

OFFICE OF PROCUREMENT SERVICES

RFP - Request for Proposal No 299309-YG

Title **Business Continuity Certification Training**

Closing Date and Time **2019-09-05 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 **Golovkov, Mr Yury**
Email **Y.Golovkov@iaea.org**

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
Special Instructions to Bidders	Special Instructions to Bidders.pdf
Draft CPA	Draft CPA.docx
SoW - Business Continuity Certification Training	SoW - Business Continuity Certification Training.pdf
Compliance Matrix	Compliance Matrix.docx
Price Sheet	Price Sheet.docx
Confidentiality Agreement	Confidentiality Agreement.docx
No Title	General Instructions to Bidders.pdf
Supplier Registration Form	Supplier_Registration_Form.docx
IAEA GCC Services	IAEA GCC Services.pdf

Requirements

Ship-To **Vienna, Austria**

Item No	Qty	UoM	Goods and/or Services Description
1	1	each	Establish a Contract Purchase Agreement for Business Continuity Certification Training as per the attached Statement of Work



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

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

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.:

.....

* NOTE TO BIDDERS: In the event of missing documentation/information in the solicitation, please contact the IAEA responsible contracting staff as soon as possible.