

REQUEST FOR PROPOSAL

To: ALL BIDDERS

Diary
CTBTO Ref. No.: 2024-0015/SANZ
(PLEASE QUOTE ON ALL COMMUNICATIONS)

Tel. No.: +43 (1) 26030-6350

E-mail: procurement@ctbto.org

Attn:

Phone:

Fax:

Email:

Date: 22 February 2024

Subject: *Provision of* Event Management Services for OSI Build-Up Exercise 2024

Deadline for Submission: 11 Mar 2024

Vienna Local Time: 17:00

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the 'Commission') hereby invites you to submit a proposal that meets the requirements of the attached documents.

You are kindly requested to complete and return the acknowledgement form by email as soon as possible.

If you have any questions you should contact the email address indicated above.

Yours Sincerely,

SAS
Sally Alvarez de Schreiner
Chief, Procurement Services Section

ACKNOWLEDGEMENT FORM

Solicitation No: 2024-0015

Title: Provision of Event Management Services for OSI Build-Up Exercise 2024	Closing Date: 11 Mar 24 Vienna Local Time: 17:00
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Procurement Staff: Eileen Sanz

CTBTO Req. No.: 0010023731

Please complete 'A' or 'B' or 'C'
and Return

WITHIN FIVE (5) DAYS

THE PREPARATORY COMMISSION FOR THE
COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION (CTBTO)

by email to
procurement@ctbto.org

A: We shall submit our proposal

By: _____
(date)

Company Name: _____
Contact Name: _____
Email/Tel: _____

B: We may submit and will advise

By: _____
(date)

Company Name: _____
Contact Name: _____
Email/Tel: _____

C: We will not submit a proposal for the following reason(s)

- ___ our current workload does not permit us to take on additional work at this time;
- ___ we do not have the required expertise for this specific project;
- ___ insufficient time to prepare a proper submission;
- ___ other (please specify) _____

Company Name: _____
Contact Name: _____
Email/Tel: _____

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF PROPOSALS

1. General

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (the Commission) with its headquarters in Vienna is the International Organization mandated to establish the global verification system foreseen under the Comprehensive Nuclear-Test-Ban Treaty (CTBT), which is the Treaty banning any nuclear weapon test explosion or any other nuclear explosions. The Treaty provides for a global verification regime, including a network of 321 stations worldwide, a communication system, an International Data Centre and on-site inspections to monitor compliance with the Treaty.

This Request for Proposal (RFP) is for the provision of services as described in the Terms of Reference, namely ***Provision of Event Management Services for OSI Build-Up Exercise 2024*** (hereinafter referred to as the “Services” and/or the “Work”).

The Proposal shall meet all requirements stated in the Terms of Reference and be submitted in accordance with these Instructions for Preparation and Submission of Proposals. For this project, the Commission is seeking capabilities, which will ensure that the Services are delivered and the tasks are accomplished expeditiously and at a reasonable cost.

2. Documents included in this RFP

This RFP consists of the following documents:

- (a) Letter of Invitation
- (b) These Instructions for Preparation and Submission of Proposals, Bidder’s Statement Form and the following Attachments:
 - Attachment 1: Technical Compliance Form
 - Attachment 2: Evaluation Criteria and Method
 - Attachment 3: Format of Financial Proposal
 - Attachment 4: Procedure for submission of electronic bids
- (c) List of CTBTO States Signatories - link to the list: [Status of Signatures and Ratifications | CTBTO](#)
- (d) Statement of Confirmation
- (e) Vendor Profile Form
- (f) The Commission’s Model Contract and its Annexes A-B:
 - (g) The Commission’s General Conditions of Contract (Annex A)
 - (h) The Commission’s Terms of Reference (Annex B)

Note: In the event of award, the Proposal will be incorporated as Annex C to the Contract.

3. Amendment of RFP Documents

At any time prior to the closing date for submission of Proposal, the Commission may, for any reason, modify the RFP documents by amendment. The Commission may consider extending the deadline to allow adequate time for considering the modifications in the preparation of the Proposal.

4. Language of the Proposal

The Proposal and all correspondence and documents relating to it shall be in English.

5. Format and Submission of the Proposal

The Proposal shall be typed, dated and signed by an official legally authorized to enter into contracts on behalf of your organization. The Proposal shall not contain any interlineation, erasures or overwriting except as necessary to correct errors, in which case such corrections shall be initialled by the authorized person(s) signing the Proposal.

The Proposal shall be submitted electronically according to the attached “PROCEDURE FOR SUBMISSION OF ELECTRONIC BIDS”.

Proposals sent by regular e-mail unless clearly submitted as electronically sealed bids as indicated above and following the instructions outlined in Attachment 4 will not be considered and may lead to the rejection of the bidder from the procurement process.

6. Request for Clarifications and Contacting the Commission

The Commission will issue clarifications, if required. Bidders are requested to e-mail any questions pertaining to this RFP as soon as possible after receipt of the solicitation documents, but in any case, no later than **8 business days prior to the Closing Date**. No requests for clarifications will be entertained after this time. Questions will only be accepted via e-mail sent to:

E-mail: procurement@ctbto.org

Subject: *RFP No 2024-0015 /SANZ - Request for Clarifications*

The Commission will make all reasonable efforts to issue the clarifications not later than 7 business days prior to the Closing Date.

Except in the case of responding to an RFP clarification, no bidder shall contact the Commission on any matter relating to the Proposal after its submission and until the award of the Contract. Any attempt to influence the Commission in its evaluation of the Proposal or the award decision may result in the rejection of the Proposal.

7. Eligible Goods and Services

The Services to be rendered under the Contract shall have their origin in the States Signatories of the Comprehensive Nuclear-Test-Ban Treaty (CTBT), which is available in the CTBTO website in the following direct link: [Status of Signatures and Ratifications | CTBTO](#). For purposes of this paragraph, "the origin" means the place from which the Services are provided.

8. Type of Payment

The Commission intends to conclude a firm fixed price Contract based on the attached Commission's model contract.

9. Preparation of the Proposal

Bidders may choose to submit a Proposal for all five lots or only for one or a combination of Lots.

The Proposal shall contain, but not necessarily be limited to, the information described below.

The Proposal shall be composed of the following separate parts:

- I. **Technical Proposal;** and
 - II. **Financial Proposal;**
- providing, but not limited to, the following information:

PART I: TECHNICAL PROPOSAL

Please state the reference number and the date of this RFP in the Proposal and any correspondence relating to it.

Point of Contact

The Proposal shall state the contact details and address (name, telephone and fax numbers, and e-mail address) of the person/point of contact in your company dealing with this RFP.

Requirements of the Technical Proposal

The Technical Proposal shall include, at the minimum:

Bidder's Statement, Statement of Confirmation, Vendor Profile Form and Technical Compliance Form

The attached Bidder's Statement, Statement of Confirmation and Vendor Profile Form shall be duly filled-in, signed and submitted as part of the Technical Proposal.

Description of Services

The Technical Proposal shall include a detailed description of the items proposed, relevant technical literature and detailed description how the bidder will meet the requirements, including:

- A section-by-section response to each section of the Terms of Reference;
- Detailed bill of quantities (without prices) proposed for each lot as part of the "turn-key solution" (on-site as well as off-site);
- Any other relevant issue which the bidder would like to bring to the attention of the Commission whether or not having cost implications.

Commission's Inputs

A description of the expected inputs/resources to be made available by the Commission and at what stage of the services.

Time Schedule

A bar chart indicating the estimation of the duration of the services, including the duration of each task required by the Terms of Reference and key staff to be involved in each task.

Bidders shall ensure the mobilization period for the requested services is in line with the required delivery schedules set forth in the Terms of Reference and include the required calendar/working days in the Proposal.

The specified delivery time shall be firm during the validity of the Proposal.

Qualifications

The Technical Proposal shall include documentary evidence of the bidder's qualifications to provide the Services and meeting the Contractor's Requirements set forth in the Terms of Reference, which shall establish to the Commission's satisfaction that the bidder has technical

qualifications and capability necessary to perform the Contract and other necessary ongoing services as required in the Terms of Reference, including but not necessarily limited to:

- (a) Information on previous work and proven track record of delivering on time and exceeding client expectations.
- (b) A statement that the capacity of the Contractor, in terms of qualified manpower resources, is adequate to conduct the Work.
- (c) A statement of availability of the personnel, and the minimum period required before starting the work under the Contract;
- (d) A list of capable and experienced personnel, including their function and duration of assignment as key staff to work under the Contract (such as Project Manager or Team Leader, etc);
- (e) Curriculum vitae of the key staff proposed, including experience with standards and technical experience to perform the Work.

Please note that it is the bidder's responsibility alone to obtain **work permits or visa or similar** for the personnel proposed to implement this project. The Commission will make no effort nor accept any responsibility for obtaining work permits or visa or similar for the Contractor's personnel.

Sub-Contractors

Names, legal status, address and qualifications of subcontractor(s), if any, and the scope of the subcontracted services. The Proposal shall provide a statement that your organization shall be fully responsible for the performance of sub-contractors. All sub-contractors shall be legally established in one of the CTBTO States Signatories, the list of which is available in the CTBTO website in the following direct link: [Status of Signatures and Ratifications | CTBTO](#).

PART II: FINANCIAL PROPOSAL

The Financial Proposal shall be prepared in **United States Dollars or Euro** and shall breakdown, separately, the costs for each task required by the Terms of Reference and be submitted as per Attachment 3 "Format of Financial Proposal".

Note that clear and detailed explanations would enable us to evaluate the Proposal promptly and proceed with fewer requests for clarifications/justifications in a later stage. This is also a factor influencing the decision for Contract award.

Indirect Taxes

In principle the Commission is exempt from taxes. Since the arrangement under which such exemption is respected varies from country-to-country, the selected bidder will be informed by the Commission whether tax exemption will occur at source or whether taxes paid by the selected bidder will be reimbursed by the Commission upon submission of the original supporting documentation. "Taxes" means all direct and indirect taxes (including value added tax, general sales tax or goods and services tax), assessments, fees, customs duties, liens and charges in as much as they are levied in conclusion or implementation of the Contract, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission's official use

For Austrian companies

The price quoted shall be net of Taxes. All applicable Taxes payable by the selected bidder at the conclusion or implementation of the Contract in respect of the Services shall be quoted separately or be separately identified on the Proposal together with information on the nature of the tax and its method of calculation.

