



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. 147271-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 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
  - 2.5 Example of compliance matrix to be included as part of the Technical Proposal;
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.

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 147271 – High Efficiency Introduction System](#)

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.

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. Provide a clear technical description of the proposed equipment and services to meet the IAEA Specification requirements; demonstrating compliance with the Specifications. 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;
3. Provide a complete list of all items that are to be delivered under a resulting purchase order.
4. Clarify if any assistance, information, facilities and resources are expected from the IAEA and at what stage of the work.
5. 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).
6. Clearly indicate the proposed maintenance requirements for the equipment.
7. Provide a high efficiency introduction system, equivalent to the proposed system, for testing by the IAEA as part of the technical evaluation. The system will be tested in Seibersdorf, Austria,

with QC solution of 2% HNO<sub>3</sub> / 0.1% HF of 1 ng/g natural uranium solution for a minimum of 1 working week and up to 2 working weeks. The test system shall be cleaned before being returned to the Bidder. The test system will be required week commencing 1 October 2018 and/or week commencing 8 October 2018. These dates are subject to final confirmation. You shall clearly indicate when the test system shall be available.

8. 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.
9. 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).
10. 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. Indicate the country of origin of goods/equipment.
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.
  - (a) detailed breakdown of prices for major components;
  - (b) Installation costs;
  - (c) Training costs;
  - (d) Warranty costs;
  - (e) Delivery costs [DAT/CPT/FCA, see below]
  - (f) Optional items, such as maintenance costs [up to five years], to be considered by the End-User

**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.

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 and acceptance by the IAEA of the equipment and services.
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. Technical Evaluation criteria:**

The Proposals will be evaluated against the following evaluation criteria:

- a) Specification Requirements (including the testing of the proposed system);
- b) Proposed Installation and Training; and
- c) Proposed Maintenance Requirements.

As part of the Technical Evaluation the Bidder shall supply a test system equivalent to the proposed system for testing by the IAEA. The test system will be tested in Seibersdorf, Austria, with QC solution of 2% HNO<sub>3</sub> / 0.1% HF of 1 ng/g natural uranium solution for a minimum of 1 working week and up to 2 working weeks. The test system shall be cleaned before being returned to the Bidder. The test system will be required week commencing 1 October 2018 and/or week commencing 8 October 2018. These dates are subject to final confirmation.

### **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 Purchase Order will be awarded to the Bidder who submits the best value for money proposal 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.

## 2.6 COMPLIANCE MATRIX FOR TECHNICAL PROPOSAL

<b>HIGH EFFICIENCY INTRODUCTION SYSTEM</b>			
<b>Ref.</b>	<b>Specification Requirements</b>	<b>Compliant Yes/No</b>	<b>Bidder's comments to justify compliance with Specification Requirements</b>
<b>3</b>	<b>Requirements</b>		
<b>3.1</b>	<b>Functional and Performance Requirements</b>		
	The System shall meet the following functional and performance requirements:		
a)	Compatible with self-aspirating PFA nebulizer (sample uptake rate of ca 100 µL/min) provided by either Savillex Corporation or Elemental Scientific;		
b)	Increases sensitivity by a minimum of 5 times and up to 20 times in comparison to conventional sample introduction systems, for instance; sensitivity for U-238 shall be greater than 8 Mcps when aspirating a 1ng/ml natural uranium solution at a flow rate of ca. 0.1ml/min (measured with MC-ICP-MS Neptune Plus, Thermo Fisher Scientific, Germany); and		
c)	The full tuning and control of the system shall be performed using specific software on a computer.		
<b>3.2</b>	<b>Technical Requirements</b>		
	The System shall meet the following technical requirements:		
a)	Heated PFA spray chamber for high sample transport efficiency;		
b)	Heated PTFE membrane desolvator for lowest oxide and hydride levels;		
c)	Two built-in remote controlled gas mass-flow controllers calibrated for nitrogen gas and for argon sweep gas;		
d)	Two adjustable remote controlled temperature controllers with temperature indication for spray chamber and membrane desolvator;		
e)	Built-in acid resistant spray chamber drain pump; and		
f)	The software shall be compatible with the Neptune Plus MC-ICP-MS software.		
<b>4</b>	<b>Marking</b>		
	The System shall have all safety markings in English language.		
<b>5</b>	<b>Packing</b>		
	The System, for the shipment to the IAEA, shall be packed in accordance		

	with international standards that are applicable for the shipment of this kind of equipment.		
<b>6</b>	<b>Quality Requirements</b>		
6.1	The System shall be manufactured, shipped and installed in accordance with the Contractor's ISO quality assurance system or an equivalent quality assurance system.		
6.2	The Contractor shall document the compliance with this quality assurance system.		
<b>8</b>	<b>Installation and Training</b>		
	The System shall be installed and connected to the Neptune Plus MC-ICP-MS at the IAEA Environmental Sample Laboratory in Seibersdorf, Austria.		
	The Contractor shall provide one day training for up to three staff of the IAEA in the operation and maintenance of the System at the IAEA Seibersdorf location immediately after the installation of the System.		
<b>9</b>	<b>Deliverable Data Items</b>		
	The Contractor shall provide two complete sets of operation and servicing manuals and technical drawings in the English language.		
	The Contractor shall provide a list of all spare parts and reference.		
	The Contractor shall provide a cleaning kit and a set of spare part for 1 year of operation.		