



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. 112274-SB

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 (BPA)
4. IAEA General Conditions of Contract
5. Statement of Work
6. 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)*
7. Sample IAEA Vacancy notices (attached separately)
8. Statement of Confidentiality (attached separately)

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

preferably¹ 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 112274-SB – Recruitment Selection Tools](#)

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|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

¹ 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.

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.: RFP 112274-SB
Solicitation title: Recruitment Selection Tools
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

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.
 - (a) Definitions of the person/s that will be responsible for the implementation of the Contract. All key personnel dedicated to the project shall be properly qualified and have a working knowledge of the English language.
 - (b) Definitions of how customer service for the IAEA account will be managed; regional account managers, a dedicated account manager, etc.
3. Information of expectations of any assistance, information, facilities and resources which are expected from the IAEA and at what stage of the services.
4. Description of IAEA norm group requirements and your understanding of the IAEA’s multicultural working environment.
 - (a) Description of proposed norm group(s) proposed for use with the IAEA; and
 - (b) Using the attached two (2) sample IAEA vacancy announcements, define which norm group your company would use.
5. Outline of proposal for creation of a new IAEA/United Nations norm group, requirements and timelines.

6. Description of the relevant experience that your company, and your major subcontractors (if any), have in the performance of the services defined in this Request for Proposal. In particular, provision of information about the following:
 - (a) Qualifications of psychologists and potential membership in professional organizations (e.g. Chartered Institute of Personnel and Development (CIPD), European Mentoring and Coaching Council (EMCC), or equivalent);
 - (b) Global presence of company and agents;
 - (c) Previous work experience, including client references, for similar organizations (size, cultural mix, vacancy diversity).
 - (d) Submission of proof of company association with professional psychology or testing board.
 - (e) Brief discussion about what shall be covered with IAEA staff during a one-day training in Vienna, Austria on the reading and interpretation of test results.
 - (f) Provision of clear instructions and any login information necessary to access sample of online tests.
 - (g) Provision of a sample test report for a candidate having undergone competency and personality tests.
 - (h) Description of (cultural diversity) within proposed tests.

2.3 CONTENT OF COMMERCIAL PROPOSAL

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

1. Your Proposal reference number, and date of your Proposal.
2. Provision of 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. Confirmation that your Proposal is valid for minimum ninety (90) days from the RFP Closing Date.
4. Confirmation of acceptance of IAEA General Conditions of Contract.

Confirmation of acceptance of the IAEA Draft Blanket Purchase Agreement (BPA) 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 BPA on behalf of your company/organisation.

5. Indication of the country of origin of services.
6. Provision of a firm cost breakdown showing the costs of each individual test per candidate and the additional costs for psychologist briefings, noting any price differences for senior/junior psychologist services.

7. Description of any offered test bundles, and their corresponding firm bundled prices.
8. Description of your scheme for price breaks related to ordered volume; are these fixed to volume plateaus, annual usage, total contract usage, etc.
9. Statement if any discount is offered for early payment of invoices.
10. 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".

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/operationalrates/Default.aspx>). The resulting EURO price will be used for the price comparison and for the award.

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).

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/or acceptance by the IAEA of the services, and any supporting documentation (if applicable).

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 (pass/fail)

The Proposals will be evaluated against all mandatory requirements as per the Statement of Work.

2.4.2 Quality Evaluation Criteria (weighted)

Proposals that meet the mandatory requirements as per the Statement of Work shall be further evaluated from a quality perspective, as follows:

- (a) Degree of cultural diversity within proposed tests (scenario, reasoning, competency and personality);
- (b) Global network of psychologists (availability within all time zones, in addition to the English language, UN official language capabilities are an asset);

- (c) Availability of a technical/scientific norm group, similar to IAEA job profiles (in these fields);
- (d) Example test reports: clearly structured, easily understandable (clear on how to interpret information, provision of assessment explanations), inclusion of test visual; and
- (e) Client references (international organizations or international corporations)

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

An award will be made to the Bidder who submits the best value for money proposal, combining “cost and quality”. An award will be made for an initial period of three (3) years with two (2) optional extensions of 12 months each (maximum duration: 5 (five) years).

Bidders may be invited to present their proposed solutions during the evaluation process.

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.