For European Union (EU) Companies

The price quoted shall be net of Taxes. All applicable Taxes payable by the selected bidder at the conclusion or implementation of the Contract in respect of the Services shall be quoted separately or separately identified on the Proposal together with information on the nature of the Tax and its method of calculation. Due to the VAT exemption applicable to the Commission, no VAT will be charged to the Commission by the EEC Suppliers under the Contract (Ref. EU VAT Council Directive 2006/112/EC, Article 151).

For Non-EU Companies

The price quoted shall be net of Taxes. All applicable Taxes payable by the selected bidder at the conclusion or implementation of the Contract in respect of the Services shall be quoted separately or be separately identified on the Proposal together with information on the nature of the tax and its method of calculation. For deliveries to Vienna, Austria, and due to the tax exemption at source applicable to the Commission, no Taxes shall be charged to the Commission under the Contract.

10. Completeness and Correctness of the Proposal

The Commission reserves the right to verify all information furnished by you in the Proposal through a source of its choice. Any inaccurate information so given may lead to the rejection of the Proposal.

11. Validity of the Proposal

The Proposal shall be valid for 90 (ninety) days after the deadline for its submission to the Commission, unless an extension of validity has been requested by the Commission.

12. Correction of Errors

The Commission will check the Proposal for any arithmetic errors. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.

13. Evaluation of the Proposal and Award

The Commission, based on the evaluation criteria and method given in Attachment 2, will determine the Proposal that 'most effectively satisfies the technical and operational requirements set out in the solicitation documents'. The Commission 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.

The Commission will conduct an evaluation on a per lot basis. Suppliers may bid for any or all of the 5 lots. Please note partial offer for any lot will not be accepted.

14. Negotiations of the Proposal

The Commission reserves the right to request clarifications on the Proposal and to enter into negotiations regarding technical or commercial aspects of the Proposal before awarding the Contract under this RFP.

15. Modification and Withdrawal of the Proposal

Bidders may modify or withdraw their Proposals after their submission, provided that written notice of the modification or withdrawal is received by the Commission by the closing date for

the submission of the Proposal. The Proposal may not be modified subsequent to the closing date.

16. The Commission's Right to Reject the Proposal

The Commission reserves the right to accept or reject the Proposal or to annul this procurement process at any time prior to the award of the Contract without having to inform the bidders of the grounds therefore, without thereby incurring any liability to the bidders.

17. Costs of preparation and submission of the Proposal

Bidders shall bear all the costs associated with the preparation and submission of their Proposal and the Commission will not be responsible or liable for those costs, regardless of the outcome of this RFP.

18. Proprietary Information

All documentation and information contained in this RFP are proprietary to the Commission and shall not be duplicated, used or disclosed -in whole or in part- for any purpose other than to evaluate them and respond to the Commission's request for Proposal or otherwise without prior written agreement of the Commission.

Use of former Preparatory Commission for the CTBTO ("Commission") employees in the preparation of Proposals:

A bidder must not, in the absence of prior written approval from the Commission, permit a person to contribute to, or participate in, any process relating to the preparation of a Proposal or the procurement process if the person:

- a. At any time during the 12 months immediately preceding the date of issue of the Solicitation was an official, agent, servant or employee of, or otherwise engaged by the Commission;
- b. At any time during the 24 months immediately preceding the date of issue of the Solicitation was an employee of the Commission personally engaged, directly or indirectly, in the definition of the requirements, project or activity to which the Solicitation relates.

BIDDER'S STATEMENT FORM
PLEASE STATE BELOW & SUBMIT WITH PROPOSAL

Delivery Time:

Shipping weight (kg) and Volume (m³) – if applicable:

List of recommended consumables and spares including prices and details on local availability, if applicable (please tick):

☐ For one year period ☐ For a period of

Warranty period applicable (it shall be for a **minimum of 24 months**, starting from the acceptance of the goods/services by the Commission) – please tick below:

☐ For a two year period ☐ For a period of

Availability of local service in Vienna, Austria (if any): N/A

State country of origin or assembly of all items quoted:

Quantity discount and early payment discount (if any):

Include documentary evidence of qualifications to perform the order, which shall establish to the Commission's satisfaction that the bidder has the financial, technical and production capability necessary to perform the order in its entirety and to provide spare parts and other necessary on-going services as required.

Included in the Proposal: **Yes** ☐ **No** ☐

Confirmation that the bidder has reviewed the Commission's Model Contract and General Conditions of Contract and agreed to all terms and conditions.

Yes ☐ **No** ☐

Remarks:

With regards to the software provided with the equipment, state and confirm whether the software licenses are transferable to third parties, i.e. the Commission or the Commission's State Signatories (Member States).

Yes ☐ **No** ☐ **Not applicable** ☐

Remarks:

Name:

Name & Title of Contact Person:

Signature & date:

TECHNICAL QUALIFICATION COMPLIANCE FORM

Bidders are requested to demonstrate compliance with the requirements and add any further information in support of their Proposal. Please refer to the relevant section of the Terms of Reference (TOR) and Instructions for Preparation and Submission of Proposals (RFP Instructions), as appropriate, for further explanation of the requirements. The information provided will form an integral part of the technical evaluation process.

Requirements of the Technical Proposal

LOT 1

Ref. in TORs	Mandatory Requirements	Bidder's Response <i>Please tick whichever is applicable</i>		Indicate section in your Proposal
		"Yes"	"No"	
3. LOT 1	Provision and installation of security fencing around the BOO perimeter with approx. 450 meters in total length must be completed during the week 10-14 June 2024 in coordination with the advanced logistics team of the Commission. The ruggedness of the installation such as in relation to inclement weather/winds must comply with standards for demarcation fencing of building sites.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 1	Delivery and installation of the fencing must be completed during the week 10-14 June 2024 in coordination with the advanced logistics team of the Commission. Removal of the fencing shall take place after completion of the exercise as part of the site remediation services during the week 8-12 July 2024.	<input type="checkbox"/>	<input type="checkbox"/>	

LOT 2

Ref.in TORs	Mandatory Requirements	Bidder's Response <i>Please tick whichever is applicable</i>		Indicate section in your Proposal
		"Yes"	"No"	
3. LOT 2	Access control services at the BOO location during operating hours (08.30-17.30 hours) to ensure that no unauthorized personnel or vehicles access the site (min 1 guard on duty on site).	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 2	Nighttime security services including foot patrol to secure the BOO location after hours/during nighttime (min 3 guards on duty on site).	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 2	On-call (34-hour notice) day-/nighttime security services (min 3 guards on duty) including vehicle and foot patrols to secure equipment at selected locations within not more than 45 km radius from the BOO location.	<input type="checkbox"/>	<input type="checkbox"/>	

LOT3

Ref.in TORs	Mandatory Requirements	Bidder's Response <i>Please tick whichever is applicable</i>		Indicate section in your Proposal
		"Yes"	"No"	
3. LOT 3.1.a	One or more trailer(s)/container(s) providing in total min 3x4 water closets or chemical toilets along with handwashing facilities for separate use by females/males.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 3.1.b	4 individual chemical toilets with accessories.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 3.1.c	Standby capacities for 4 individual chemical toilets with accessories for possible deployment, servicing and removal with 34-hour notice within a radius of not more than 30 km from the BOO location.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 3.1.d	Daily (once per day) servicing including cleaning, functionality checks and restocking of consumables.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 3.2.a	4 waste containers with a capacity of 3 m3 each shall be delivered (3 for general waste, 1 for plastic, 1 for paper).	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 3.2.b	Collection and removal of all waste types once per week.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 3.2.c	Standby capability for additional waste collection and removal with 34-hour notice.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 3.3.a	One delivery and filling service for an estimated amount of 1300-1400 l diesel per week during the period 13 June-4 July 3034 (exact delivery schedule to be determined).	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 3.3.b	Standby capacities for up to 1000 l diesel with 34-hour notice.	<input type="checkbox"/>	<input type="checkbox"/>	

LOT 4

Ref.in TORs	Mandatory Requirements	Bidder's Response <i>Please tick whichever is applicable</i>		Indicate section in your Proposal
		"Yes"	"No"	
3. LOT 4	15 large 4WDs pick-up trucks (e.g., Toyota Hilux double cab, seating for 4 passengers). At least one vehicle should be fitted with a tow hook.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	1 transport van (e.g., Ford Transit, min 1 ton loading capacity and approx 10 m3 volume).	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	All vehicles are roadworthy, equipped with functioning seat belts and fully insured.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	All vehicles are clean and are airconditioned	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	Vehicle breakdowns or servicing requirement are attended to promptly	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	A substitute vehicle is arranged promptly	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	Drivers, trained for vehicles	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	Transport of personnel and equipment to select field site within a radius of not more than 40 km from the BOO location.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	4WDs service daily during the period 19 June 2024, 08:00, and 5 July 2024, 17:30	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	On-call 4WDs service of up to 5 vehicles with 48-hour notice during the periods 11-15 June 2024 and 7-10 July 2024	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	On-call transport van service with 48-hour notice during the period 17 June 2024, 08:00, and 6 July 2024, 17:30.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	<u>Optional requirement:</u> Transport van service daily during the period 17 June 2024, 08:00, and 6 July 2024, 17:30.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	Drivers have full, clean licences.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	Drivers drive carefully, obeying all road regulations.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	Drivers speak and/or understand elementary instructions in English.	<input type="checkbox"/>	<input type="checkbox"/>	

Provision of event management services for OSI Build-Up Exercise 2024

3. LOT 4	A substitute driver is arranged promptly, if required.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	Appropriate catering or allowances are arranged for drivers	<input type="checkbox"/>	<input type="checkbox"/>	

LOT 5

Ref.in TORs	Mandatory Requirements	Bidder's Response <i>Please tick whichever is applicable</i>		Indicate section in your Proposal
		"Yes"	"No"	
3. LOT 5	Provision of transfers by up to 4 mini-coaches (each with driver and seating for up to 20 passengers plus luggage) between the Budapest Ferenc Liszt International Airport and the Avar Hotel Mátrafüred, per schedule.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	Provision of transfers by 1 mini-coach (with driver and seating for up to 20 passengers plus luggage) between the Greater Vienna area in Austria (e.g., Vienna International Centre, Schwechat Airport) and the Avar Hotel Mátrafüred in Hungary, upon request.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	Provision of shuttles within and around Mátrafüred by 2 mini-coaches (each with drivers and seating for up to 20 passengers) between the Avar Hotel Mátrafüred and the BOO location, including for excursions in the vicinity within a radius of not more than 40 km, during the period 17 June 2024 and 6 July 2024 with a tentative daily schedule of 07:30-11:30 and 14:00-18:00 and upon request	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	Provision of shuttle transfers between the Budapest Airport and Greater Vienna area, and the Avar Hotel Mátrafüred, Hungary on a per use basis	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	Provision of shuttles within and around Mátrafüred by 2 mini-coaches upon request.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	All vehicles are roadworthy, equipped with functioning seat belts and fully insured.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	All vehicles are clean and are airconditioned	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	Vehicle breakdowns or servicing requirement are attended to promptly	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	A substitute driver is arranged promptly, if required	<input type="checkbox"/>	<input type="checkbox"/>	

