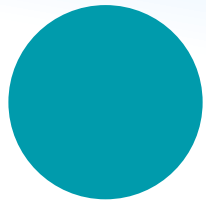


Webinar Series

for new CPs, NLOs/NLAs

TC DIVISION FOR ASIA AND THE PACIFIC 2
11 JANUARY 2020

9.00 AM – 11.00 AM (VIENNA)



Before we start....

- 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 [TC Website : Technical Cooperation Projects in Asia and the Pacific | IAEA](#)
- 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

Session overview



Date: 19 January 2021
TC Programme
Implementation: Human
Resource Components of
the TC programme



Date: 12 January 2021
TC Programme Implementation:
Procurement of equipment and
Services through the TC
Programme





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





Objective of this Webinar

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



Presenters

Moderator



Claudette Maalouf
Programme Management Officer
TCAP



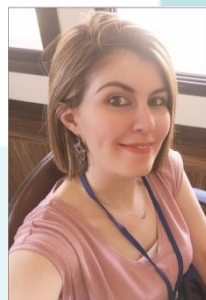
Abdulghani Shakhashiro
IAEA
Programme Management
Officer, TCAP



Muzna Assi
IAEA, Technical Officer,
Emergency Preparedness Officer
Incident and Emergency Center



Sally Alvarez de Schreiner
IAEA
Senior Procurement Officer,
Team Leader
Department of Management



