



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

RFQ NO. 676887-AK – 3D Scanning Water Phantoms and Dosimetry Equipment for Tanzania-URT6034

SPECIAL INSTRUCTIONS TO BIDDERS FOR PREPARATION OF THE QUOTATION

1. SCOPE

This RFQ is for the procurement of 3D Scanning Water Phantoms and Dosimetry Equipment for two medical centres in Tanzania.

There are two (2) lots under this RFQ as follows:

No.	Description	Quantity
LOT 1	3D Scanning Water Phantom and Dosimetry Equipment <i>End user is Ocean Road Cancer Institute, Tanzania</i>	1
LOT 2	3D Scanning Water Phantom and Dosimetry Equipment <i>End User is Kilimanjaro Christian Medical Centre, Tanzania</i>	1

Note: Bidders may submit offers for one lot only or for both lots. Bidders should clearly indicate in their submission which lot(s) they are quoting for.

In preparing and submitting your bid, you are required to follow the IAEA General Instructions for Bidders attached to this RFQ and this Special Instructions to Bidders.

The Solicitation consists of the following parts:

1. Cover Letter;
2. General Instructions for Bidders;
3. Special Instructions to Bidders;
4. Offer submission checklist and Certification Form – to be completed;
5. IAEA General Conditions of Contract;
6. Specifications;
7. Technical Compliance Matrix – to be filled in by bidders;

8. 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>)¹.

Supplier registration requests through the IAEA iSupplier portal are processed between Monday – Friday from 10:00 – 16:00hrs (CET Vienna, Austria). Registration can take up to 48 hours to process if all is correct and complete; the IAEA reserves the right to request clarification or additional information or documentation; only upon receipt of satisfactory information/documentation, at the sole discretion of the IAEA, will a request for registration be approved. Bidders should take this into account as part of the timeline for the submission of the Proposal.

Alternatively, if a Bidder is not able to register through the IAEA iSupplier portal, Bidders may submit the completed Supplier Registration Form (including a copy of the Certificate of Incorporation) as part of the Proposal.

UNITED NATIONS GLOBAL MARKET PLACE (UNGM): The IAEA makes its business opportunities available on the UNGM. In addition to registering with the IAEA, registration with UNGM enables vendors to keep abreast of upcoming tender notices and by subscribing to the UNGM Tender Alert Service, vendors can receive alerts on relevant business opportunities emailed directly to them. Suppliers not yet registered with the UNGM are encouraged to do so. More information on the registration process is available here: <https://www.ungm.org/Public/Pages/RegistrationProcess>.

2.1 SUBMISSION OF THE QUOTATION

Language: The Quotation shall be in the English language.

Length of the Quotation: The Quotation shall be precise and concise.

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

- Technical Offer
- Commercial Offer with pricing
- Commercial offer without pricing

Important 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 portal² 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 Offer:

For technical queries on the use of the iSupplier portal please contact MTPS-Supplier.Contact-Point@iaea.org for assistance. Technical support is available between Monday – Friday from 10:00 – 16:00hrs (CET Vienna, Austria). Bidders should take this into account as part of the timeline for the submission of the Proposal.

When submitting the Quotation via email, the subject line of the e-mail(s) shall read:

RFQ NO. 676887-AK – 3D Scanning Water Phantom and Dosimetry Equipment - LOT NO XX
(Please specify the Lot number and the Institute for which you are submitting your quotation).

¹ The IAEA iSupplier portal enables suppliers to register and perform certain self-service data maintenance, as well as respond to requests for proposals and other tenders. Suppliers can access live data, check the status of the solicitations that have been sent directly to them, submit offers in response to IAEA solicitations and, in the event of award, submit invoices and track payment status

² 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.

If email submission in one single email 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, Bidders may submit the Quotation via email. Bidders should contact the IAEA responsible contracting staff in a timely manner before the Closing Date and Time if they continue to have problems with the email 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 with pricing”
- “Commercial Offer without pricing”

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|iqy|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 ensure that the Quotation is received by the IAEA before the Closing Date and Time and submitted in accordance with these instructions and to check the integrity of each of the electronic files comprising the 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.

