

Webinar for new CPs, LPCs and NLOs/NLAs



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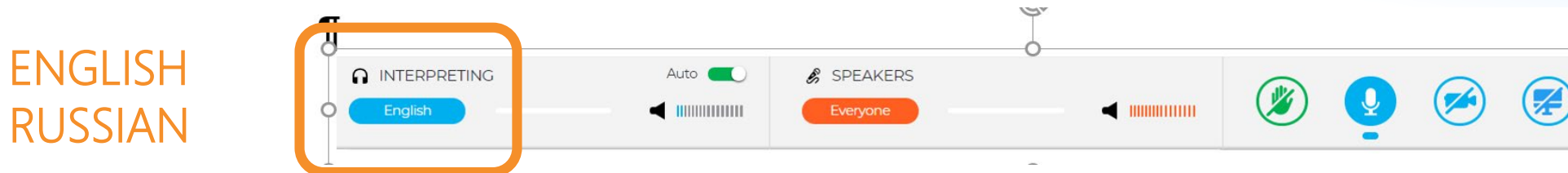
**TC Programme
Implementation:
Procurement of Equipment
and Services through the
TC Programme**

Thursday, 8 October 2020



3 Before we start....

- Please note that the session is provided in English with one-way interpretation into Russian



- This will be an interactive session where participants will be able/are expected to engage in various exercises
- Aside from the speakers, all participants will be muted throughout today's presentation
- If you are experiencing any technical issues, please inform us using the chat box
- Please be informed that this session will be recorded and made available on the event web page at <https://www.iaea.org/tceu-webinars/1-introductory-webinar-to-the-iaea-technical-cooperation-programme>
- Towards the end of the session we will have a Q&A section. If you have questions, please raise them through the chat box at any time during the presentation. We will try to answer as many as possible

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Session overview

1

The IAEA
Technical
Cooperation
Programme: A
Shared
Responsibility

2

TC Programme
Implementation:
Human Resource
Components of the
TC programme

3

TC Programme
Implementation:
Procurement of
equipment and
Services through
the TC Programme

4

Monitoring,
Reporting and
Closure of
the TC
Programme

5

Evaluation
and Communication
of the TC
Programme

Session 3: TC Programme Implementation: Procurement of Equipment and Services through the TC Programme

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Objective of the Webinar Series

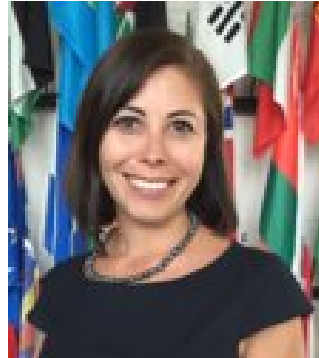
Objective:

- Understand the procurement process
- Get to know the elements of a technical specification and how to develop one
- Understand the NLO and counterpart role throughout the procurement process

Moderator



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TCEU



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Policy Framework for TC

TC Strategy– Capacities of countries are strengthened for socio economic impact
Cooperation is driven from MS needs and requirements

Revised Supplementary Agreement (RSA)

for the Provision of Technical Assistance -Responsibility of the MS and the IAEA

Art. V Title of Equipment and Materials

- Equipment used only for peaceful applications
- Title to equipment is transferred to the counterpart upon release from the customs at the port of entry (DAT: Delivered at the Terminal)

End-user needs to bear cost for Preparation of premises, inland-transport, proper operation and maintenance storage and disposal,



3 Procurement principles

- Fairness
- Transparency
- Effective competition
- Integrity



- Best value for money
- Programmatic goals and objectives



Throughout all stages



Compliance with financial regulations, rules, procurement policies and procedures

Confidentiality, due diligence and audit records



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Procurement policy

IAEA procurement governance

- IAEA Financial Rules and Regulations

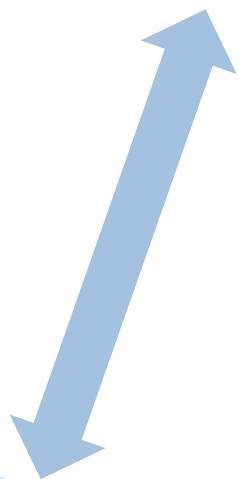
Formal competitive bidding with neutral specifications: No 'brands'
Fairness to *all* potential bidders

