Experience**

The Bidder shall have at least five (5) years of experience in the relevant industry and services.

The bidders that pass the above criteria will be accepted for further technical evaluation.

#### **2.4.2. Technical Evaluation criteria:**

The Proposals will be evaluated against the following evaluation criteria:

- a) Proposed solution (understanding of requirements, defined milestones and project duration/Gantt chart);
- b) Bidder's qualification (including experienced and qualified project management team); and
- c) References of implementing similar projects.

#### **2.4.3. Commercial Evaluation**

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

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

#### **2.4.4. Selection Criteria**

A Purchase Order will be awarded to the Bidder who submits the best value for money proposal, which is “lowest priced technically compliant”.

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.