



## OFFICE OF PROCUREMENT SERVICES

# Request for Proposal No 112274-SB

### SEALED OFFER PROCEDURE

Title **Recruitment Selection Tools**

Closing Date and Time **2018-05-09 17:00:00**  
 Time Zone **CET, Vienna (Austria)**

Submission of response **Through the IAEA Supplier's Portal (<https://suppliers.iaea.org>) or to [Official-Mail.Tenders@iaea.org](mailto:Official-Mail.Tenders@iaea.org) or by mail, courier or hand delivery**

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

Responsible Contracting Staff **Barnett, Ms Sabine**  
 Email **S.Barnett@iaea.org**  
 Phone **+43-1-2600-22378**

**Do not send your response (quotation, proposal or bid) to the email of the Responsible Contracting Staff. Failure to comply with this instruction will result in the rejection of your quotation, proposal or bid.**

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 IAEA "General Instructions for Bidders" (also found at <https://www.iaea.org/sites/default/files/iaeaforbidders.pdf>) and "Special Instructions to Bidders" attached.

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

Thank you.

#### Attachment

Name	Details
General Instructions to Bidders	General Instructions for Bidders.pdf
Special Instructions to Bidders	RFP 112274 - Special Instructions for Bidders.pdf
Draft Blanket Purchase Agreement	RFP 112274 - Draft Blanket Purchase Agreement.docx
IAEA General Conditions of Contract	RFP 112274 - IAEA General Conditions of Contract.pdf
Statement of Work	RFP 112274- Statement of Work.pdf
Statement of Work, Annex 1	RFP 112274 - Statement of Work, Annex 1 - Example KPIs.pdf



Supplier Registration Form	RFP 112274 - Supplier Registration Form.docx
Attachment 1 - Sample IAEA Vacancy Notice	RFP 112274 - Annex Vacancy Announcement Section Head Level.pdf
Attachment 2 - Sample IAEA Vacancy Notice	RFP 112274 - Annex Vacancy Announcement Director Level.pdf
Confidentiality Statement	RFP 112274 - Confidentiality Agreement.docx

## Requirements

Ship-To **Vienna, Austria**

Item No	Qty	UoM	Goods and/or Services Description
1	1	each	Recruitment Selection Tools, in accordance with the attached Statement of Work and annexed Documents



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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.