Exception to competitive bidding might apply e.g.:

- Standardization/Compatibility with existing equipment
- Support requirements / existing arrangements
- Existing maintenance contracts



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The IAEA purchasing process

Planning

Bidding

Evaluation and Award

Implementation, Delivery and Acceptance

Closure



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TC Procurement Main Stakeholders



Procurement is a dependent service with many stakeholders – each dependency impacts effectiveness of the process and the procurement turn-around time



Each stakeholder is accountable of their role/function within the procurement process

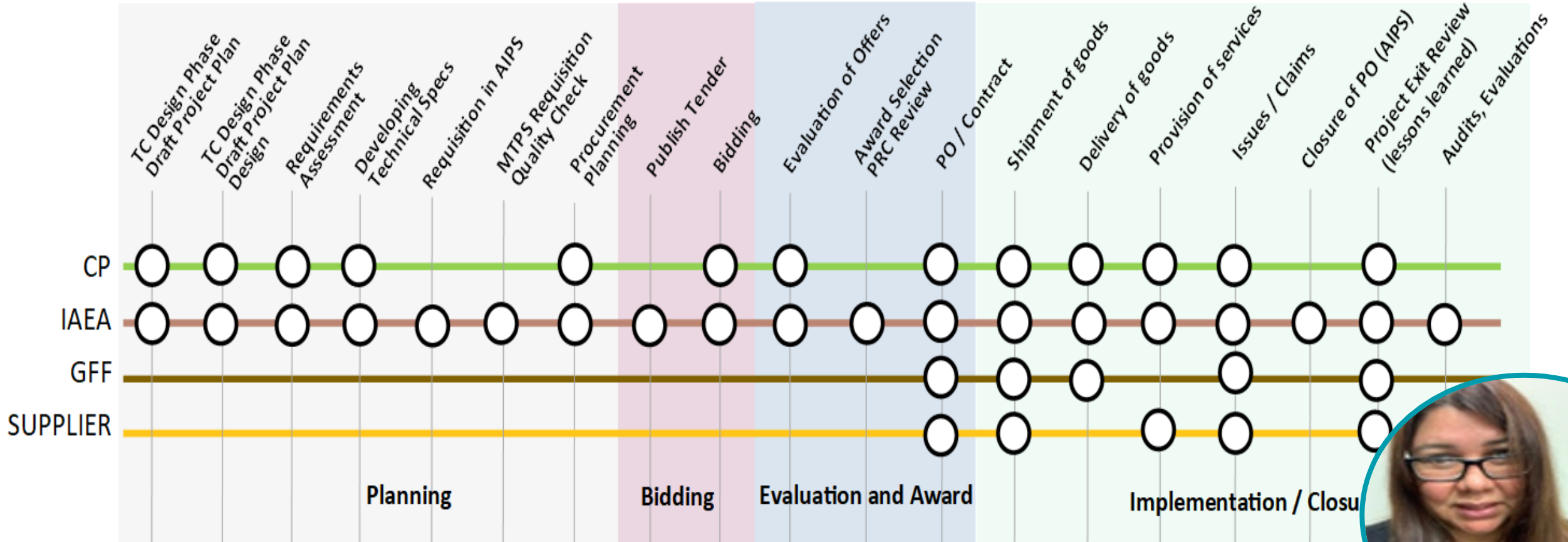


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Stakeholders' involvement in the IAEA procurement process - sample case



TC Procurement Process Map—Roles and Responsibilities



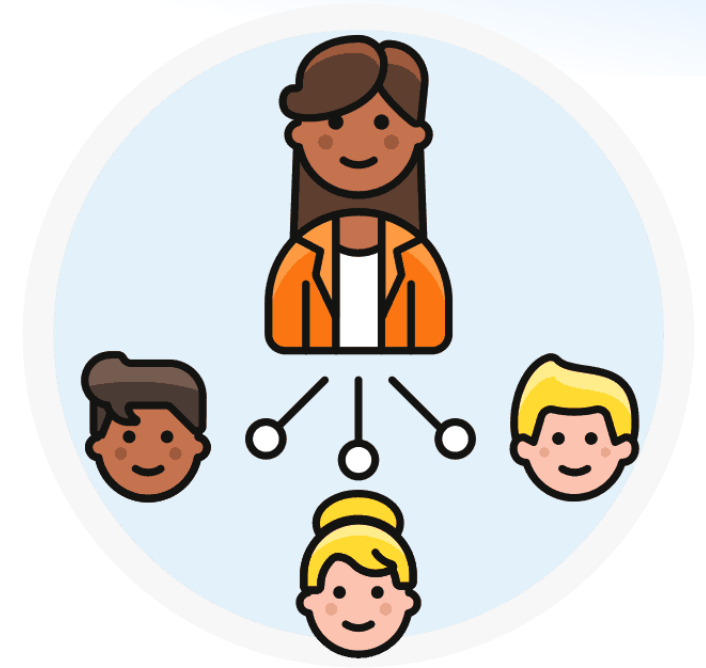
CP = Counterpart, GFF = Global Freight Forwarder



