

**OFFICE OF PROCUREMENT SERVICES**

**RFQ - Request for Quotation No 200294-DTE**

Title **X-ray products for a secondary standard dosimetry laboratory**

Closing Date and Time **2018-11-25 17:00:00**  
Time Zone **CET, Vienna (Austria)**

Submission of response **Through the IAEA Supplier's Portal (<https://suppliers.iaea.org>) or to the Responsible Contracting Staff**

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

Responsible Contracting Staff **Tesarcik, Mr David**  
Email **D.Tesarcik@iaea.org**  
Phone **+43-1-2600-21178**

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 for Bidders	General Instructions for Bidders.pdf
AT-SUPPLIER REGISTRATION FORM	Supplier Registration Form.docx
AT-GCC GOODS & SERVICES	IAEA_GCC_-_Goods_and_Services.pdf
No Title	BOH9009 Specification of X ray items-vDT2.pdf

**Requirements**

Ship-To **Bosnia and Herzegovina**

Shipping Terms

**Free Carrier Supplier's Warehouse**

Item	Qty	UoM	Goods and/or Services Description
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No			
1	1	each	BOH9009_2018-07-05_X-ray items for the SSDL of Bosnia and Herzegovina

## SPECIAL INSTRUCTIONS TO BIDDERS

**SUBMISSION OF QUOTATION:** Your quotation shall be submitted through the IAEA Supplier's Portal (<https://suppliers.iaea.org>) or by email to the Responsible Contracting Staff and shall be received no later than the Closing Date indicated above. The quotation shall include the costs for the entire goods/work/services requested. Partial quotations will not be accepted unless otherwise indicated below.

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|jsp|jar|jse?|lib|lnk|mdb|mde|msc|msi|mso|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 quotation. Should the IAEA be unable to open or read the files, for any reason, the quotation will be rejected.

**LANGUAGE:** The quotation shall be submitted in the English language, unless instructed otherwise.

**CURRENCY:** Your quotation shall be submitted in EURO.

**TAXES:** 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 30 (thirty) days after delivery of goods and/or acceptance by the IAEA of the services, if applicable, as well as receipt of the invoice in electronic format, preferably 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 [accountspayable@iaea.org](mailto:accountspayable@iaea.org) the email specified in the Purchase Order/Contract.

Suppliers shall note that the IAEA will be progressively phasing out e-mail submission of the invoices, therefore suppliers are encouraged to register and submit their invoices through the IAEA iSupplier portal.

**CANCELLATION:** The IAEA reserves the right to accept or reject the bidder's quotation, partially or entirely, and to cancel this procurement request at any time prior to award of the order without any liability or any obligation to inform the bidder of the grounds for cancellation.

**EVALUATION:** IAEA will evaluate the compliance of the quotations with this Request for Quotation requirements. Subject to their technical compliance, the quotations will be evaluated for their commercial acceptability. The award will be made based on the "lowest priced technically compliant" quotation. The IAEA reserves the right, as it deems appropriate, to enter into negotiation with the lowest technically acceptable bidder, to award to a single bidder, to award to multiple bidders in any combination or not to award any order to any of the bidders as a result of this request.

**APPLICABLE DOCUMENTS:** In case of award, the following documents shall govern the Purchase Order and are listed in order of precedence in case of a conflict:

1. The Purchase Order;
2. The IAEA General Conditions of Contracts;

3. The IAEA Specification/Statement of Work;
4. The Contractor's quotation.

**CONTENT OF THE QUOTATION:** In the quotation, please respond to the following requirements by number and in the order shown:

1. Indicate the IAEA Request for Quotation (RFQ) number referenced above and provide your own reference number and date of quotation;
2. Provide full contact details for questions regarding your quotation and those to be used on any resulting order or contract: legal name, address, telephone number, fax number, e-mail address, and contact person(s);
3. Provide a clear technical description of the proposed equipment/services to meet the RFQ requirements e.g. this may be provided by giving a section-by-section response to the attached specifications/statement of work. Bidders shall provide sufficient evidence to demonstrate competence and compliance with the requirements;
4. State a minimum validity of your quotation of 90 days as of the Closing Date;
5. Confirm acceptance of the attached IAEA General Conditions of Contract. No other conditions can be accepted;
6. Indicate the country of origin of the goods;
7. If functional equipment is being quoted, provide the name, address, and telecommunications numbers for the nearest service representative for warranty, maintenance, and after-sales support; state that for each item of equipment the following will be delivered: (a) at least 1 (one) set of manuals (in English or other language, if specified below); (b) essential accessories and supplies to allow immediate operation of equipment; and (c) a complete set of cables for interconnection of all electronic units;
8. **DANGEROUS GOODS, RADIOACTIVE MATERIALS AND PERISHABLE ITEMS:** The quotation shall include UN reference numbers for all dangerous goods.

If applicable, indicate clearly in your quotation any items that require refrigeration or expedited handling due to their perishable nature or use of short half time isotopes. The quotation shall also include UN reference numbers for all dangerous goods.

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. Indicate the total firm fixed price of your quotation and provide breakdown of prices for each line item. State any applicable discounts;
11. Indicate the delivery time (FCA or DAT/DAP, as applicable), stated in weeks ARO (After Receipt of Order);
12. **INFORMATION ABOUT SHIPMENT:** All shipping costs shall be indicated separately in the quotation.

For all FCA orders:

The IAEA has a general agreement with Bolloré Logistics to provide freight forwarding services. The IAEA authorizes Bolloré Logistics to liaise directly with the suppliers to coordinate all activities related to collecting and delivering the goods to the final destination.

The following information must be provided in the quotation:

- Pick up address or pickup place (supplier's warehouse or other location);
- Estimated Gross Weight (inclusive of packaging, dry ice etc.);
- Estimated Dimensions with package (length x width x height);
- Commodity type (general cargo, DGR PAX (dangerous goods passengers flights OK), DGR CAO (dangerous goods on cargo flights only)).

For CPT/DAT orders (e.g. for shipment of radioactive, cold chain or toxic material):

Quote separately the fixed price for shipping to the air/port of entry. The End-User will arrange customs clearance with assistance from UNDP or other national authorities for tax exemption and for inland transportation.



WAGRAMERSTRASSE 5,  
P.O. BOX 100  
1400 VIENNA, AUSTRIA

13. State if any discount is offered for early payment of invoices;
14. Include the following 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".

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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.