



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. 79265-SIS

TITLE: Professional Services for Application Data Integration Architecture and Design

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 (Workflow Mailer E-Mail);
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. Statement of Work (SoW);
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*);
6. IAEA Confidentiality Agreement (to be signed by the Contractor); and
7. IAEA Confidentiality Agreement for non-staff (to be signed by the Contractor's personnel).

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

NOTE: Technical Proposal shall NOT include any pricing information.

Format and form of submission of the Proposal: The Proposal shall be submitted in electronic format to the Contracting Officer specified in the Cover Letter (Mr. Syed Ismail Shah). 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 79265-SIS – Professional Services for Application Data Integration Architecture and Design

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”

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.

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”

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 Statement of Work, preferably in the form of a matrix. Any proposed deviations shall be clearly defined and justified.
3. Provide a clear technical description of the proposed approach to meet the Statement of Work requirements. Kindly note that the IAEA expects that “section-by-section” description shall be provided in the Technical Proposal in order to comply with the requirements of the Statement of Work.
4. Provide draft schedule of the work in form of a Gantt chart, outlining possible critical issues that may arise during the project.
5. Provide 3-5 key performance indicators (KPI) to be used to demonstrate that the services are delivered on time at the quality outlined in the proposal. These KPI’s should include target values and minimum or maximum values that you guarantee.
6. Describe your company’s relevant expertise and define the project team (persons) that will be responsible for the implementation of the services including a summary description of their experience relevant to this service as well as CVs. All key personnel dedicated to the project shall be properly qualified and are expected to have a working knowledge of the English language.
7. Provide at least 3 references of implementing similar projects (medium to large-scale application data integration architecture, design and implementation), including short project description, client name and contact details.
8. Provide a statement of compliance with the list of deliverables indicated in the Statement of Work.
9. Clarify if any assistance, information, facilities and resources are expected from the IAEA and at what stage of the work.
10. 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.

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. 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 person-day. On-site and off-site rate. The on-site rate shall include travel, and DSA (per diem). The total of all person-days costs shall add up to the total price of the Proposal.

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).

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 acceptance by the IAEA of the services and any supporting documentation.

A payment schedule may be agreed upon. All payments shall be linked to major milestones or deliverables under the purchase order.

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:

Bidder's Core Team

The core team meets the requirements listed under 4.2 Profile and Qualifications, of the SoW.

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) Quality of proposed plan for executing this engagement (limited to 10 pages, excluding Annexes) – *Specifically, define your understanding of the IAEA's environment and requirements for the engagement, and the approach you will take as well as the foreseen schedule. Sample deliverables and project references should be included in the Annexes. Clearly indicate whether the timeline deadlines found in the SoW can be met, and clarify expectations of any information, facilities and resources which are expected from the IAEA and at what stage of the engagement;*
- b) Relevant experience – *The three examples of engagements provided should demonstrate the applicability to the IAEA and the extent of your experience in medium to large-scale application data integration architecture, design and implementation (as per SoW 5.2); and*
- c) References of implementing similar projects.

Bidders may be requested to come on-site to IAEA Headquarters (at own cost), or via video-conference to present and elaborate on a), b) and c) during the evaluation process.

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

Purchase Order will be awarded to the Bidder who submits

the best value for money combining “cost and quality”.

The IAEA Confidentiality Agreement (to be signed by the Contractor) and IAEA Confidentiality Agreement for non-staff (to be signed by the Contractor's personnel) shall be signed prior to commencement of the project.

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.