



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 TO RFP NO. 93276-AR**

### **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;
3. Draft Blanket Purchase Agreement;
4. Technical Proposal Compliance Matrix;
5. Commercial Proposal example format;
6. IAEA General Conditions of Contract;
7. Specifications; and
8. 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: The Technical Proposal shall NOT include any pricing information.

Format and form of submission of the Proposal: The Proposal shall be submitted in electronic format

preferably<sup>1</sup> through the IAEA iSupplier portal at <https://suppliers.iaea.org> (a navigation guide and training material can be found in the portal once the vendor is registered) **or** to the email specified in the Cover Letter for submission of the Proposal. Proposals shall not be sent either directly or indirectly (in copy or forwarded message) to any other IAEA e-mail or official.

When submitting the Proposal via email, the subject line of the e-mail shall read [in this same order]:

[RFP 93276-AR – Ultrapure Chemicals](#)

If email submission is not possible due to technical or size constraints (e.g. attaching catalogues or files larger than 4 Mb), the Proposal can be split and submitted as several e-mail attachments or submitted through the IAEA iSupplier portal. Conversely, if the IAEA iSupplier portal is temporarily unavailable, you may submit your Proposal via email. Please contact the IAEA responsible contracting staff in a timely manner before the Closing Date and Time if you continue to have problems with your electronic 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 in the iSupplier portal or 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|cp|crt|dll|  
exe|fxp|hlp|hta|hto|inf|ini|ins|isp|jar|jse?|lib|lnk|mdb|mde|msc|msi|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

---

<sup>1</sup> Suppliers shall note that the IAEA will be phasing out e-mail submission in the near future, therefore suppliers are encouraged to register and submit their Proposal through the IAEA iSupplier portal.

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 for submission of the Proposal.

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**

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

1. A general technical discussion demonstrating your understanding of the IAEA technical requirements and your proposed solution to meet them, describing your company’s relevant expertise and ability to meet the requirements of the Specification.
2. Provide a clear technical description of the proposed goods to meet the Specifications 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 Specifications. Provide a technical data sheet for each of the proposed chemicals detailing compliance with the requirements of the Specifications.
3. Provide a statement of compliance with the Specifications, in the form of the Technical Proposal Compliance matrix document. Any proposed deviations shall be clearly defined and justified.
4. Provide details about your local service representative to the IAEA in Austria, after-sale services included and the name and contact details of the representative.
5. Clarify if any assistance, information, facilities and resources are expected from the IAEA or local end-user and at what stage of the work.
6. 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.

7. 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.

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 one hundred and twenty (120) days from the RFP Closing Date.
4. Confirm acceptance of IAEA General Conditions of Contract.
5. 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 7 of the Draft Contract.
6. Indicate the country of origin of goods/equipment (if applicable).
7. Indicate the total price of your Proposal (excluding any taxes).
8. Provide net of taxes, 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. You should refer to Commercial Proposal example format document for the deliverables required and clearly indicate the different unit sizes available per ultrapure chemical and the associated price points with each size and/or volume;

**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.

Please indicate DAP delivery costs INCOTERMS 2010 to Seibersdorf, Austria (excluding insurance).

9. 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 or the IAEA freight forwarder.
10. State if any discount is offered for early payment of invoices.
11. 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. Technical Evaluation criteria:**

The Proposals will be evaluated against the following evaluation criteria:

- a) Compliance with the Technical requirements;
- b) Compliance with Functional and Performance Requirements; and
- c) Compliance with the required delivery schedule.

The IAEA reserves the right to request samples of the proposed ultrapure chemicals in order to complete its technical evaluation as appropriate.

### **2.4.2. 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.

### **2.4.3. Selection Criteria**

A Contract will be awarded to the Bidder who submits the best value for money combining "cost and quality".

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.