3. LOT 5	Appropriate catering or allowances are arranged for drivers	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	Drivers have full, clean licences.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	Drivers drive carefully, obeying all road regulations.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	Drivers speak and/or understand elementary instructions in English	<input type="checkbox"/>	<input type="checkbox"/>	

ALL

Ref.in TORs	Mandatory Requirements	Bidder's Response <i>Please tick whichever is applicable</i>		Indicate section in your Proposal
		"Yes"	"No"	
4	The contractor needs to ensure the mobility period for the requested services is in line with the required delivery schedules as detailed on the table in section 4 and include the required calendar/working days in the proposal.	<input type="checkbox"/>	<input type="checkbox"/>	
5a	The Contractor should have at least 5 years' experience in delivering high-quality operations support to complex multistakeholder events	<input type="checkbox"/>	<input type="checkbox"/>	
5b	The Contractor must demonstrate that it has a quality assurance system in place, such as ISO9000	<input type="checkbox"/>	<input type="checkbox"/>	
5c	The Contractor must be compliant with local regulations, environmental and health & safety standards and pertinent legislation.	<input type="checkbox"/>	<input type="checkbox"/>	
5d	The Contractor must provide its own infrastructure, hardware and software environment as necessary for the Contractor to perform the services.	<input type="checkbox"/>	<input type="checkbox"/>	
5e	The Contractor must be sufficiently large and have the necessary staff and equipment in order to guarantee the level of support for services foreseen in these Terms of Reference	<input type="checkbox"/>	<input type="checkbox"/>	
5f	The Contractor must have a minimum of 3-years-experience in management of related projects carried out in Hungary.	<input type="checkbox"/>	<input type="checkbox"/>	Please provide examples
5g	The Contractor must provide references for the last 3 projects with similar services are those foreseen in these Terms of Reference.	<input type="checkbox"/>	<input type="checkbox"/>	
5h	The Contractor must identify and provide the credentials of the project manager and, upon request, of all personnel involved in the provision of the services foreseen in these Terms of Reference	<input type="checkbox"/>	<input type="checkbox"/>	
5i	The Contractor must be able to deliver on-call services within the given notice period.	<input type="checkbox"/>	<input type="checkbox"/>	

Ref.in TORs	Mandatory Requirements	Bidder's Response <i>Please tick whichever is applicable</i>		Indicate section in your Proposal
		"Yes"	"No"	
5j Project Manager	Project Manager: Must have at least 5 years of professional experience as project manager for construction projects.	<input type="checkbox"/>	<input type="checkbox"/>	
5k Project Manager	Project Manager Must have a history of at least three comparable projects as employee of the commissioned contractor.	<input type="checkbox"/>	<input type="checkbox"/>	
5l Project Manager	Must have knowledge of English. Additionally, a good command of the local language is preferred.	<input type="checkbox"/>	<input type="checkbox"/>	
5m Project Manager	Must be available on-call for project coordination as needed including outside of standard office hours.	<input type="checkbox"/>	<input type="checkbox"/>	
6	The Contractor must comply with all relevant health and safety laws, regulations, and industry standards.	<input type="checkbox"/>	<input type="checkbox"/>	

Attachment 2
Evaluation Criteria and Method*

The Commission will conduct an evaluation on a per lot basis. Bidders may submit offers for any or all of the 5 LOTS of this RFP. However, please note that offers cannot be submitted for individual items within LOTS. Bidders must submit offers for the entire LOT

EVALUATION METHOD:

1. Technical Evaluation:

The technical evaluation process will be done in two stages:

- 1) Stage 1: Technical proposals will first be evaluated against the mandatory requirements outlined **for each LOT**, on a **PASS/FAIL** basis. Compliance with all mandatory requirements for each LOT is required in order to pass stage 1 of the technical evaluation and to be further considered for stage 2 of the evaluation process;
- 3) Stage 2: The technical proposals that have passed stage 1 of the technical evaluation process, will be evaluated against the weighted criteria set forth in the **evaluation matrix for each LOT**, on **Scoring** basis.

In order to pass this stage, bidders must obtain the **minimum points as stated for each LOT** in accordance with the rating table below:

TABLE 2

Points	Scoring
0	Response incomplete, inadequate and/or non-responsive to the criterion. Bidder does not clearly understand the criterion.
1 - 2	Does not meet the minimum technical requirements
3	Meets the minimum requirement of a criterion.
4	Above minimum requirements
5	Substantially exceeds the minimum requirements of the criterion.

2. Financial evaluation

Once the technical evaluation is finalized, the financial offers of the technically compliant bidders will be evaluated in accordance with the formula given below

$$X = \text{Max Available Points} * Y/Z$$

Legend:

X= points to be assigned to the offer being evaluated

Y= price of the lowest priced, technically compliant offer

Z= price of the offer being evaluated

Award

The weight of the technical and financial components is **60%** and **40%** respectively.

The Contract will be awarded to the bidder who receives the highest combined score resulting from the technical and financial evaluations, subject to contractual acceptability.

Attachment 2
Evaluation Criteria and Method*

LOT 1 - Security Fencing				
Ref No. in TOR	1.QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL		
3	Scope of Work			
3	Contractor Responsibilities as listed in TORs 3.	PASS/FAIL		
Lot 1	Provision, installation and removal of security fencing as specified in TORs 3	PASS/FAIL		
4	Duration of the work			
4	The proposal shows ability to commit to the timeframe requirements- as specified in the schedule in TORs 4.	PASS/FAIL		
5	Requirements for the Contractor			
5a	Have a minimum of 5 years' experience in delivering high-quality operations support to complex multistakeholder events	PASS/FAIL		
5b	Have a quality assurance system in place, such as ISO9000	PASS/FAIL		
5c	Be knowledgeable of local regulations, environmental and health & safety standards and pertinent legislation	PASS/FAIL		
5d	Be sufficiently large and have the necessary staff and equipment in order to guarantee the level of support for services included in these TORs.	PASS/FAIL		
5e	Have a minimum of 3 years experience in the management of related projects carried out in Hungary	PASS/FAIL		
5f	Provide references for the last 3 projects with similar services as those foreseen in the TORs	PASS/FAIL		
5g	Identify and provide the credentials of the project manager and, upon request, of all personnel involved in the provision of the services included in the TORs	PASS/FAIL		
5h	Provide qualifications of personnel to be involved and maintenance records for vehicles and equipment to be used for the delivery of the services.	PASS/FAIL		
5	Requirements for the Contractor's Project Manager			
5a	Must have at least 5 years of professional experience as project manager for event management for complex multi-stakeholder events.	PASS/FAIL		
5e	Must be available on-call for project coordination as needed.	PASS/FAIL		

Ref No. in TOR	2. TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Max Points	Factor	Weighted score
	Quality of the Proposal	Max Points	Factor	Weighted score
All	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity.	5	4	20
3	Understanding of the scope of Work and the responsibilities of the Contractor	5	2	10
	Requirements for the Contractor			
5d	Must be able to communicate in and have knowledge of English. Additionally, a good command of the local language is preferred.	5	1	5
5j	The Contractor must be able to deliver on-call services within the given notice period.	5	1	5
	The Project Manager must have a history of at least three comparable projects as employee of the commissioned contractor.	5	1	5
Total technical evaluation		25		45

* **The Comission will conduct an evaluation on a per lot basis. Bidders may submit offers for any or all of the 5 LOTs of this RFP. However, please note that offers cannot be submitted for individual items within LOTs. Bidders must submit offers for the entire LOT as listed.**

The minimum Points to pass the technical evaluation is 15.

Attachment 2
Evaluation Criteria and Method*

LOT 2 - Security Services		
Ref No. in TOR	1. QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL
3	Scope of Work	
3	Contractor Responsibilities as listed in TORs 3.	PASS/FAIL
Lot 2	Provision of security services - as specified in TORs 3	PASS/FAIL
4	Duration of the work	
4	The proposal shows ability to commit to the timeframe requirements- as specified in the schedule in TORs 4.	PASS/FAIL
5	Requirements for the Contractor	
5a	Have a minimum of 5 years' experience in delivering high-quality operations support to complex multistakeholder events	PASS/FAIL
5b	Have a quality assurance system in place, such as ISO9000	PASS/FAIL
5c	Be knowledgeable of local regulations, environmental and health & safety standards and pertinent legislation	PASS/FAIL
5d	Be sufficiently large and have the necessary staff and equipment in order to guarantee the level of support for services included in these TORs	PASS/FAIL
5e	Have a minimum of 3 years experience in the management of related projects carried out in Hungary	PASS/FAIL
5f	Provide references for the last 3 projects with similar services as those foreseen in the TORs	PASS/FAIL
5g	Identify and provide the credentials of the project manager and, upon request, of all personnel involved in the provision of the services included in the TORs	PASS/FAIL
5h	Provide qualifications of personnel to be involved and maintenance records for vehicles and equipment to be used for the delivery of the services.	PASS/FAIL
5	Requirements for the Contractor's Project Manager	
5a	Must have at least 5 years of professional experience as project manager for event management for complex multi-stakeholder events.	PASS/FAIL
5e	Must be available on-call for project coordination as needed.	PASS/FAIL

Ref No. in TOR	2. TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Max Points	Factor	Weighted score
	Quality of the Proposal	Max Points	Factor	Weighted score
All	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity.	5	4	20
3	Understanding of the scope of Work and the responsibilities of the Contractor	5	2	10
	Requirements for the Contractor			
5d	Must be able to communicate in and have knowledge of English. Additionally, a good command of the local language is preferred.	5	1	5
5j	The Contractor must be able to deliver on-call services within the given notice period.	5	1	5
	The Project Manager must have a history of at least three comparable projects as employee of the commissioned contractor.	5	1	5
	Total technical evaluation	25		45

* **The Commission will conduct an evaluation on a per lot basis. Bidders may submit offers for any or all of the 5 LOTs of this RFP. However, please note that offers cannot be submitted for individual items within LOTs. Bidders must submit offers for the entire LOT as listed.**

The minimum Points to pass the technical evaluation is 15.