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NLO/NLA responsibilities in the procurement process

- Ensures counterparts understand/adhere to TC policies and procedures throughout the procurement process
- Provides support to facilitate implementation actions and solve problems



NLO and NLA



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NLO/NLA responsibilities in the procurement process

- Ensures counterparts understand/adhere to TC policies and procedures throughout the procurement process
- Provides support to facilitate implementation actions and solve problems



1. Development of project design In consultation with PMO/TO

- ❑ Identified procurement needs during the project design phase
- ❑ Reflect Procurement inputs in project work plans including realistic cost estimates

1.2 Re-enforce existing analytical instrumentation			
1.2.1 EQ: Procure and install and LC-MS/Ms including on-site training for staff	280,00	■	
1.2.2 EQ (GCS): Procure and install and LC-MS/Ms including on-site training for staff	80,000	■	
1.2.3 EQ: Procure and install and LC-MS/Ms including on-site training for staff	99,609		■
1.2.4 EQ: Procure and install a radio receptor assay tool with kits and material to facilitate	70,000		■

- ❑ Consult/coordinate with Government authorities GCS / 5% NPC
- ❑ Ensure required means to operate, maintain, repair and dispose of equipment to ensure sustainability



2. Requirements Assessment

- Ensure all requirements are clear to the IAEA (voltage, language for manuals, etc.)
- Advise IAEA of shipment/customs clearance requirements, import restrictions.
- Confirm **regulatory requirements are met**, including licenses for radioactive material
- Ensure **site readiness** to receive/install equipment/train staff
- Ensure **means** to retrieve goods from customs, inland-transport, insurance costs.
- Considers possibilities for local purchasing.

Send
shipping
instructions
to IAEA



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Example of Shipping Instructions to be sent to IAEA



Armenia	<p><u>» END-USER REQUIREMENTS:</u></p> <ul style="list-style-type: none"> » Voltage for equipment: 220V / 50Hz; » Preferred language for manuals and software: English; 	Bosnia and Herzegovina	<p><u>» END-USER REQUIREMENTS:</u></p> <ul style="list-style-type: none"> » Voltage for equipment: 220V / 50Hz; » Preferred language for manuals and software: English; <p><u>» FOR IAEA:</u></p> <ul style="list-style-type: none"> » Donation Letter is required. » An original signed copy of the purchase order is required. <p><u>» SHIPPING REQUIREMENTS:</u></p> <ul style="list-style-type: none"> » Please send the following shipping documents as soon as available (at least 5 working days before goods delivery) by courier to consignee with copies to the IAEA: » Commercial invoice: 2 originals and 2 copies » Packing list: 1 original and 3 copies
Bulgaria	<p><u>» END-USER REQUIREMENTS:</u></p> <ul style="list-style-type: none"> » Voltage for equipment: 220V / 50Hz; » Preferred language for manuals and software: English; <p><u>» FOR IAEA:</u></p> <ul style="list-style-type: none"> » Donation Letter is required; 		

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Adequate Radiation Safety Infrastructure

IAEA resolution – Requirement: MSs should have* adequate radiation safety infrastructure for the IAEA to procure equipment with radioactive sources

*Have: Reported
in RASIMS2:

Sufficient and updated information in the Radiation Safety Information Management System (RASIMS2)

TSA1, TSA2, TSA3,... TSA7 radiation safety infrastructure for management of radioactive sources

Procurement of radioactive sources will not be approved if:

- Inadequate radiation safety infrastructure
- No information in RASIMS2
- Outdated information in RASIMS2

PRE-CONDITION



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Major reason for failure: when facilities are not ready!