Dalia Daghoz
National Liaison
Assistant, Syria



Hamad Ibrahim
Project Counterpart,
Qatar



Ehsanul K Chowdhury
Procurement Portfolio
Focal Point
UNDP, Bangladesh



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,



Procurement principles



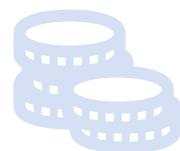
Fairness



Best interest



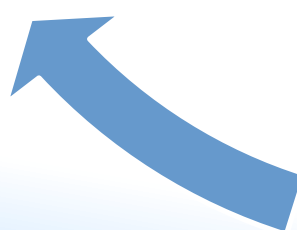
Best value for money
Confidentiality



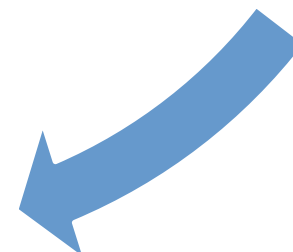
Integrity



Transparency



Effective competition





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



The IAEA purchasing process

Planning

Bidding

Evaluation and Award

Implementation, Delivery
and Acceptance

Closure



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

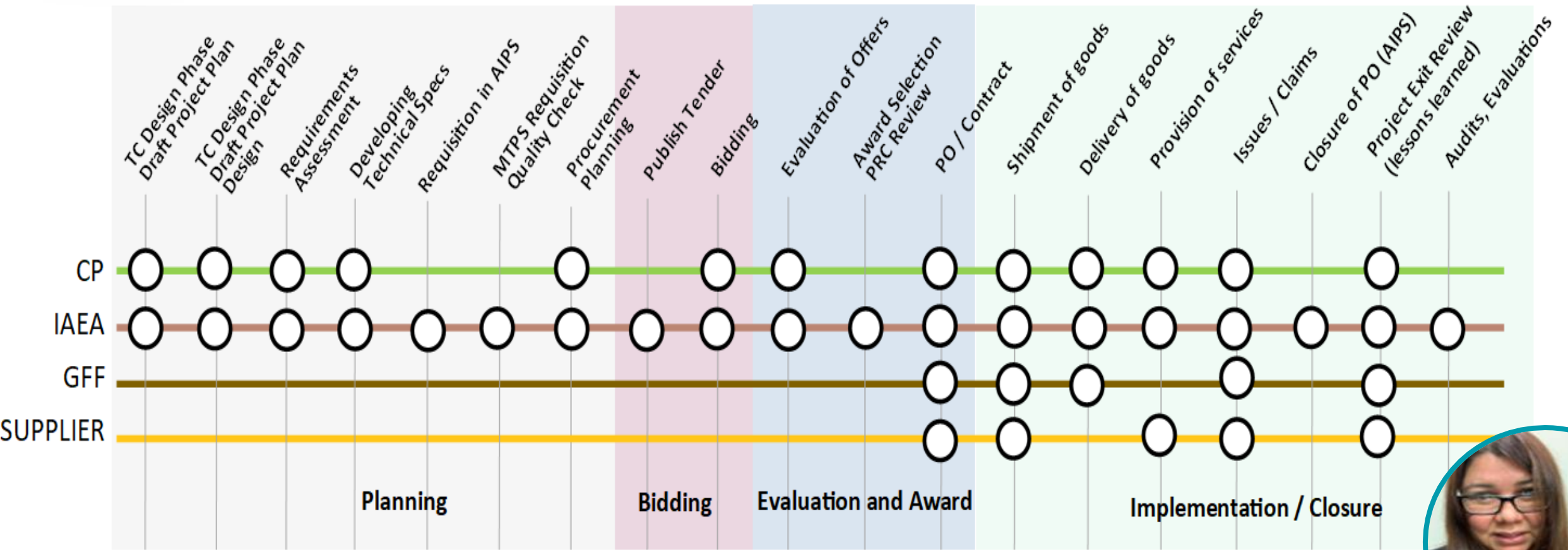




Stakeholders' involvement in the IAEA procurement process - sample case



TC Procurement Process Map—Roles and Responsibilities

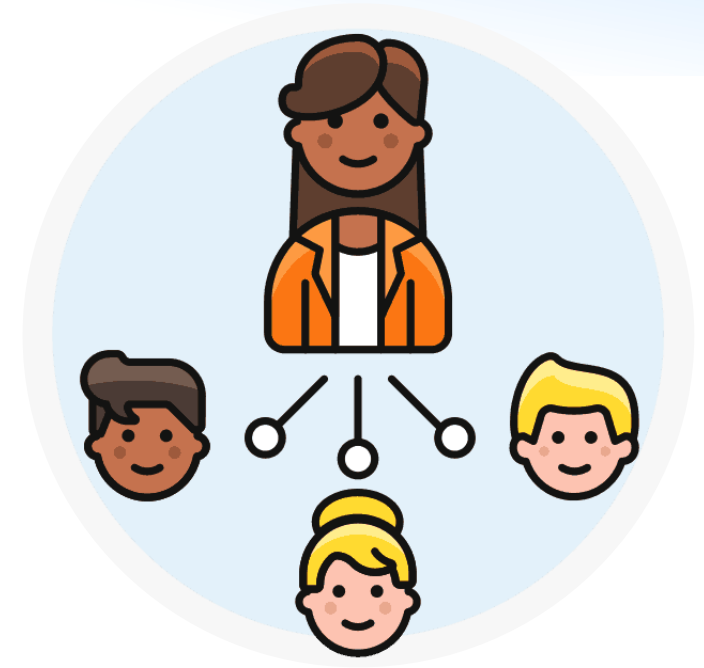


CP = Counterpart, GFF = Global Freight Forwarder



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





NLO/NLA responsibilities in the procurement process

After the IAEA issues the purchase order we proceed with the following steps:

- Review the PO (in case of any issues found or changes needed in the PO e.g. new contact person)
- Forwarded to CPs
- When the supplier is ready we arrange the customs clearance issues
- Inform Bolloré via email that we are ready to receive the shipment indicating the green light to initiate shipment
- After confirmation of green light Bolloré will arrange the shipment and confirm the transit route and expected time of arrival





Counterpart/End-User Responsibilities

STEP 1: PLANNING



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





Counterpart/End-User Responsibilities

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

To avoid additional storage fees.





Example of Shipping Instructions to be sent to IAEA



QATAR

COUNTRY SHIPPING INSTRUCTIONS

END-USER REQUIREMENTS:

Voltage for equipment: 250V / 50Hz

Preferred language for manuals and software: English.

FOR IAEA:

Donation Letter Required

RSA v1

SPECIAL SHIPPING INSTRUCTIONS:

Supplier must provide a Certificate of Origin.

The Certificate of Origin and the Commercial Invoice must be certified by the chamber of commerce.

The following documents must be included the shipment. Documents must be original, stamped and signed:

- Original invoice
- Certificate of Origin
- Packing list

A copy of the Airway bill shall be sent to NLO upon shipment of goods.