Attachment 2
Evaluation Criteria and Method*

LOT 3 -Facility Support				
Ref No. in TOR	1.QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL		
3	Scope of Work			
3	Contractors Responsibilities as listed in TORs 3.	PASS/FAIL		
Lot 3	Provision, installation, servicing and removal of toilet facilities as specified in TORs 3	PASS/FAIL		
Lot 3	Provision of waste collection services as specified in TORs 3	PASS/FAIL		
Lot 3	Provision of diesel fuel and filling services as specified in TORs 3	PASS/FAIL		
4	Duration of the work			
4	The proposal shows ability to commit to the timeframe requirements- as specified in the schedule in TORs 4.	PASS/FAIL		
5	Requirements for the Contractor			
5a	Have a minimum of 5 years' experience in delivering high-quality operations support to complex multistakeholder events	PASS/FAIL		
5b	Have a quality assurance system in place, such as ISO9000	PASS/FAIL		
5c	Be knowledgeable of local regulations, environmental and health & safety standards and pertinent legislation	PASS/FAIL		
5d	Be sufficiently large and have the necessary staff and equipment in order to guarantee the level of support for services included in these Terms of Reference.	PASS/FAIL		
5e	Have a minimum of 3 years experience in the management of related projects carried out in Hungary	PASS/FAIL		
5f	Provide references for the last 3 projects with similar services as those foreseen in the TORs	PASS/FAIL		
5g	Identify and provide the credentials of the project manager and, upon request, of all personnel involved in the provision of the services included in the TORs	PASS/FAIL		
5h	Provide qualifications of personnel to be involved and maintenance records for vehicles and equipment to be used for the delivery of the services.	PASS/FAIL		
5	Requirements for the Contractor's Project Manager			
5a	Must have at least 5 years of professional experience as project manager for event management for complex multi-stakeholder events.	PASS/FAIL		
5e	Must be available on-call for project coordination as needed.	PASS/FAIL		

Ref No. in TOR	2. TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Max Points	Factor	Weighted score
	Quality of the Proposal	Max Points	Factor	Weighted score
All	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity.	5	4	20
3	Understanding of the scope of Work and the responsibilities of the Contractor	5	2	10
	Requirements for the Contractor			
5d	Must be able to communicate in and have knowledge of English. Additionally, a good command of the local language is preferred.	5	1	5
5j	The Contractor must be able to deliver on-call services within the given notice period.	5	1	5
	The Project Manager must have a history of at least three comparable projects as employee of the commissioned contractor.	5	1	5
	Total technical evaluation	25		45

* *The Commission will conduct an evaluation on a per lot basis. Bidders may submit offers for any or all of the 5 LOTs of this RFP. However, please note that offers cannot be submitted for individual items within LOTs. Bidders must submit offers for the entire LOT as listed.*

The minimum Points to pass the technical evaluation is 15.

Attachment 2				
Evaluation Criteria and Method*				
LOT 4 - Field Transportation				
Ref No. in TOR	1.QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL		
3	Scope of Work			
3	Contractor Responsibilities as listed in TORs 3.	PASS/FAIL		
Lot 4	Provision of transport services specified in TORs 3.	PASS/FAIL		
4	Duration of the work			
4	The proposal shows ability to commit to the timeframe requirements- as specified in the schedule in TORs 4.	PASS/FAIL		
	Requirements for the Contractor			
5a	Have a minimum of 5 years' experience in delivering high-quality operations support to complex multistakeholder events	PASS/FAIL		
5b	Have a quality assurance system in place, such as ISO9000	PASS/FAIL		
5c	Be knowledgeable of local regulations, environmental and health & safety standards and pertinent legislation	PASS/FAIL		
5d	Be sufficiently large and have the necessary staff and equipment in order to guarantee the level of support for services included in these Terms of Reference.	PASS/FAIL		
5e	Have a minimum of 3 years experience in the management of related projects carried out in Hungary	PASS/FAIL		
5f	Provide references for the last 3 projects with similar services as those foreseen in the TORs	PASS/FAIL		
5g	Identify and provide the credentials of the project manager and, upon request, of all personnel involved in the provision of the services included in the TORs	PASS/FAIL		
5h	Provide qualifications of personnel to be involved and maintenance records for vehicles and equipment to be used for the delivery of the services.	PASS/FAIL		
5	Requirements for the Contractor's Project Manager			
5a	Must have at least 5 years of professional experience as project manager for event management for complex multi-stakeholder events.	PASS/FAIL		
5e	Must be available on-call for project coordination as needed.	PASS/FAIL		
Ref No. in TOR	2. TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Max Points	Factor	Weighted score
	Quality of the Proposal	Max Points	Factor	Weighted score
All	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity.	5	4	20
3	Understanding of the scope of Work and the responsibilities of the Contractor	5	2	10
	Requirements for the Contractor			
5d	Must be able to communicate in and have knowledge of English. Additionally, a good command of the local language is preferred.	5	1	5
5j	The Contractor must be able to deliver on-call services within the given notice period.	5	1	5
	The Project Manager must have a history of at least three comparable projects as employee of the commissioned contractor.	5	1	5
	Total technical evaluation	25		45
*	<p>The Commission will conduct an evaluation on a per lot basis. Bidders may submit offers for any or all of the 5 LOTs of this RFP. However, please note that offers cannot be submitted for individual items within LOTs. Bidders must submit offers for the entire LOT as</p>			
	The minimum Points to pass the technical evaluation is 15.			

Attachment 2
Evaluation Criteria and Method*

LOT 5 - Shuttle Services		
Ref No. in TOR	1.QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL
3	Scope of Work	
3	Contractor Responsibilities as listed in TORs 3.	PASS/FAIL
Lot 5	Provision of shuttle services specified in TORs 3.	PASS/FAIL
3	Requirements for the Contractor's Vehicles	
Lot 5	15 large 4WDs pick-up truck (e.g., Toyota Hilux double cab, seating for 4 passengers). At least one vehicle should be fitted with a tow hook. Alternatively, a combination of min 10 4WDs pick-up trucks and 5 SUVs or smaller numbers with a minimum of 8 vehicles in similar configuration may be acceptable.	PASS/FAIL
Lot 5	1 transport van (e.g., Ford Transit, min 1 ton loading capacity and approx 10 m3 volume).	PASS/FAIL
Lot 5	<ul style="list-style-type: none"> •All vehicles are roadworthy, equipped with functioning seat belts and fully insured. •All vehicles are clean and are airconditioned. •Vehicle breakdowns or servicing requirement are attended to promptly. •A substitute vehicle is arranged promptly, if required. •A substitute driver is arranged promptly, if required. •Appropriate catering or allowances are arranged for drivers. 	PASS/FAIL
4	Duration of the work	
4	The proposal shows ability to commit to the timeframe requirements- as specified in the schedule in TORs 4.	PASS/FAIL
5	Requirements for the Contractor	
5a	Have a minimum of 5 years' experience in delivering high-quality operations support to complex multistakeholder events	PASS/FAIL
5b	Have a quality assurance system in place, such as ISO9000	PASS/FAIL
5c	Be knowledgeable of local regulations, environmental and health & safety standards and pertinent legislation	PASS/FAIL
5d	Be sufficiently large and have the necessary staff and equipment in order to guarantee the level of support for services included in these Terms of Reference.	PASS/FAIL
5e	Have a minimum of 3 years experience in the management of related projects carried out in Hungary	PASS/FAIL
5f	Provide references for the last 3 projects with similar services as those foreseen in the TORs	PASS/FAIL
5g	Identify and provide the credentials of the project manager and, upon request, of all personnel involved in the provision of the services included in the TORs	PASS/FAIL
5h	Provide qualifications of personnel to be involved and maintenance records for vehicles and equipment to be used for the delivery of the services.	PASS/FAIL
5	Requirements for the Contractor's Project Manager	
5a	Must have at least 5 years of professional experience as project manager for event management for complex multi-stakeholder events.	PASS/FAIL
5e	Must be available on-call for project coordination as needed.	PASS/FAIL

Ref No. in TOR	2. TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Max Points	Factor	Weighted score
	Quality of the Proposal	Max Points	Factor	Weighted score
All	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity.	5	4	20
3	Understanding of the scope of Work and the responsibilities of the Contractor	5	2	10
	Requirements for the Contractor			
5d	Must be able to communicate in and have knowledge of English. Additionally, a good command of the local language is preferred.	5	1	5
5j	The Contractor must be able to deliver on-call services within the given notice period.	5	1	5
	The Project Manager must have a history of at least three comparable projects as employee of the commissioned contractor.	5	1	5
	Total technical evaluation	25		45

*

The Commission will conduct an evaluation on a per lot basis. Bidders may submit offers for any or all of the 5 LOTS of this RFP. However, please note that offers cannot be submitted for individual items within LOTS. Bidders must submit offers for the entire LOT as

The minimum Points to pass the technical evaluation is 15.

RFP2024-0015/SANZ Provision of event management for OSI Build-Up Exercise 2024
Attachment 3: Format of Financial Proposal*