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Counterpart/End-User Responsibilities

STEP 1: PLANNING



3. Developing Technical Specifications/Statement of Work (SOW)

- ✓ Counterpart/End-user: initial draft of minimal functional/technical requirements
- ✓ Counterpart/End-user: **Confirm details of contacts** of the relevant authorized entity to receive the goods/services, as well as any target delivery date *(Incorrect details lead to missed shipments)*
- ✓ TO: Prepare, review, corroborate, finalize Specs/SOW - Ensures accuracy of requirements. *Once is ready, is shared with the CP before being uploaded into the system for initializing the procurement process.*
- ✓ TO and MTPS identifies potential suppliers – Counterpart/End-user may suggest some as well to TO (but **NO** contact with suppliers allowed during process until PO placed).



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Responsibilities

STEP 1: PLANNING



Equipment: Technical Specifications	Services: Statement of Work
<ol style="list-style-type: none"> 1. Scope 2. Applicable Documents 3. Definitions, Acronyms, and Abbreviations 	
<p>4. Requirements</p> <p>4.1 Functional and Performance Requirements: Essential functions and performance required of the equipment</p> <p>4.2 Technical Requirements: Additional essential technical requirements</p>	<p>4. Requirements</p> <p>4.1 Activities to be carried out broken down in work tasks</p> <p>4.2 List of inputs to be provided and required outputs</p>
<ol style="list-style-type: none"> 5. Marking 6. Packing 7. Quality Requirements 8. Testing and Acceptance 9. Installation and Training 	N/A
<ol style="list-style-type: none"> 10. Deliverable Data Items 	

Specifications template for equipment, works and services can be found on PCMF or provided by the TO's assigned to implement the national project



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Counterpart/End-User Responsibilities – (example)



- a) *Motorized fork lift with loading capacity of 3.000 kg*
- b) *Standard manual pallet cart*
- c) *220V/50Hz electricity supply*
- d) *2 workmen to be assistants during installation*



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Counterpart/End-User Responsibilities

STEP 2: BIDDING



During this stage, the requirements which were finalized during the planning stage (e.g. Technical Specifications or Statement of Work) are sent out for bidding to the supply market. This step is conducted and managed by the IAEA Contracting Officer.

During this phase the Counterpart/End-User shall:

- Provide support to the IAEA Technical Officer on technical queries that may be raised by potential bidders, as required*

DO NOT

- Engage in any communication with any potential bidder(s)

* Any change of the TS that may occur during the bidding phase, will stop the process and a new bidding process shall be started.



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Counterpart/End-User Responsibilities

STEP 3: EVALUATION



EVALUATION:

Offers received during the bidding phase are evaluated. The TO team perform a technical evaluation of the offers. Thereafter, the IAEA Contracting Officer conducts the commercial evaluation of the technically compliant offers.

Technical Clarifications

- ❖ If needed, Counterpart/End-User remain available to provide technical clarifications and support the technical evaluation team.



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Counterpart/End-User Responsibilities

STEP 4: AWARD



- Upon completion of the technical and commercial evaluation and internal award approval process, the IAEA will issue the related contract/agreement or purchase order to the selected supplier(s)
- The End-User shall:
 - Ensure site readiness and arrange necessary logistical issues
 - Sign the contract/agreement or review the IAEA Purchase Order, as applicable
- ✓ In case of any issues found or changes needed in the PO (e.g. new contact person), immediately contact the IAEA Contracting Officer indicated in the PO
- ✓ Use the PO number as reference in any related communication



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Checking the Purchase Order 1/3

INTERNATIONAL ATOMIC ENERGY AGENCY
WAGRAMER STRASSE 5, P.O. BOX 100
1400 VIENNA, AUSTRIA
TEL: (+43-1) 2600-0
FAX: (+43-1) 2600-7

PURCHASE ORDER

No.: 2019XXXX-XX
Date: 2019-01-01

Invoices must contain this PO Number, and match the information contained herein. Non-compliance will result in rejection of invoices and/or delay in payment.