SYRIA

COUNTRY SHIPPING INSTRUCTIONS

END-USER REQUIREMENTS:

Voltage for equipment: 220V / 50Hz

Preferred language for manuals and software: English.

FOR IAEA:

RSA v1

SHIPPING REQUIREMENTS:

Ensure UNDP and counterpart are informed of shipment.

IAEA's global freight forwarder will hand over goods to counterpart's customs broker but the counterpart must receive notice from IAEA that there is a PO.

Shipments should be marked to be delivered to UNDP Damascus through UNDP Beirut.





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



Major reason for failure: when facilities are not ready!





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 is placed.



STEP 1: PLANNING



Responsibilities

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
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





Counterpart/End-User Responsibilities – (example)



- a) *Radioisotope Identifier Device RID*
- b) *Backpack Radiation Detector BRD*
- c) *IRMIS monitoring stations*



STEP 2: BIDDING

Counterpart/End-User Responsibilities

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.



Counterpart/End-User Responsibilities

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.



Counterpart/End-User Responsibilities



- 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



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



Checking the Purchase Order 2/3



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>

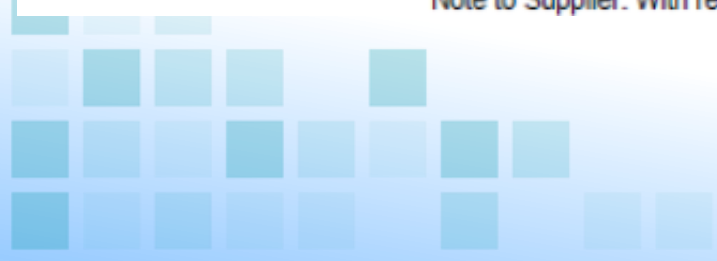
Date of delivery: 2019-04-05
Terms of delivery: Free Carrier Supplier's Warehouse
Terms of Payment: Net 30 days
Guarantee and other conditions: 1 Year

IAEA Contracting Officer (name and email) →

Responsible contracting staff: <i>Buyer Name</i>		Subtotal(EUR): 900.00	
<i>Buyer@iaea.org</i>			
For the IAEA, this Purchase Order has been electronically signed by <i>Buyer Name</i> , 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



Checking the Purchase Order 3/3

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.





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**





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





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

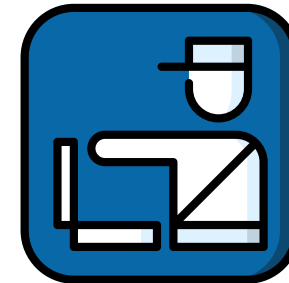
- Arrange in-land delivery to the site (including covering all related charges)
- Contact supplier to arrange installation/training, if applicable



Example of Qatar: tax exemption, customs clearance, delivery



- 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
- Counterpart/End-user has to make sure that carrier should prepare the following (All papers mentioned below should be signed , stamped and included upon the arrival with the packages)
 - The original invoice documents
 - Certificate of origin
 - packing list
- After the shipment starts , carriers must provide the airway bill and estimated arrival time
- 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
- List of organizations exempted from taxes under various international agreements



Example from Syria , Delivery and Closure

We do the following steps:

- Arranging the customs clearance issues
- Inform Bolloré via email that we are ready to receive the shipment indicating the green light to initiate shipment
- After confirmation of green light Bolloré will arrange the shipment and confirm the transit route and expected time of arrival
- Provide confirmation of receipt of goods to IAEA & Bolloré
- Provide Proof of Delivery (POD) for Supplier signed /stamped by End-user

As NLA, I follow an organized way for monitoring the procurement process ,
Having overall organized document (Project Number- Requisition number/PO
input-check list for the procedures)

Using Monitoring Tools (one note- excel sheet)





UNDP

UNDP is central to the United Nations Sustainable Development Group (UNSDG), a network that spans 165 countries and unites the 40 UN funds, programmes, specialized agencies, and other bodies working to advance the 2030 Agenda for Sustainable Development. UNDP plays a critical role in the United Nations' global development network. As part of the UN family, UNDP Bangladesh partners and collaborates closely with its sister organizations to deliver consistent and quality results. UNDP coordinates with other UN agencies to ensure UN system comprehensive response for completing national efforts in implementing development objectives and responding to crises or unexpected events.