LOT 1. SECURITY FENCING (8-12 July 2024)	Lump Sum³		Total³ _____(currency)
Provision, installation and removal of security fencing around the BOO perimeter with approx. 450 meters in total length as specified in TORs 3.			
TOTAL LOT 1			
LOT 2. SECURITY SERVICES (11 June to 9 July 2024)			
Fixed Costs	Daily Rate in _____ (EUR or USD kindly specify)³	No. of Working days	Total³ _____(currency)
Access control services at the BOO location during operating hours (08.30-17.30 hours) to ensure that no unauthorized personnel or vehicles access the site (min 1 guard on duty on site).		29	
Nighttime security services including foot patrol to secure the BOO location after hours/during nighttime (min 2 guards on duty on site).		29	
TOTAL LOT 2 FIXED COSTS			
Variable Costs	Hourly Rate in _____ (EUR or USD kindly specify)³		Total³ _____(currency)
On-call (24-hour notice) day-/nighttime security services (min 2 guards on duty) including vehicle and foot patrols to secure equipment at selected locations within not more than 45 km radius from the BOO location.			
LOT 3. FACILITY SUPPORT	Lump Sum³		Total³ (currency)
1. Provision, installation, servicing and removal of toilet facilities: (11 June-9 July 2024)			
One or more trailer(s)/container(s) providing in total min 2x4 water closets or chemical toilets for 90 people along with handwashing facilities for separate use by females/males.			
Individual chemical toilets with accessories for 90 people.			
Standby capacities for individual chemical toilets for 10 people, with accessories for possible deployment, servicing and removal with 24-hour notice within a radius of not more than 30 km from the BOO location. □			
Daily (once per day) servicing including cleaning, functionality checks and restocking of consumables.			
2. Waste collection services : (11 June-9 July 2024)	Lump Sum³		Total³ (currency)
4 containers with a capacity of 2 m3 each shall be delivered (2 for general waste, 1 for plastic, 1 for paper).			
Collection and removal of all waste types once per week.			
Standby capability for additional waste collection and removal with 24-hour notice.			
TOTAL LOT 3 FIXED COSTS			
3. Provision of diesel fuel and filling services: (13 June-4 July 2024 TBC)	Hourly Rate in _____ (EUR or USD kindly specify)³	Hours	Total³ _____(currency)
One delivery and filling service for an estimated amount of 1200-1400 l per week during the period 13 June-4 July 2024			
Standby capacities for up to 1000 l with 24-hour notice			
	Estimated cost per liter	Liters	Total³ _____(currency)
Estimated fuel costs			
Other costs as applicable			
LOT 4. FIELD TRANSPORTATION (The exact dates and times of the required field transport services will be confirmed once the Contract is awarded).	Daily Rate in _____ (EUR or USD kindly specify)³		Total³ _____(currency)
Variable Costs			
15 large 4WDs pick-up trucks (e.g., Toyota Hilux double cab, seating for 4 passengers). At least one with a tow hook.			
1 transport van (e.g., Ford Transit, min 1 ton loading capacity and approx 10 m3 volume) or a combination of min 10 4WDs pick-up trucks and 5 SUVs or smaller numbers with a minimum of 8 vehicles in similar configuration .			
4WDs service daily during the period 19 June 2024, 08:00, and 5 July 2024, 17:30.			
Variable Costs	Hourly Rate in _____ (EUR or USD kindly specify)³	Hours	Total³ _____(currency)
On-call 4WDs service of up to 5 vehicles with 48-hour notice during the periods 11-15 June 2024 and 7-10 July 2024.			
On-call transport van service with 48-hour notice during the period 17 June 2024, 08:00, and 6 July 2024, 17:30.			
Optional: Transport van service daily during the period 17 June 2024, 08:00, and 6 July 2024, 17:30.			
LOT 5. SHUTTLE SERVICES			
Fixed Costs	Lump Sum³		Total³ (currency)
Provision of transfers by up to 4 mini-coaches (each with driver and seating for up to 20 passengers plus luggage) between the Budapest Ferenc Liszt International Airport and the Avar Hotel Mátrafüred, per schedule.			
Variable Costs	Hourly Rate in _____ (EUR or USD kindly specify)³	Hours	
Provision of transfers by 1 mini-coach (with driver and seating for up to 20 passengers plus luggage) between the Greater Vienna area in Austria (e.g., Vienna International Centre, Schwechat Airport) and the Avar Hotel Mátrafüred in Hungary, upon request			
Provision of shuttles within and around Mátrafüred by 2 mini-coaches (each with drivers and seating for up to 20 passengers) between the Avar Hotel Mátrafüred and the BOO location, including for excursions in the vicinity within a radius of not more than 40 km, during the period 17 June 2024 and 6 July 2024 with a tentative daily schedule of 07:30-11:30 and 14:00-18:00 and upon request			
Provision of shuttle transfers between the Budapest Airport and Greater Vienna area, and the Avar Hotel Mátrafüred, Hungary on a per use basis			
Provision of shuttles within and around Mátrafüred by 2 mini-coaches upon request .			
TOTAL FIXED COSTS			

NOTES:

1 The price table may be modified as appropriate

2 Prices shall be quoted in EUR or USD only.

3 All prices shall be net i.e. excluding any applicable taxes

4 Bill of Quantity (BOQ) is Mandatory to be included as attachment to the Financial proposal. Rate included in the BOQ shall include full cost of labor, insurance, materials, transportation to site and all other costs necessary for the completion of the work.

5 *The Commission will conduct an evaluation on a per lot basis. Suppliers may submit offers for any or all of the 5 LOTS of this RFP. Please note a partial offer for any lot will not be accepted. Bidders must submit offers for the entire LOT as listed. The Commission may, if needed, award contracts on a per lot basis.*

Attachment 3

“Procedure for Submission of Electronic Offers in 2 Sealed Files”

The Commission invites you to submit your sealed offer (Bid, or Proposal) in response to the solicitation forming part of this request.

Please be sure to follow the instructions below very carefully, so that the documents you submit are encrypted, and cannot be opened without an encryption key (password). If the documents are not encrypted, they will not be accepted as part of this tender process.

CRITICAL INFORMATION:

Create separate zip files for the technical offer and the financial offer (labelling them clearly in the title) with different encryption keys. Instructions for how to do this are provided below.

Step 1: You provide the encryption key (password) for the *Technical Offer only* (in accordance with the below instructions)!

Step 2: After the Commission has performed the evaluation of the Technical Offer, if your Technical Offer is considered to be acceptable, the Commission will request the encryption key (password) for the Financial Offer you have already submitted by the tender Deadline.

Should you have any questions, please send an email to procurement@ctbto.org.

We recommend that you leave yourself plenty of time to complete the below process (including getting any necessary assistance from the Commission), as late offer will not be accepted.

INSTRUCTIONS:

1. In a **WINDOWS** environment, one way of meeting the requirements is as follows.

We recommend using the open-source, free software **7-zip**, but if you are comfortable with other tools, the result should be the same, as long as you can apply encryption to the archive. In the below, we'll use 7-zip as an example. (You can download the 7-zip code for Windows at: 7-zip.org)

2. In **LINUX** environment, you can use, for instance, “sha1sum” on the command line.

Creating the archives for submission

Regardless of whether the offer is a single file, or a collection of files, the files are easier to manage if delivered as a single, compressed file. Compressing the archive is a common way to meet size limitations in email systems.

As an example of how to submit your offer in the required format: assuming you are supplier “SOFTCOMP” and have the following files related to the offer for “RFP 2020-0010/EDWALD”. (*You will need to replace these elements with the real information for your actual offer in line with the relevant Instructions for Preparation and Submission of Proposals/Bids.*) Assuming further that you have installed the 7-zip software on the Windows system you are using.

We will only go through the creation of the Technical Offer (Proposal/Bid) component; the Financial Offer (Proposal/Bid) component is similar.

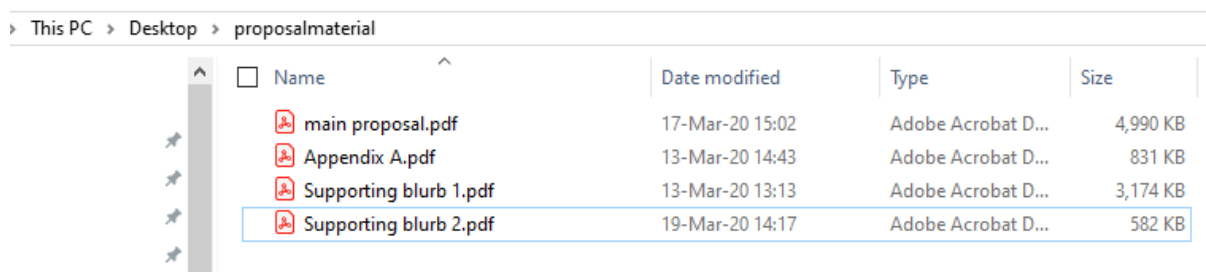


Figure 1 An example set of files to be submitted

Select the four files and right-click; a Dialog box pops up, with one of the options being “7-ZIP >”. Hover your cursor over the “>” part and a few more options appear, select the “Add to archive” option.

Another dialog box pops up (see ‘Figure 2, Creating an Archive’, next page):

Using the standard Windows methods, select a suitable location for the archive (if you don’t change it, the archive gets created right where the selected files are), and give it a name in the form of: “SOFTCOMP-2020-0010-EDWALD-TECHNICAL-BID”, of course replacing all the elements with the true values for the offer in question: the actual company indicator, and the actual RFP/ITB identification string. Note that it is not possible to put a slash “/” in the file name, and therefore put a dash “-” instead. Leave the file extension “.zip” as is.

Leave all the other settings as is, except: **add a password to the encryption** (see figure 2 below). This is done by typing the same password (of your choosing) twice in the two text fields in the lower right hand corner.

Make a note of this password. You must choose different passwords for the two zip archives, that is, the Technical and the Financial Proposal/Bid.