PO Reference Number

Consignee = entity processing tax exemption certificate e.g. UNDP

Ship to = End-User address and contact details

Supplier name and contact details

SUPPLIER ABC
123 Main Street
Town
Country
Email: email@email.com

Consignee: United Nations Development Programme

Ship to: Ministry of
123 Street Name
City
Country
ministry@email.com

Attn: Firstname Surname
end-user@email.com

Marking: For IAEA TC Project ABC12345



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Checking the Purchase Order 2/3

IAEA
Contracting
Officer
(name and
email)

Invoices should be submitted to:

IAEA MTBF Accounts Payable
Wagramer Strasse 5
P.O. Box 100
1400 Vienna
Email: AccountsPayable@iaea.org
or through the IAEA iSupplier portal at <https://suppliers.iaea.org>

Date of delivery: 2019-04-05
Terms of delivery: Free Carrier Supplier's Warehouse
Terms of Payment: Net 30 days
Guarantee and other conditions: 1 Year

Responsible contracting staff: Buyer Name		Subtotal(EUR): 900.00	
Buyer@iaea.org			
For the IAEA, this Purchase Order has been electronically signed by Buyer Name, Procurement Assistant, Office of Procurement Services		GRAND TOTAL(EUR): 900.00	
Signed Date: 2019-01-05			
Supplier's order acknowledgement (please sign here and return as order confirmation):			
Complete Name:		Signature:	
Position:		Date:	

Date of delivery
= Expected date by when the goods will be available for export or estimated delivery date to the country (if shipped by the supplier)

Note to Supplier: With reference to your offer 12345 dated 2019-01-01



Ordered
items

ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT(EUR)
1	Supplier Item 1	each	1	100.00	100.00
2	Supplier Item 2	each	1	200.00	200.00
3	Supplier Item 3 Specifications Specifications Specifications Specifications	each	2	300.00	600.00

IMPORTANT NOTE TO COUNTERPART/END-USER

Please read this section carefully, it provides instructions on what to do after receiving the copy of the PO.

SHIPPING REQUIREMENTS

This section indicates special requirements for shipment of goods to the destination country. Please check this carefully and contact the IAEA Contracting Officer in case of any concerns or uncertainty.



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Responsibilities



STEP 5: IMPLEMENTATION

STEP 6: DELIVERY



Once the Purchase Order is issued or the contract is signed the supplier starts implementation.

IAEA Supplier(s)

- Manufactures** and prepares goods for shipment;
- If applicable performs **testing** of equipment
- In some cases, directly arranges shipment and delivery of goods
- If applicable, **performs services** (installation and/or training)

IAEA global freight forwarder (GFF)

- Coordinates **pickup, shipment, customs clearance** and **hands over the goods to the counterpart/end-user**



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Responsibilities



STEP 5: IMPLEMENTATION

STEP 6: DELIVERY



Counterpart/End-users:

- ❑ Coordinate with UNDP and/or relevant authorities to obtain tax exemption and import permit -sends documents to GFF/supplier(s)
- ❑ Confirm **site readiness** and provide "green light" to GFF/supplier(s) to initiate shipment
- ❑ Monitor shipment status /follow up with GFF/supplier (use tracking links in POs)
- ❑ Remain available to support as required GFF/supplier(s) as required



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Responsibilities



STEP 5: IMPLEMENTATION

STEP 6: DELIVERY



Counterpart/End-User (continuation):

- ❑ Arrange collection of goods from customs (immediately following customs clearance).

Delays cause storage charges / If long delays, goods may be lost

Remember! RSA -Delivery at Terminal (DAT):

- Counterpart/End-user collects from airport/port, after customs clearance
- Counterpart/End-user may use IAEA GFF or another Agent to collect on their behalf, at their cost

- ❑ Arrange in-land delivery to the site (including covering all related charges)
- ❑ Contact supplier to arrange installation/training, if applicable



3 Example of Armenia: tax exemption, customs clearance, delivery

UNDP is indicated in PO as consignee and is requested to organize customs clearance and tax exemption together with Counterpart/End-user

- UNDP contracts an agency to arrange customs clearance and tax exemption
- Counterpart/End-user cooperates with the agency and provides all documents and information required to arrange customs clearance and tax exemption
- Costs of agency for their services and for delivery of shipment from airport cargo terminal to the site are covered by Counterpart/End-user organization
- Advisory Committee on Charity Program Coordination
- List of organizations exempted from taxes under various international agreements