Fact Checks carried by UNDP during supports to provide for clearing the shipments

1. Which methods of transport determined?
2. Who will be responsible for arranging transportation and insurance?
3. Did the concerned personnel request the appropriate Incoterm for the method of shipment involved?
4. Ensure all personnel involved in purchasing know the buyers/sellers' obligations embodied in Incoterm 2000.





UNDP

Fact Checks carried by UNDP during supports to provide for clearing the shipments (Cont'd.)

5. Have precise packing instructions been given to the supplier?
6. Have you requested the appropriate insurance coverage?
7. Restrictions by the country of importation have been duly considered?
8. Who is responsible for documentation?
9. Who is responsible for the payment of unforeseen charges and costs? [Demurrage and Terminal Handling]
10. Careful consideration of Quality control and storage arrangement for medical or testing equipment



UNDP

Distribution of Costs

Incoterms define the distribution of cost and import/export clearance obligations.

TERM	EXW	FCA	FAS	FOB	CFR	CIF	CPT	CIP	DAF	DES	DEQ	DDU	DDP
SEVICES	Ex Works	Free Carrier	Free Alongside Ship	Free Onboard Vessel	Cost & Freight	Cost Insurance & Freight	Carriage Paid To	Carriage Insurance Paid To	Delivered At Frontier	Delivered Ex Ship	Delivered Ex Quay	Delivered Duty Unpaid	Delivered Duty Paid
Export packing	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Export customs clearance	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading at seller's premises	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Inland freight in the seller's country	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Terminal Handling Charges (THC)	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading on vessel	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Main carriage/freight	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Customs clearance in buyer's country	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller
Delivery to destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller

Overview of the obligations and costs for Incoterms 2000





UNDP

Challenges

- Changes in Government policy
- Changes in UN agency policy
- Changes in C&F Agency policy
- Changes in UNDP policy (segregation and clustering of roles)
- Collaborative Procurement Process
- **Examples (things could have been handled better)**
 - Unsolicited communication – absence of relevant original source of information
 - Non-responsiveness from relevant counterparts on service cost recovery issues
 - Last minute information (communication of flight arrival after office hours or during weekends)





Counterpart/End-user Responsibilities

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



STEP 7: ACCEPTANCE

STEP 8: CLOSURE

Counterpart/ End-User Responsibilities

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)





Counterpart/ End-User Responsibilities

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.



Counterpart/ End-User Responsibilities

STEP 7: ACCEPTANCE

STEP 8: CLOSURE



Certificate of Completion of Services

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

To be filled by the End-User: x

Proof of Delivery (POD)

Delivery/collection date: _____ x

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

Delivery received in good condition: YES → NO x

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

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

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): x

Comments: x

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

DATE, PLACE: x

SIGNATURE(S): x

STAMP: x

On behalf of the END-USER: x →

[Name and position of authorized personnel] x

DATE, PLACE: x →

SIGNATURE(S): x

STAMP: x

On behalf of the SUPPLIER: x

[Name and position of authorized personnel] x

DATE, PLACE: x

SIGNATURE(S): x





When received damaged or incomplete equipment

- Forward information from Cps to supplier and IAEA contracting officer
- Inspection before acceptance
- **compare contents to order and packing list**
- Acceptance of goods only if all in order





Quiz:

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

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





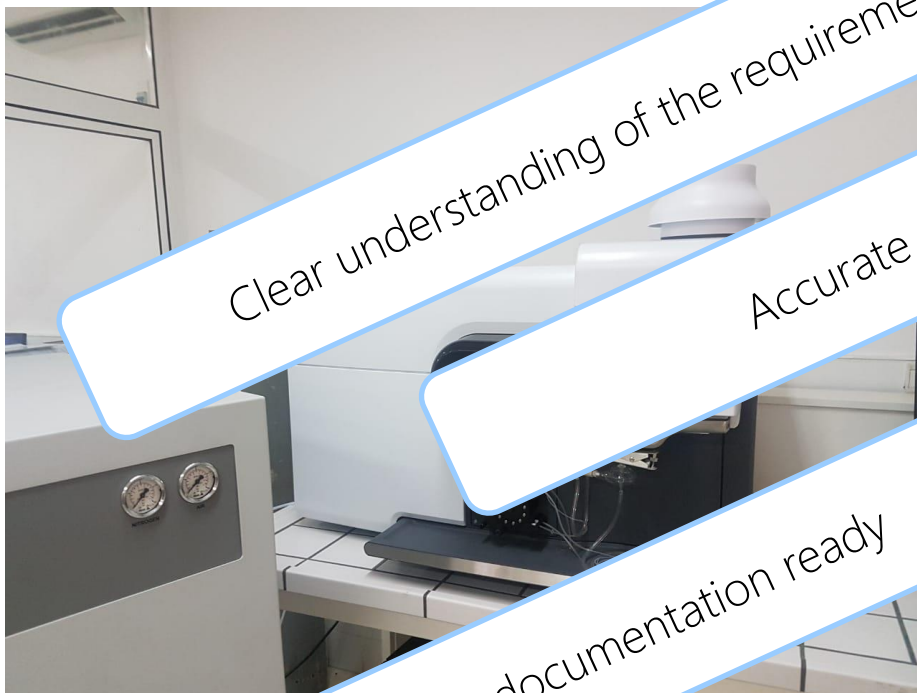
Quiz:

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



The right equipment delivered at the right time



Clear understanding of the requirement

Accurate specifications

Site, documentation ready



Coordination with all stakeholders



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.

In order to receive the goods, the End-User import permits, obtain or support in obtaining arrangements for collecting the shipment ready to receive/install the equipment. Once provide their "green light" to the IAEA global shipment(s).

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 installation by the supplier. If the goods are for training, contact IAEA Contracting Officer for services or v



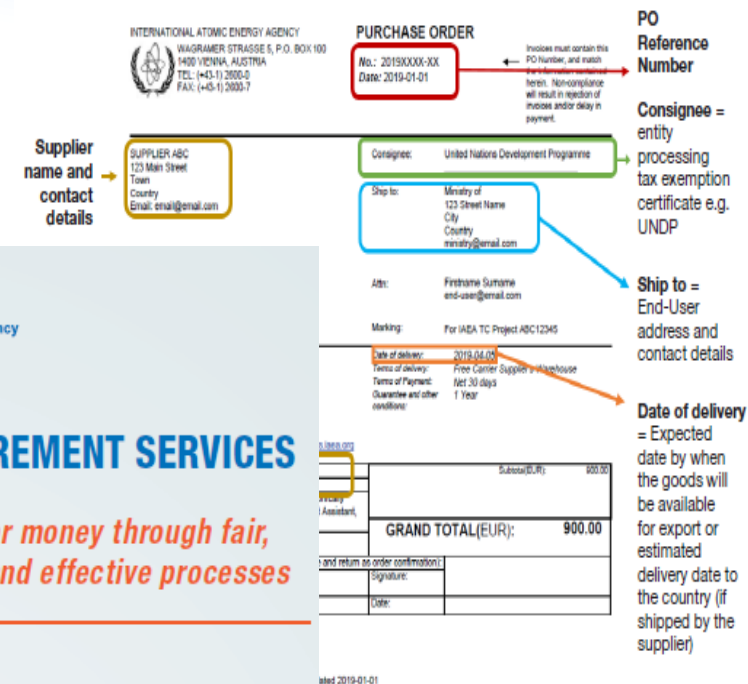
OFFICE OF PROCUREMENT SERVICES

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



UNIT	QTY	UNIT PRICE	AMOUNT(EUR)
each	1	100.00	100.00
each	1	200	
each			

UNIT	QTY	UNIT PRICE	AMOUNT(EUR)
each	1	100.00	100.00
each	1	200	
each			

dated 2019-01-01

UNIT	QTY	UNIT PRICE	AMOUNT(EUR)
each	1	100.00	100.00
each	1	200	
each			

Grand Total (EUR): 900.00

Signature: _____
Date: _____



Q&A