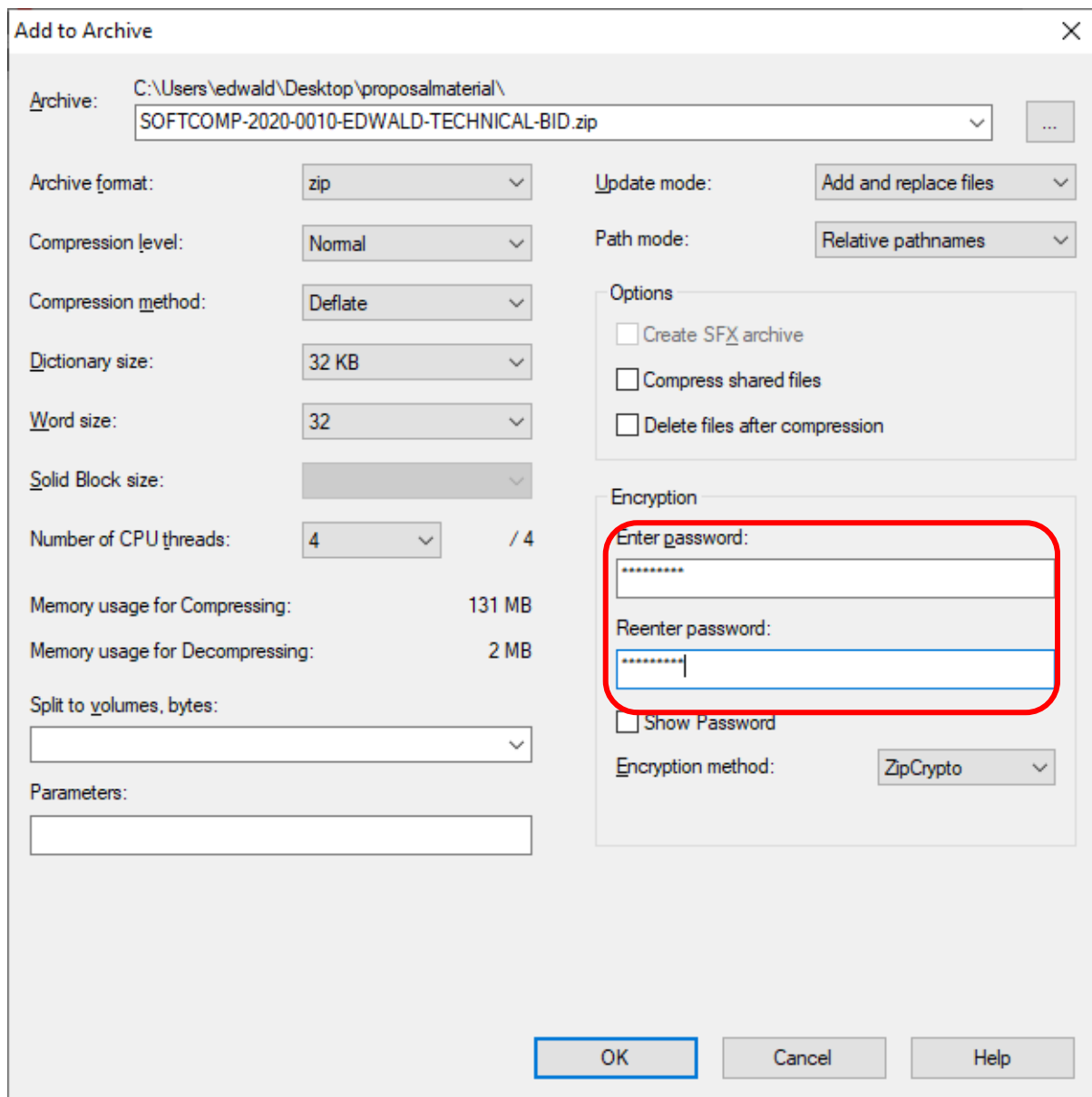


Figure 2 Creating an Archive

Now, we seek the “SHA1 Hash”, and electronic fingerprint of the archive you have just created. The hash is a string calculated from your file(s) and can be used to guarantee that the file has not been modified since you created it. Any change to the file will result in a different hash value.

There are many ways of calculating this; two common options are described below.

If the appropriate functionality is available in your Windows environment: Select the compressed archive in the Windows file manager, (eg. SOFTCOMP-2020-0010-EDWALD-TECHNICAL-BID.zip) and right click. One of the options to select is “CRC SHA >”. Hovering over the “>” brings a few more options to light, select the **SHA-1** option. A smaller dialog pops up: (see Figure 3, SHA1 below).

Clicking Ctrl-C grabs the contents of this box. You can close the box after copying the contents. (You can paste the contents into a mail message, for instance.)

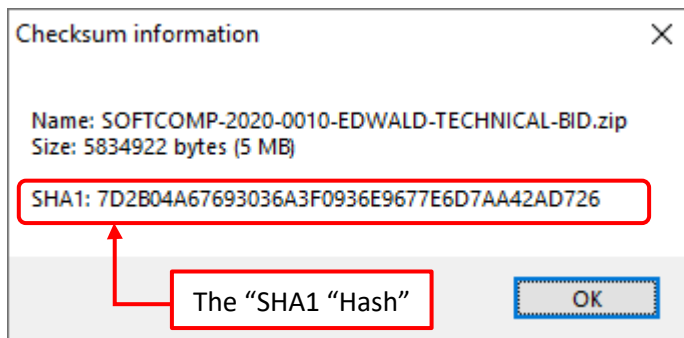


Figure 3 SHA1

If this CRC SHA function is not available by 'right-click' on your Windows version, you can also do this from 'the command line', a slightly more complicated way. Open a CMD window (see sidebar below), move to the folder where your archive is, and execute the command: `"certutil -hashfile SOFTCOMP-2020-0010-EDWALD-TECHNICAL-BID.zip sha1"` where you obviously replace the name of the file with your real file name. The output of this command is the SHA1 "hash". You can copy-and-paste the string for use in the email (below).

Sidebar: How to open a CMD window in Windows:

The way to open a Command window (or 'terminal') depends on the version of Windows you have. The different methods are very clearly described in the following article, but a quick internet search will find multiple descriptions.

<https://www.lifewire.com/how-to-open-command-prompt-2618089>

Finally,

1. Create a new email, Subject: example- "SOFTCOMP-2020-0010-EDWALD". Add the two compressed archives, that is, the Technical Offer and the Financial Offer archives as attachments. The text of the email should contain the SHA1 information for both archives.
SEND THIS TO: sealed_bids@ctbto.org (note that there is an underscore "_" between "sealed" and "bids"). (Should the email become larger than your mail system allows, you can try sending the two archives in separate emails. Take care to include the right SHA1 information with each file.)
2. Create a new email, Subject: example- "SOFTCOMP-2020-2010-EDWALD-Technical Offer" the contents of which must contain the Encryption Key for the Technical Offer (the password

you used when creating the Technical Offer). (Again, note the underscore between 'bid' and 'keys'.)

SEND THIS TO: bid_keys@ctbto.org

IMPORTANT NOTE: As stated above, only send the Encryption Key for the Technical Offer to the bid_keys@ctbto.org mailbox when sending your Technical and Financial Offer to the sealed_bids@ctbto.org mailbox. You shall only send the Encryption Key for the Financial Offer to the Commission if and when informed by the Commission that your Technical Offer had been evaluated as "technically acceptable".

The Financial Offer Encryption Key will need to be provided by you to the same e-mail (bid_keys@ctbto.org) within 48 hours of the Commission's request, clearly marked in Subject: Encryption Key for (example): "SOFTCOMP 2020-2010 EDWALD-Financial Offer". If your Offer is not considered "technically acceptable", the Commission will not request an Encryption Key for your Financial Offer, and it will remain unopened.

As mentioned above, should you have questions or difficulties, please send an e-mail to procurement@ctbto.org.

We recommend that you leave yourself plenty of time to complete the above process (including getting any necessary assistance from the Commission), as late offers will not be accepted.

STATEMENT OF CONFIRMATION

On behalf of (name of firm or organization): _____, I hereby attest and confirm that:

- a) The firm/organization possesses the legal status and capacity to enter into legally binding contracts with the Commission for the supply of equipment, supplies, services or work.
- b) The firm/organization is not insolvent, in receivership, bankrupt or being wound up, and not under administration by a court or a judicial officer, and that it is not subject to the suspension of its business or legal proceedings for any of the foregoing reasons.
- c) The firm/organization has fulfilled all its obligations to pay taxes and social security contributions.
- d) The firm/organization has not, and that its directors and officers have not, within the last five years been convicted of any criminal offense related to professional conduct or the making of false statements or misrepresentations as to their capacity or qualifications to enter into a procurement or supply contract.
- e) The Commission, in the event that any of the foregoing should occur at a later time, will be duly informed thereof, and in any event, will have the right to disqualify the firm/organization from any further participation in procurement proceedings.
- f) The firm/organization did not/will not attempt to influence any other bidder, organization, partnership or corporation to either submit or not submit a proposal/bid/quotation.
- g) The firm/organization will not, in the absence of a written approval from the Commission, permit a person to contribute to, or participate in, any process relating to the preparation of a Quotation/Bid/ Proposal or the procurement process if the person:
 - a. at any time during the 12 months immediately preceding the date of issue of the Solicitation was an official, agent, servant or employee of, or otherwise engaged by the Commission;
 - b. at any time during the 24 months immediately preceding the date of issue of the Solicitation was an employee of the Commission personally engaged, directly or indirectly, in the definition of the requirements, project or activity to which the Solicitation relates.
- h) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) have been identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to the UN Security Council Resolution 1267 (Consolidated Sanctions List).¹
- i) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) are subject to any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

¹ The Consolidated United Nations Security Council Sanctions List can be found on the following website:
<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>

- j) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any), is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.
- k) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) will use the funds received under contracts/purchase orders with the Commission to provide support to individuals, groups, undertakings or entities associated with terrorism.
- l) The prices in the firm/organization's proposal/bid/quotation have been arrived at independently, without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
- m) The Commission shall have the right to disqualify the firm/organization from participation in any further procurement proceedings, if it offers, gives or agrees to give, directly or indirectly, to any current or former staff member of the Commission a gratuity in any form, an offer of employment or any other thing of service or value, as an inducement with respect to an act or a decision of, or a procedure followed by, the Commission in connection with a procurement proceeding.
- n) The Commission shall have the right to disqualify the firm/organization from participation in any further procurement proceedings if it does not disclose to the Commission any situation that may appear as a conflict of interest, and if it does not disclose to the Commission if any official or professional under contract with the Commission have an interest of any kind in the firm/organization's business or any kind of economic ties with the firm/organization.
- o) The firm/organization expressly agrees to abide by the United Nations Supplier Code of Conduct.¹

Name (print): _____

Signature: _____

Title/Position: _____

Place (City and Country): _____

Date: _____

¹ <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

VENDOR PROFILE FORM (VPF) – FOR PRODUCTS/SERVICES/WORK

1. Name of Company:		
2. Street Address:	3. Telephone:	
P.O. Box: City:	4. E-Mail:	
Zip Code: Country:	5. Website:	
6. Contact Person:		Title:
7. Legal Status (e.g. Partnership, Private Limited Company, Government Institution) PLEASE INCLUDE A COPY OF THE CERTIFICATE OF INCORPORATION		
8. Year Established:	9. Number of Employees:	
10. Gross Corporate Annual Turnover (US\$m)*:	11. Annual Export Turnover (US\$m)*:	
12. Type of Business/Products: Manufacturer <input type="checkbox"/> Sole Agent <input type="checkbox"/> Supplier <input type="checkbox"/> Other <input type="checkbox"/> (please explain)		
13. Type of Business/Services/Work: Engineering <input type="checkbox"/> Civil Work <input type="checkbox"/> Governmental Institution <input type="checkbox"/> Other <input type="checkbox"/> (please explain)		
14. References (your main customers, country, year and technical field of products, services or work): **		
15. Previous Supply Contracts with United Nations Organizations (over the last 3 years)** <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Organization: Value in US\$ Equivalent: Year: </div> <div style="display: flex; justify-content: space-between;"> Organization: Value in US\$ Equivalent: Year: </div>		
16. Summary of any changes in your company's ownership during the last 5 years:		

* Please provide a copy of the most recent audited annual report and accounts. Note: Export includes services or work performed abroad or for foreign clients.
 ** Please provide supplementary documentation on these items.