Bidders shall submit the Quotation only once and through one single channel of submission. If a Bidder submits the Quotation through multiple channels (e.g. through the IAEA iSupplier portal or via email.), unless otherwise stated by the Bidder, the submission with the latest date and time of receipt by the IAEA will be considered valid for further consideration.

The IAEA will not be responsible for the consequences of the Bidder’s failure to comply with any of the instructions for submission of the Quotation as per this Solicitation.

Requests for clarifications: Any clarifications required by a Bidder must be requested in writing from the responsible Contracting Officer indicated in the Solicitation. Such requests must be provided in due time before the closing date in order to allow proper consideration and a reply. **As general rule, no consideration will be given to requests for clarifications submitted in the last week before the closing date.**

2.2 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:

1. The bid/offer reference number and date.
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.

3. A clear technical description of the goods proposed. General technical discussion and evidence to demonstrate the Bidder's competence, understanding and compliance with the IAEA technical requirements and the proposed solution to meet them.
4. The attached Compliance Matrix duly filled in and attached as part of the bid submission.
Important Note: The technical compliance matrix should include details on how the bidder meets the specifications. An itemized response to each specification requirement must be provided.
5. A description of the Bidder's relevant expertise
6. A complete list of all items that are to be delivered under a resulting Purchase Order.
7. Indication of any assistance, information, facilities, and resources expected from the IAEA or local end-user and at what stage of the work/services.
8. Bidders shall provide the name, physical address, email address and telephone number(s) of the local and/or regional service representative for warranty, maintenance and after-sale support services.
9. 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.
10. Confirmation that the Quotation includes, for each item of equipment provided:
 - a) Sets of manuals in the English language (or other language if specified in the specification);
 - b) Essential accessories and supplies to allow immediate operation of equipment; and
 - c) Complete set of cables for interconnection of all electronic units.
11. Confirmation accepting the 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) AND/OR in accordance with the Specification / Statement of Work.
12. Dangerous Goods: UN reference numbers for all dangerous goods. If applicable, the Bidder shall indicate clearly in the Quotation any items that require refrigeration or expedited handling due to their perishable nature.

2.3 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:

1. The bid/offer reference number and date.
2. Full contact details for questions regarding the offer 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 offer is valid for minimum ninety (90) days from the RFQ Closing Date, indicating the exact longer validity period or date.
4. Confirmation of acceptance of the IAEA General Conditions of Contract.
5. Statement that the Bidder will follow the United Nations Supplier Code of Conduct and any other ethical requirements as may be set forth in the IAEA solicitation and/or contractual documents, observing the highest standard of ethics at all times;
6. Country of origin of goods/equipment (if applicable).
7. 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 a global freight forwarder (GFF) to provide freight forwarding services. In the event of award, the IAEA will authorize the GFF 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 goods/services to the Counterpart/end user, IAEA or to the IAEA freight forwarder and/or acceptance by the IAEA of the services and any supporting documentation.

8. Statement of any discount offered for early payment of invoices.
9. 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".

2.4 EVALUATION AND SELECTION CRITERIA

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

2.4.1. Technical Evaluation criteria:

The Quotations will be evaluated against the following evaluation criteria:

Quotations will be evaluated against each and all the requirements of the Specification.

2.4.2. Commercial Evaluation

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

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

2.4.3. Selection Criteria

Purchase Order (s) will be awarded to the Bidder (s) who submit the best value for money offer, 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.

2.5 COMPLIANCE MATRIX FOR TECHNICAL OFFER

Attached to this RFQ is a Technical Compliance Matrix for each lot, that must be completed and submitted along with the submission of supporting technical proposal documents and data sheets.

2.6 COMMERCIAL PROPOSAL

Company commercial quotation templates may be submitted which shall include a clear breakdown of costs. Bidders shall provide a detailed cost breakdown clearly distinguishing between the following:

i. Equipment Costs

ii. Service Costs – Itemized cost of services, including but not limited to on-site installation, training and any other related on-site services.

Submission of a lump-sum price without a separate breakdown of equipment and on-site service costs may affect the acceptability of the financial proposal.

The total quote shall include only the equipment, required services, and accessories. Optional accessories shall be listed and priced separately; however, their costs shall not be included in the total firm fixed price.