



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

SPECIAL INSTRUCTIONS TO BIDDERS FOR RFP NO. 482341-SB

These Special Instructions apply in addition to the standard IAEA “General Instructions for Bidders”.

1 INTRODUCTION

The International Atomic Energy Agency (IAEA) located in Vienna, Austria, is seeking proposals for an Engineering Design of an integrated system consisting of a prompt gamma neutron activation analysis (PGAA) spectrometer and neutron imaging. The successful Contractor shall supply the deliverables to the end-user, the *Centre National de l'Énergie, des Sciences et des Techniques Nucléaires* (CNESTEN) of Morocco.

2 CONTENT OF THIS REQUEST FOR PROPOSAL

The Solicitation consists of the following parts:

1. Cover Letter
2. General Instructions for Bidders
3. Special Instructions to Bidders
4. IAEA General Conditions of Contract
5. Statement of Work
 - 5.1 Statement of Work, Appendices
6. Draft Contract
7. Supplier Registration Form - *Bidders who are not yet registered with the IAEA and intend to submit a Proposal are required to register through the IAEA iSupplier portal (<https://suppliers.iaea.org>). Alternatively, if a Bidder is not able to register through the IAEA iSupplier portal, they may submit the completed Supplier Registration Form (including a copy of the Certificate of Incorporation) as part of the Proposal.*

3 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 preferably through the IAEA iSupplier portal¹ at <https://suppliers.iaea.org> (a navigation guide and training material can be found in the portal once the supplier 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:

RFP-482341-SB – Engineering Design of a PGAA and Neutron Imaging Instrument

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:

ace|adp|ani|app|asf|bas|bat|cab|chm|cmd|com|cpl|crt|dll|docm|dotm|exe|fxp|hlp|hta|inf|iqr|isp|jar|jse|Lnk|mda|mdb|mde|mdt|mdw|mht|msc|msi|mso|mst|pcd|pif|potm|ppam|ppsm|pptm|prf|prg|ps1|reg|scr|sct|shb|shs|slidm|url|vb|vbe|vbs|vxd|wsc|xls|xsm|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 The IAEA will be phasing out e-mail submissions in the near future. Therefore, Bidders are encouraged to register and submit their Proposal through the IAEA iSupplier portal.

Proposals submitted by mail or courier or hand delivered shall be marked as follows:

[NAME OF THE BIDDER]

[ADDRESS OF THE BIDDER]

Solicitation No.: RFP-482341-SB

Solicitation title: Engineering Design of a PGAA and Neutron Imaging Instrument (MOR1012)

Closing date and time: [Date and time as indicated in the Cover Letter]

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.

3.1 CONTENT OF THE TECHNICAL PROPOSAL

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

1. The Proposal reference number and date.
2. The IAEA Supplier Number for IAEA registered suppliers or the completed Supplier Registration Form if the Bidder is not an IAEA registered supplier and has not been able to register through the IAEA iSupplier portal.
3. General technical discussion demonstrating the Bidder's understanding of the IAEA technical requirements and their proposed solution to meet them.
4. A clear technical description of the proposed works/services and how the Bidder will meet the Statement of Work requirements in the form of a "section-by-section" response to each of the requirements of the Statement of Work. Bidders shall demonstrate or provide sufficient evidence to demonstrate competence and compliance with the requirements. Bidders shall ensure that all the requirements in the Statement of Work are addressed in detail or referred to in the Technical Proposal. Any proposed deviations shall be clearly defined and justified. Failure to do so may render the proposal as not compliant with the Statement of Work.
5. Level of professional qualification/experience of proposed key personnel: identification of the person(s) that will be responsible for the implementation of the work/services including a summary description of their experience relevant to this work/service, specifically in the fields of instrument and mechanical design; installation, operation and maintenance of such equipment; and design of electronic control systems. Describe your selection criteria for sub-contractors. The IAEA may request CVs or certificates to verify the qualification of the staff of the Bidder or its sub-contractors. All key personnel dedicated to the project shall be properly qualified and are expected to have a working knowledge of the English language. The IAEA may request to provide CV or certificates to verify the qualification of the staff of the Bidder or its sub-contractors.
6. Company technical expertise: at least 3 (three) references of implementing similar projects, including short project description, client or third-party user-names, and contact details.
7. Provision of a proposed project management approach, specifically addressing the following:

- i. how communication will be maintained, and data shared with the End-User, as the System design is developed over the lifetime of the contract. Clarification, if any assistance, information, facilities and resources are expected from the IAEA or End-User and at what stage of the work;
 - ii. how records of configuration will be maintained as the System design is developed over the lifetime of the contract;
 - iii. by what methods at each Reporting Milestone (Numbers 2, 4 and 6 in Table 4) Opinions of Cost will be derived for the eventual manufacture, procurement, and installation of the System (e.g. analogous, parametric, “bottom-up”);
 - iv. provision of an implementation plan with a draft schedule of the work, in the form of a Gantt chart or similar, outlining possible critical issues that may arise in the course of the project. The Bidder should plan to limit financial obligations while awaiting the approvals: the time taken between submission of designs Contract (Milestone numbers 2, 4 and 6 in Table 4) and the approvals (Milestone numbers 3, 5, and 7 in Table 4 of the Statement of Work) may vary.
8. Value adding to the End-User: submission of proposed solutions e.g. components standardization, ability to break down eventual System tender [e.g. local procurement possibility], financial savings for the End-User, etc.
 9. Confirmation that the winning bidder/the contractor will grant ownership of the designs to the End-User.
 10. Information about the following:
 - a) Adequacy of financial resources to perform the work under the contract;
 - b) A statement that the Bidder possesses all applicable licenses to operate;
 - c) Company organization, experience, quality certifications; and
 - d) Technical experience of the staff, equipment used, facilities and production capacity as necessary for the work.

3.2 CONTENT OF THE COMMERCIAL PROPOSAL

Currency: All prices shall be defined in EURO.

Proposals submitted in another 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.

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

1. The Proposal reference number and date.
2. Full contact details for questions regarding the Proposal and those to be used in any resulting order or contract: Bidder’s legal name, address, telephone number, fax number, e-mail address, and contact person(s).
3. Confirmation that the Proposal is valid for minimum ninety (90) days from the RFP Closing Date, indicating the exact longer validity period or date.
4. Confirmation of acceptance of the IAEA General Conditions of Contract.
5. Country of origin of goods/equipment/services.
6. The total price of the Proposal (excluding any taxes).

The Proposal shall further provide (net of taxes) the 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. Prices (including those for the System options) shall be firm and fixed.

Please complete the attached price sheet for the submission of the Commercial Proposal (ref. Section 3.5 below).

Target Price

Bidders shall submit their proposals/best solutions within a target price of EUR 350,000. Proposals above this amount will not be considered.

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 (VAT), 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 territory of the European Union (EU) in accordance with EU Directive 2006/112/EC, 151 (1) (b), as amended by EU Council Directive 2009/162/EU. *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 the contractor's invoice and delivery of the goods to the IAEA or the IAEA freight forwarder, and/or acceptance by the IAEA of the services, and any supporting documentation, if applicable.

Suggested Milestone Payments (bidders to confirm agreement or to propose an alternate payment plan for successfully completed milestones, as outlined in Table 4 of the Statement of Work):

- 10% of the total contract amount upon completion of milestone – 1 “Kick-off Meeting” (ref. Article 9.1(i) of the Draft Contract;
- 20% of the total contract amount upon issuance of the Certificate for milestone – 2 (ref. Article 9.1(ii) of the Draft Contract;
- 35% of the total contract amount upon issuance of the Certificate for milestone – 4 (ref. Article 9.1(iii) of the Draft Contract; and
- 35% of the total contract amount upon issuance of the Certificate for milestone – 6 (ref. Article 9.1.(iv) of the Draft Contract.

NOTE: Invoices shall be submitted in electronic format, preferably² through the IAEA iSupplier portal at <https://suppliers.iaea.org> (a navigation guide and training material can be found in the portal once the supplier is registered) or to accountspayable@iaea.org the email specified in the Purchase Order/Contract.

7. Statement of any discount proposed for early payment of invoices.
8. A statement attesting that the Bidder is proposing the IAEA the most favoured customer status: "I certify that the pricing proposed 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 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.

3.3 EVALUATION AND SELECTION CRITERIA

Evaluation of the Proposals by the IAEA will be based on the following criteria.

3.3.1 Technical Evaluation Criteria

Technical compliance with the requirements as specified in the attached “Statement of Work”.

3.3.2 Quality Evaluation Criteria

Proposals that are technically compliant will be further evaluated from a quality perspective:

- level of professional qualification/experience of proposed key personnel;
- company technical expertise;
- level of understanding of requirements, and proposed management approach;
- value adding to the End-User.

3.3.3. Commercial Evaluation

Subject to the technical conformance of the Technical Proposal, the Proposal will be evaluated as follows:

- Commercial acceptability of the Financial Proposal (incl. target price, ref. Section 3.2.6 above);
and
- Contractual compliance.

3.3.4 Selection Criteria

A Contract 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.