17. List of Products/Services/Work offered:	
Product/Service/Work #	Product/Service/Work Description

18. This section shall be **signed and stamped** by an official legally authorized to enter into contracts on behalf of your organization:

Name:	Title:	Signature:	Date:
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Bank Details Bank Name: Bank Address: Exact Account Holder Name:	Beneficiary Details Beneficiary Name: <small>(exactly as stated on bank statements)</small> IBAN: <small>(if applicable)</small> Account number: SWIFT/BIC: ABA/Sort Code:
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Additional Details (if applicable)

 Correspondent bank:

 Correspondent account number:

 Correspondent SWIFT/BIC:

 Tax Identification Number:

FOR CTBTO USE ONLY		
Evaluated By:	Initials	Date:
Updated By:	Initials	Date:
Remarks:		

* Please provide a copy of the most recent audited annual report and accounts. Note: Export includes services or work performed abroad or for foreign clients.
 ** Please provide supplementary documentation on these items.

General Conditions of Contract

1. DEFINITIONS

- (a) In these general conditions of contract the terms beginning with a capital letter shall have the meaning as defined in the Contract.
- (b) “Services” means all services to be rendered under the Contract.
- (c) “Goods” shall mean all goods, equipment, materials and/or other supplies to be provided under the Contract.
- (d) “Taxes” shall mean all direct and indirect taxes (including value added tax, general sales tax or goods and services tax), assessments, fees, customs duties, liens and charges in as much as they are levied in conclusion or implementation of the Contract, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission’s official use.

2. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the Commission. Neither the Contractor and any subcontractor, nor their personnel shall be considered to be an employee or an agent of the Commission.

3. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of the Contract or any part thereof, or any of the Contractor’s rights, claims or obligations under the Contract except with the prior written consent of the Commission.

4. SUBCONTRACTING

In the event the Contractor requires the services of one or more subcontractors, the Contractor shall obtain the prior written approval and clearance of the Commission for such subcontractor(s). The Commission’s approval of a subcontractor shall not relieve the Contractor of any of his obligations under the Contract, and the terms of any subcontract shall be subject to and in conformity with the provisions of the Contract.

5. SOURCE OF INSTRUCTIONS

- (a) The Contractor shall neither seek nor accept instructions from any authority external to the Commission in connection with the performance of its obligations under the Contract. The Contractor shall refrain from any action which may adversely affect the Commission and shall fulfil its commitments with the fullest regard to the interests of the Commission.
- (b) While present at the Commission’s premises, personnel of the Contractor shall, at all times, obey and conform to all requests and instructions of the Commission’s officials and the United Nations Security Staff.

6. CONTRACTOR’S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for the performance under the Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local laws and customs and conform to a high standard of moral and ethical conduct.

7. ASSIGNMENT OF PERSONNEL

- (a) The Contractor shall not replace or withdraw any personnel referred to in the Contract for the performance of the Services without the prior written approval of the Commission or unless requested by the Commission.
- (b) Prior to assignment, replacement or withdrawal of personnel for the performance of the Services, the Contractor shall submit to the Commission for its consideration, the curriculum vitae or detailed justification to permit evaluation by the Commission of the impact which such assignment, replacement or withdrawal would have on the Services.
- (c) In the event of withdrawal of personnel, all costs and additional expenses resulting from the replacement, for whatever reasons, of any of the Contractor’s personnel shall be for the account of the Contractor. Such withdrawal shall not be considered as termination in part or in whole of the Contract.

8. CONFLICT OF INTEREST

No employee, officer, adviser, agent and/or subcontractor of the Contractor assigned to perform Services under the Contract shall engage, directly or indirectly, in any business, profession or occupation connected or related to the Services or Goods to be provided under the Contract if this constitutes a conflict of interest.

9. INSURANCES

- (a) The Contractor shall provide and thereafter maintain appropriate insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with the Contract.
- (b) The Contractor shall provide and thereafter maintain insurance against all risk in respect of its property and any equipment used for the execution of the Contract.
- (c) The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death, bodily injury, loss of and damage to property arising from any operations carried out by the Contractor in performing its obligations in connection with the Contract or from operation of any vehicles, boats, airplanes and other equipment owned or leased by the Contractor or its agents, servants, employees or subcontractors.
- (d) Except for insurance mentioned in paragraph (a), the insurance policies under this clause shall:
 - (i) Name the Commission as additional beneficiary;
 - (ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the Commission.
- (e) The Contractor shall, upon request, provide the Commission with satisfactory evidence of the insurance required under the Contract.
- (f) Any amounts not insured, not recovered from or not claimed by the insurer shall be borne by the Contractor.
- (g) Information concerning reduction of coverage shall be furnished by the Contractor to the Commission with at least thirty (30) days prior written notice.
- (h) The Contractor undertakes that provisions to the same effect as the provisions in sub-clauses (a) through (c) above will be inserted in all subcontracts made in performance of the Contract, except sub-contracts exclusively for furnishing Goods.

10. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file in any public office or on file with the Commission against any monies due or to become due for any Services or Goods provided under the Contract, or by reason of any other claim or demand against the Contractor.

11. OBSERVANCE OF THE LAW

- (a) The Contractor shall comply with all laws, ordinances, rules and regulations, including but not limited to health, environmental and labour laws bearing upon the

performance of its obligations under the terms of the Contract.

- (b) In particular, the Contractor shall comply with the labour laws of the country in which the Services or Goods are to be furnished providing for benefits covering injury or death in the course of employment.

12. CONFIDENTIALITY

- (a) All technical, financial or other documentation and data the Contractor compiled for or received from the Commission under the Contract shall be treated as confidential and shall be delivered only to the Commission's authorized officials on completion of the Services or as requested by the Commission.
- (b) Either Party acknowledges that all knowledge and information concerning the other Party that may be acquired in connection with the performance of its obligations under the Contract, including but not limited to, any information relating to its operations and procedures, are confidential and proprietary information of the other Party and it shall receive such confidential and proprietary information of the other Party in confidence and shall not disclose or permit disclosure of any such knowledge or information to any person and/or entity without the prior written consent of the other Party.
- (c) The Contractor shall not, at any time, use such confidential information to its own advantage.
- (d) The restrictions on confidentiality shall not apply to the information which:
 - (i) presently is in the public domain;
 - (ii) hereafter becomes part of the public domain without the other Party's fault;
 - (iii) was in the possession of the other Party at the time of the disclosure, as shown by written evidence;
 - (iv) is disclosed to the other Party at any time hereafter by a third Party.
 - (v) is required to be disclosed to governing bodies, or to governmental authorities to the extent required by law or to obtain needed authorization to perform the Contract or pursuant to reporting requirements imposed by those governing bodies or the government of the State of the Contractor.
- (e) These obligations do not lapse upon satisfactory completion of the Services, delivery of the Goods or termination of the Contract by the Commission.

13. LANGUAGES, WEIGHTS AND MEASURES

Unless otherwise specified in the Contract, the English language shall be used by the Contractor in all written communications to the Commission with respect to the Services or Goods to be provided and all documents procured or prepared by the Contractor. The Contractor shall use metric units, except when otherwise specified in the Contract.

14. PUBLICITY

- (a) The Contractor shall not advertise or otherwise make public the fact that it is providing or has provided Services and Goods for the Commission. Also, the

Contractor shall not, in any manner whatsoever, use the name, emblem or official seal of the Commission or any abbreviation of the name of the Comprehensive Nuclear-Test-Ban Treaty Organization in connection with its business or otherwise.

- (b) These obligations do not lapse upon satisfactory completion of the Services, delivery of the Goods or termination of the Contract.

15. OFFICIALS NOT TO BENEFIT/CONTINGENT FEES

- (a) The Contractor warrants that:
 - (i) No person or selling agency has been employed or retained by it to solicit or secure the Contract upon an agreement or understanding for a commission, percentage, brokerage, contingent fee or retainer, except regular employees or bona fide and officially established commercial or selling agencies maintained by the Contractor for the purpose of securing business;
 - (ii) No official or servant or retired employee of the Commission who is not a regular employee of the Contractor, has been or shall be admitted by the Contractor to any direct or indirect benefit arising from the Contract or the award thereof.
- (b) In case of breach by the Contractor of the warranties referred to in previous clauses, the Commission shall have the right to deduct from the Contract Price, or otherwise recover from the Contractor, the full amount of any such commission, percentage, brokerage, contingent fee or retainer so paid.

16. INTELLECTUAL PROPERTY AND OTHER PROPRIETARY RIGHTS

- (a) Except to the extent the Contractor has granted a license to the Commission, the Commission, shall be entitled to all intellectual property, including but not limited to copyrights, patents and trademarks, with regard to products, documents or other materials which bear a direct relation to or are produced or collected under the Contract. The Contractor shall take all necessary steps, prepare and process all necessary documents and assist in securing such property rights and transferring them to the Commission and/or to the government where the Services or Goods are to be provided, in compliance with the requirements of the applicable law.
- (b) The Contractor declares that it does not know of any intellectual property rights of third parties, which might be infringed in the execution of the Contract. Should, contrary to the Contractor's expectation, claims be raised against the Commission charging it with infringement of intellectual property rights, the Contractor shall hold harmless the Commission and shall indemnify it to the full extent of any damages or awards arising from such claims. This obligation of the Contractor shall continue to be in full force and effect up to the expiration of such intellectual property rights.
- (c) The Commission shall give the Contractor due notice in writing of any charges of infringement brought against the Commission and of the filing of any suit for

infringement of intellectual property rights of third parties due to the execution of the Contract, and, without prejudice to the immunity enjoyed by the Commission as an international organization from every form of legal process, including enforcement and execution, the Commission shall give the Contractor the opportunity to defend the Commission against the said suit at its discretion and shall not, without the Contractor's consent in writing, make any admission or consent to any claim of any third party, which might be prejudicial to the Contractor's position.

17. DEFAULT BY THE CONTRACTOR

- (a) In case the Contractor fails to fulfil its obligations and responsibilities under the Contract and provided the Contractor has not remedied such failure(s) within thirty (30) days of having been given written notification by the Commission of the nature of the failure(s), the Commission may, at its entire discretion and without prejudice to its right to withhold payment(s), hold the Contractor in default under the Contract.
- (b) When the Contractor is thus in default, the Commission may, by giving written notice to the Contractor, terminate the Contract as a whole or such part or parts thereof in respect of which the Contractor is in default. Upon such notice, the Commission shall have the right to seek completion, at the Contractor's expense, of that part or those parts of the Contract with respect to which the Contractor is in default.
- (c) The Contractor shall, in this case, be solely responsible for any reasonable costs of completion of the Services and/or delivery of Goods, including such costs, which are incurred by the Commission over and above the originally agreed Contract Price.

