



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 RFQ NO. 309338

SPECIAL INSTRUCTIONS TO BIDDERS FOR PREPARATION OF THE QUOTATION

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. General Instructions for Bidders;
3. Special Instructions to Bidders;
4. IAEA General Conditions of Contract;
5. Specifications;
6. Supplier Registration Form - *Bidders who are not yet registered with the IAEA and intend to submit a Quotation 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 Quotation.*

1. SUBMISSION OF THE QUOTATION

Language: The Quotation shall be in the English language.

Length of the Quotation: The Quotation shall be precise and concise. Catalogues, marketing or commercial documentation should be avoided, unless necessary for the Quotation.

Content of the Quotation: The Quotation shall include the following separate documents:

- Technical Offer;
- Commercial Offer and
- Copy of Commercial Offer without prices (all prices shall be deleted in this document)

NOTE: The Technical Offer shall NOT include any pricing information.

Format and form of submission of the Quotation: The Quotation 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

¹ The IAEA will be phasing out e-mail submissions in the near future, therefore Bidders are encouraged to register and submit their Quotation through the IAEA iSupplier portal.

for submission of the Quotation. Quotations shall not be sent either directly or indirectly (in copy or forwarded message) to any other IAEA e-mail or official.

When submitting the Quotation via email, the subject line of the e-mail shall read [in this same order]:

RFQ NO. 309338 – Total Reflection X-ray Fluorescent (TXRF) spectrometer for Nigeria

If email submission is not possible due to technical or size constraints (e.g. attaching catalogues or files larger than 4 Mb), the Quotation 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 Quotation 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 Offers 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 Offer”
- “Commercial Offer”
- “Copy of Commercial Offer without prices”

Electronic files **not** allowed:

ace|adp|ani|app|asf|bas|bat|cab|chm|cmd|com|cpl|crt|dll|docm|dotm|exe|f
xp|hlp|hta|inf|iqr|isp|jar|Jse|Lnk|mda|mdb|mde|mdt|mdw|mht|msc|msi|ms
p|mst|pcd|pif|potm|ppam|ppsm|pptm|prf|prg|ps1|reg|scr|sct|shb|shs|sldm|
url|vb|vbe|vbs|vxd|wsc|xls|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.

Alternatively, the Quotation 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 Quotation 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

Quotations submitted by mail or courier or hand delivered shall be remitted in **two sealed envelopes**, as follows:

- Envelope 1 marked as “Technical Offer - [NAME OF THE BIDDER], [solicitation number and title]” and containing the Technical Offer
- Envelope 2 marked as “Commercial Offer - [NAME OF THE BIDDER], [solicitation number and title]” and containing the “Commercial Offer” and “Copy of Commercial Offer 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.: [As indicated in the Cover Letter e.g. RFQ12345-AB]
Solicitation title: [As indicated in the Cover Letter]
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 Quotation.

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. CONTENT OF THE TECHNICAL OFFER

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

- 2.1. The Quotation reference number and date.
- 2.2. The IAEA Supplier Number for IAEA registered suppliers or the completed Supplier Registration Form in the event that the Bidder is not an IAEA registered supplier and has not been able to register through the IAEA iSupplier portal.
- 2.3. General technical discussion demonstrating the Bidder's understanding of the IAEA technical requirements and their proposed solution to meet them.
- 2.4. A statement of compliance with the Specifications including the attached Compliance Matrix (part 5 below) duly filled-in. Any proposed deviations shall be clearly defined and justified.
- 2.5. An implementation plan of the work.
- 2.6. A description of the Bidder's relevant expertise
- 2.7. At least 3 references of implementing similar projects, including short project description, client name and contact details.
- 2.8. A complete list of all items that are to be delivered under a resulting purchase order.
- 2.9. Indication of any assistance, information, facilities and resources expected from the IAEA or local end-user and at what stage of the work/services.
- 2.10. 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.

- 2.11. 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).
- 2.12. A clear technical description of the equipment proposed. The equipment shall meet the IAEA requirements listed in the Specification.
- 2.13. Confirmation that the Quotation 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.
- 2.14. Confirmation accepting the Warranty in accordance with IAEA General Conditions of Contract (all warranties will remain fully valid following any delivery of the goods and for a period of not less than one (1) year following acceptance of the goods by the IAEA in accordance with the Contract).