- Agreement on the privileges and immunities of IAEA and B&H
- This procedure in our country is rather known – very simple and functions very well
- Relevant ministries do their part in process, very efficiently
- Freight forwards - very important role
- CP persons and end user role is crucial
- NLO but also SRARNS - readiness to support all new CPs
- Written instruction with list of steps and documents is made in order to support new CPs



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Counterpart/End-user Responsibilities

STEP 7: ACCEPTANCE

STEP 8: CLOSURE



When receiving a shipment

- Check the packing for signs of damage:
 - Also ensure labels match the Order
- If Supplier will come to install:
 - Keep sealed. Store safely
 - Contact supplier to arrange installation / Refer to IAEA PO number. Copy IAEA.
 - Confirm that everything required is available
- If no installation ordered:
 - open packaging immediately
 - compare contents to Order and Packing List



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Counterpart/ End-User Responsibilities

STEP 7:ACCEPTANCE

STEP 8:CLOSURE



Provide confirmation of receipt of goods (POD) and/or **completion** of the services

- ✓ Proof of Delivery (POD) for GFF / for Supplier –Signed/stamped by Counterpart/End-user
- ✓ Certificate of Completion of Services –Signed/stamped by Counterpart/End-user and e-mail to: TC-Procurement.Contact-Point@iaea.org (c.c. PMO and Contracting Officer)

If you are the authorized person – Fill in the relevant part of the form including feedback about the delivery, performance of the supplier and the signature block (name, position, date, place, signature, stamp)



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Counterpart/ End-User Responsibilities

STEP 7: ACCEPTANCE

STEP 8: CLOSURE



Issues and Warranty Claims

- In case of any issues with the goods/services that have been delivered/performed or warranty claims:
 - Contact Supplier and IAEA Contracting Officer immediately
 - Detail shortcomings/problems/failures/damages of equipment, installation and/or training
 - Include photos of packaging, goods, labels to illustrate damage if applicable
 - Provide a detailed list of items missing per the PO and packing list
 - Always quote the IAEA PO number
 - Do this immediately.



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Counterpart/ End-User Responsibilities

To be filled by the End-User:

Proof of Delivery (POD)

Delivery/collection date: _____

Number of pallets received: _____ → Number of boxes received: _____

Delivery received in good condition: YES → NO

If NO, please provide details (refer to Section "After delivery—claims/issues/warranties" in the INSTRUCTIONS FOR THE END-USER in the Purchase Order): _____

Were all items listed on the packing list received: YES → NO

If NO, please mark the missing items on the packing list indicating quantities missing and immediately send a copy by email to the IAEA Contracting Officer, copying the Contractor and IAEA Programme Management Officer (refer to Section "After delivery—claims/issues/warranties" in the INSTRUCTIONS FOR THE END-USER).

Comments: _____

On behalf of the _____

END-USER: _____

[Name and position of authorized personnel] _____

DATE, PLACE: _____

SIGNATURE(S): _____

STAMP: _____

STEP 7: ACCEPTANCE

STEP 8: CLOSURE



Certificate of Completion of Services

FOR THE SUPPLIER:		FOR THE END-USER:	
IAEA Purchase Order Number (PO):	→ → ✕	IAEA Project Number:	→ → ✕
PO Description:	→ ✕		
Supplier (as named on PO):			
End-user (Institute/entity name):	We hereby certify that the services were completed in full and satisfactorily: <input type="checkbox"/> YES <input type="checkbox"/> NO -- Please provide brief details/reasons/deviations	→ _____ _____ _____ _____	
Services were provided at (location):			
The services were performed from:	Star	→ _____ _____ _____	
The following services have been provided in full:	Ple		
	<input type="checkbox"/>	Comments, if any: _____ _____ _____ _____	
	<input type="checkbox"/>		
	<input type="checkbox"/>		
Supplier Comments/Recommendations:	[e. co		

On behalf of the _____ END-USER: _____
 [Name and position of authorized personnel] _____

 DATE, PLACE: _____ → _____

 SIGNATURE(S): _____
 STAMP: _____

On behalf of the _____ SUPPLIER: _____
 [Name and position of authorized personnel] _____

 DATE, PLACE: _____

 SIGNATURE(S): _____



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Receiving damaged/incomplete equipment

Example from Bulgaria

- Inspection before acceptance
- Call for control agency/if necessary/
- Protocol of findings
- Informing the insurance company
- Acceptance of goods only if all in order



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Quiz:

The IAEA, through the GFF, covers shipping costs related to:

- The transport of the goods to the airport or sea port;
- Customs clearance;
- The transport of the goods from the airport or sea port to the recipient institute



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Quiz:

The IAEA, through the GFF, covers shipping costs related to:

- ✓ The transport of the goods to the airport or sea port;
- ✓ Customs clearance;
- ✗ The transport of the goods from the airport or sea port to the recipient institute



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The right equipment delivered at the right time



Clear understanding of the requirement

Accurate specifications

Site, documentation ready



Coordination with all stakeholders



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Procurement Information Kit available in PCMF Reference Desk



The Role and Responsibilities of the Counterpart/End-User in the TC Procurement Process - Checklist for Counterpart/End-User

STEP	COUNTERPART/MEMBER STATE RESPONSIBILITY	STATUS
TC Design Phase Biennial cycle - Draft Project Plan	*Develops project design with support from Secretariat.	<input type="checkbox"/>
	* Inputs all information in PCMF, providing sufficient information to determine requirements and including cost estimates.	<input type="checkbox"/>
	* Ensures/determines with her/his management that the institution will have the required means to maintain and repair the equipment to ensure sustainability and/or plans to subcontract for maintenance and repair.	<input type="checkbox"/>
	* Defines and determines all necessary regulatory and legal requirements.	<input type="checkbox"/>
Requirements Assessment	*Confirms/ensures site readiness and/or preparation, if needed, for equipment purchase/installation and training and confirms all necessary regulatory requirements are met.	<input type="checkbox"/>
	* Considers possibilities for local procurement.	<input type="checkbox"/>
	* In the case of radioactive sources necessary regulatory licenses.	<input type="checkbox"/>
	* Advises on import restrictions, if clearance requirements.	<input type="checkbox"/>
Developing	* Provides initial draft of minimum specifications using the IAEA Standard	<input type="checkbox"/>

Counterparts/End-Users in the procurement process for the Technical Cooperation Programme

Frequently Asked Questions (FAQs)

Please refer to the below FAQs for common issues. If you require further assistance, please contact the IAEA Contracting Officer indicated in the purchase order (PO).

Who processes the customs clearance for my shipment?

- If the shipment is being handled through the IAEA's global freight forwarder, they will process customs clearance unless there is a dedicated agent in the country of destination.
- If the shipment is being handled by the supplier, the End-User has to arrange for the customs clearance.

When will I receive my goods?

The "Date of Delivery" indicates when the supplier's premises (FCA delivery), meaning for pickup by the IAEA global freight for the PO is not the date when the goods will expressly stated in the PO.

What do I need to do once I have received the goods?

1) Check the shipment against the packing list. Look for damages and immediately report to the Contracting Officer in writing. Do not open the equipment. Arrange the Proof of Delivery. If the goods are damaged, contact IAEA Contracting Officer for freight forwarder services or v



OFFICE OF PROCUREMENT SERVICES

Seeking best value for money through fair, transparent, efficient and effective processes

Practical Guidelines

for Counterparts/End-Users in the procurement process for the Technical Cooperation Programme

Useful tips on where to find key information in the IAEA Purchase Order

Supplier name and contact details: SUPPLIER ABC, 123 Main Street, Town, Country, Email: email@email.com

Purchase Order No.: 2019XXXX-XX, Date: 2019-01-01

PO Reference Number: Includes must contain this PO Number, and match here. Non-compliance will result in rejection of invoice and/or delay in payment.

Consignee: United Nations Development Programme

Ship to: Ministry of 123 Street Name, City, Country, ministry@email.com

Ship to = End-User address and contact details

Date of delivery = Expected date by when the goods will be available for export or estimated delivery date to the country (if shipped by the supplier)

Supplier name and contact details: SUPPLIER ABC, 123 Main Street, Town, Country, Email: email@email.com

Consignee: United Nations Development Programme

Ship to: Ministry of 123 Street Name, City, Country, ministry@email.com

Ship to = End-User address and contact details

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Ship to = End-User address and contact details

Date of delivery = Expected date by when the goods will be available for export or estimated delivery date to the country (if shipped by the supplier)

UNIT	QTY	UNIT PRICE
each	1	900.00
each		
each		
each		
GRAND TOTAL(EUR):		900.00



Q&A



Technical Break