3. CONTENT OF THE COMMERCIAL OFFER

Currency: All prices shall be defined in EURO.

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

- 3.1. The Quotation reference number and date.
- 3.2. Full contact details for questions regarding the Quotation 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).
- 3.3. Confirmation that the Quotation is valid for minimum ninety (90) days from the RFQ Closing Date, indicating the exact longer validity period or date.
- 3.4. Confirmation of acceptance of the IAEA General Conditions of Contract.
- 3.5. Country of origin of goods/equipment (if applicable).
- 3.6. The total firm fixed price of the Quotation (excluding any taxes)

The Quotation shall further provide (net of taxes) the 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 Quotation.

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).

Delivery costs: The prices shall exclude freight cost. Any freight cost, if applicable, shall be defined separately in the Quotation.

The IAEA has a general agreement with Bolloré Logistics Austria GmbH to provide freight forwarding services. In the event of award, the IAEA will authorize Bolloré Logistics Austria GmbH to liaise directly with the supplier to coordinate all activities related to collecting and delivering the goods to the final destination. To this aim, the following information shall 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 radioactive or cold chain shipment, please indicate the exact shipping route and estimated transit time.

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 freight forwarder regarding the goods, and receipt of separate invoice and certificate of satisfactory installation and training signed by the End User regarding the services.

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.

3.7. Statement of any discount offered for early payment of invoices.

3.8. A statement attesting that the Bidder is 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".

4. EVALUATION AND SELECTION CRITERIA

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

4.1. Technical Evaluation criteria:

- a) Proposed solution compliant with the Specification;
- b) References of implementing similar projects.

4.2. Commercial Evaluation

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

- Commercial acceptability of the Financial Quotation; and
- Contractual compliance.

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.

4.3. Selection Criteria

A Purchase Order will be awarded to the Bidder who submits the best value for money Quotation, which is “lowest priced technically compliant”.

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 RFQ.

5 EXAMPLE COMPLIANCE MATRIX FOR TECHNICAL OFFER

[RFQ NO. AND TITLE]			
Ref.	Statement of Work Requirements	Compliant Yes/No	Bidder's comments
4	Requirements		
4.1	The System shall be capable to measure elements from sodium (Na) to americium (Am) in solids, liquids and thin films		
4.2	The System shall include a silicon drift detector		
4.3	Liquid nitrogen cooling of the detector is not permitted		
4.4	Energy resolution value <149 eV at 100 keps (Mn Ka)		
4.5	The System shall include a Mo target X-ray tube as an excitation source		
4.6	The X-ray tube operational voltage: 30 to 50 kV		
4.7	The system shall be equipped with a multilayer monochromator		
4.8	The System shall include a Microsoft Windows based instrument control software package for data treatment, transfer and management.		
4.9	Integrated software for standard-less analysis		
5	Marketing		
5.1	The System shall have all safety markings in English language.		
6	Packing		
6.1	The System, for the shipment to Nigeria, shall be packed in accordance with international standards		
7	Quality Requirements		
7.1	The System shall be manufactured and installed in accordance with the Supplier's ISO quality assurance system or an equivalent quality assurance system.		
7.2	The Supplier shall document the compliance with ISO 12677:2011 Chemical analysis of refractory products by X-ray fluorescence (XRF) (or equivalent) quality assurance system.		
8	Testing and Acceptance		
8.1	The results of the testing of the System shall be documented by the Supplier in an acceptance protocol that shall be signed by the End-User		
8.2	The System, prior to shipment, shall be tested for its conformance with manufacturer's performance		

	specifications and the requirements specified		
9	Installation and Training		
9.1	The Supplier shall install the System at the End-User's facility.		
9.2	The Supplier shall provide 3 days training for two staff of the End-User in the operation and maintenance of the System at the End-User's location immediately after the installation of the System.		
10	Deliverable Data Items		
10.1	The Supplier shall provide 1 complete set of operation and servicing manuals and technical drawings in the English language in hard copies and electronic version.		