18. WITHHOLDING OF PAYMENT

- (a) The Commission may withhold any payment to the Contractor or, on account of subsequently discovered evidence, nullify the whole or part of any payment approval theretofore given, to such an extent as may be necessary to protect the Commission from loss under the Contract on account of:
 - (i) The Contractor's failure to carry out its obligations or to make adequate progress with the obligations, except for failure arising out of force majeure;
 - (ii) The Contractor's failure to remedy unsatisfactory performance, when such failure has been drawn to his attention by the Commission;
 - (iii) The Contractor's failure to submit on time the reports required.
- (b) The withholding by the Commission of any interim payment shall not affect the Contractor's obligation to continue performance of his obligations under the Contract.
- (c) No interest shall accrue on payments eventually withheld by the Commission in application of the stipulations of this paragraph.

19. LIQUIDATED DAMAGES

Subject to Clause 20 below (force majeure), if the Contractor fails to deliver any or all of the Services and/or Goods within the latest time period(s) specified in the Contract, the Commission may, without prejudice to its other remedies under the Contract, deduct from the Contract Price as liquidated damages, a sum equivalent to 0.2 per cent of the portion of the Contract Price for the delayed Services and/or Goods for each working day of delay until actual performance, up to a maximum of sixty (60) working days. The recovery by the Commission of proven damages shall not be excluded.

20. FORCE MAJEURE

- (a) Force majeure as used herein shall mean acts of God, industrial disturbances, acts of the public enemy, civil disturbances, explosions and any other similar cause of equivalent force not caused by nor within the control of either party and which neither party is able to overcome.
- (b) As soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the Commission of such force majeure if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract.
- (c) In this event, the following provisions shall apply:
 - (i) The obligations and responsibilities of the Contractor under the Contract shall be suspended to the extent of its inability to perform them and for as long as such inability continues;
 - (ii) The term of the Contract shall be extended for a period equal to the period of suspension taking, however, into account any special conditions which may cause the time for completion of the obligations to be different from the period of suspension;
 - (iii) If the Contractor is rendered permanently unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under the Contract, the Commission shall have the right to terminate the Contract on the same terms and conditions as are provided for in the Termination Clause of the Contract, except that the period of notice may be seven (7) days instead of thirty (30) days;
 - (iv) For the purpose of the preceding sub-clause, the Commission may consider the Contractor permanently unable to perform in case of any period of suspension in excess of ninety (90) days. Any such period of ninety (90) days or less shall be deemed temporary inability to perform.

21. INSOLVENCY AND BANKRUPTCY

Should the Contractor be insolvent, adjudged bankrupt, or should the Contractor make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Contractor's insolvency, the Commission may, without prejudice to any other right or remedy it may have under the terms of the Contract, terminate the Contract

forthwith by giving the Contractor written notice of such termination.

22. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless and defend at its own expense the Commission, its officers, agents, servants and employees from and against all suits, claims, demands and liability of any nature or kind, including cost and expenses arising out of acts or omissions of the Contractor or its employees or subcontractors in the performance of the Contract. This requirement shall extend, inter alia, to claims or liabilities in the nature of workers' compensation and to claims or liabilities pertaining to intellectual property rights. The obligations under this clause do not lapse upon termination of the Contract.

23. AMICABLE SETTLEMENT

The parties shall use their best efforts to settle amicably through negotiation any dispute, controversy or claim arising out of, or relating to, the Contract or the breach, termination or invalidity thereof. If the parties cannot reach such amicable settlement through negotiations, the matter shall first be referred to conciliation, by a request by either party for conciliation procedures. The conciliation shall take place in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Conciliation Rules then prevailing, or according to such other procedure as may be agreed between the parties, within a time period of ninety (90) days. There shall be one conciliator. The conciliation shall be in Vienna, Austria, and it shall be conducted in the English language.

24. ARBITRATION

- (a) In the event of a failure to reach an amicable settlement in accordance with Clause 23 above (Amicable Settlement), any dispute arising out of the interpretation or application of the terms of the Contract or any breach thereof shall be settled in accordance with the arbitration rules established by UNCITRAL as at present in force. The number of arbitrators shall be one. The arbitration shall be in Vienna, Austria, and it shall be conducted in the English language.
- (b) The arbitrator shall take into account the internationally recognized general principles of commercial transactions. The arbitrator shall have no authority to award punitive damages, nor to award interest in excess of five (5) per cent, and any such interest shall be simple interest only. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

25. PRIVILEGES AND IMMUNITIES

Nothing in or relating to the Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the Commission and its employees.

25(a). TAX EXEMPTION

In principle, the Commission is exempt from all Taxes. Since the arrangement under which such exemption is respected varies from country-to-country, the Contractor shall collaborate with the Commission to achieve Tax exemption at source or to pursue reimbursement of Taxes paid by the Commission, as the case may be.

26. TERMINATION

The Commission may terminate the Contract in whole or in part, and at any time, upon thirty (30) days' notice of termination to the Contractor. In the event such termination is not caused by the Contractor's negligence or fault, the Commission shall be liable to the Contractor for payment in respect of Services already satisfactory accomplished or Goods delivered and accepted and in conformity with the terms of the Contract, for necessary terminal expenses of the Contractor, and for the cost of such urgent work as is essential and as the Contractor is asked by the Commission to complete. The Contractor shall keep expenses at a minimum and shall not undertake any forward commitment from the date of receipt of the Commission's notice of termination.

27. GOODS

In the event that the Contract requires the Contractor to supply Goods, Clauses 28-35 shall apply in addition to the above.

28. WARRANTY

- (a) The Contractor warrants that the Goods, including packaging, conform to the specifications for the Goods ordered under the Contract and are fit for the purpose for which such Goods are ordinarily used and for purposes expressly made known to the Contractor by the Commission, and are new and free from defects in design, workmanship and materials.
- (b) This warranty shall remain valid for twenty-four (24) months after the Goods or any part thereof have been delivered and accepted, whichever is later, unless the Contractor has granted a longer period. Should the Commission transfer the title of the Goods to a third party during the warranty period, the right to enjoy the warranty shall be transferable to the new title-holder.
- (c) If, during the warranty period mentioned in sub-clause (b) above, the Goods or any part thereof are found to be defective or not in conformity with the specifications under the Contract, the Contractor shall, upon notification, promptly and at its own expense correct all such defects and non-conformities. If these defects and non-conformities cannot be corrected, the Commission shall have the right, at the Contractor's expense, to either demand replacement of the defective item, or receive appropriate reimbursement, or have the defective item repaired or otherwise procured from a third party.

29. INSPECTIONS AND TESTS

- (a) The Commission shall have the right to inspect and/or to test the Goods to confirm their conformity to the technical specifications. The technical specifications shall specify what inspections and tests the Commission requires.
- (b) The inspections and tests may be conducted on the premises of the Contractor or its subcontractor(s), at a point of delivery designated by the Commission and/or at the Goods' final destination. The Contractor shall give all reasonable facilities and assistance-including drawings and production data-to the Commission at no charge to the Commission.
- (c) Should any inspected or tested Goods fail to conform to the technical specifications, the Commission reserves the right to reject them and the Contractor shall either replace the rejected Goods or make all alterations necessary to meet specification requirements free of cost to the Commission.
- (d) The Commission's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at the point of delivery designated by the Commission or at the Commission's offices, shall in no way be limited or waived by reason of the Goods' having previously been inspected, tested and passed by the Commission.
- (e) Nothing in this Section on Inspections and Tests shall in any way release the Contractor from any warranty or other obligations under the Contract.
- (f) All equipment/material supplied under the Contract may be subject to pre-shipment inspection by a third party to be specified by the Commission. The Contractor is not liable for cost of this inspection.

30. PACKING

The Contractor shall comply or ensure compliance with the following provisions concerning packing:

- (a) The Goods shall be packed as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit.
- (b) In the case of a cross-border shipment, the Goods shall have appropriate export packing. If necessary, all cases/crates must be wrapped inside with heavy-duty plastic lined paper, should be steel-strapped and must be able to withstand tough handling. Skids for truck handling are imperative if the gross weight is more than 30 kilograms.
- (c) The consignment shall be marked and shipped as per address shown on the Purchase Order Form.
- (d) Neither partial delivery nor transshipment shall be made unless specifically agreed by the Commission in writing.
- (e) Each case/crate/package shall carry a consecutive number, dimensions, volume, and weight (i.e. Case No. X of Y cases, A x B x C cm, E m3, D Kg.) and shall be marked as follows:

EQUIPMENT FOR
THE PREPARATORY COMMISSION FOR THE
COMPREHENSIVE NUCLEAR-TEST-BAN
TREATY ORGANIZATION.
[point of delivery]

PURCHASE NO. _____
GROSS WEIGHT _____
NET WEIGHT _____

- (f) Markings shall be done with weatherproof materials. All non-containerized Goods shall be shipped below deck.
- (g) Each case/crate/carton shall carry (outside) a copy of the packing list describing the contents of the case/crate/carton. Outside Case No. 1 should be attached with invoice covering the actual delivery. The accompanying papers must be made out in the English language.
- (h) Prior to delivery, a fax (or a letter by courier service) shall be sent to the consignee, if any, advising of the following:
 - ◆ purchase order/Contract number;
 - ◆ waybill number or equivalent reference number of the shipment (if any);
 - ◆ number of boxes/cartons/crates/etc.;
 - ◆ estimated time of departure (ETD);
 - ◆ point of departure and name of freight carrier;
 - ◆ estimated time of arrival (ETA) to final destination.
- (i) The following documents shall be enclosed with the shipment in case of shipping by air:
 - ◆ airway bill;
 - ◆ proforma or commercial invoice;
 - ◆ packing list.
- (j) The above documents are indispensable and must reach the consignee, if any, on time to permit customs clearance and in order to avoid demurrage charges.

31. DELIVERY AND TRANSPORTATION

- (a) Delivery of the Goods shall be made by the Contractor in accordance with the terms specified in the Contract, and the Goods shall remain at the risk of the Contractor until delivery has been completed.
- (b) Transport of the Goods to the port of discharge or such other point in the country of destination and/or forwarding to the consignee, if any, (door-to-door) specified in the Contract shall be arranged and paid for by the Contractor and the cost thereof shall be included in the Contract Price.

32. TAKE-OVER/HAND-OVER

Upon successful completion of delivery or of installation and a testing and evaluation period, as specified in the Contract, responsibility for the Goods will be handed over to the consignee or other designated entity.

33. EXPORT LICENCES

If an export licence or any other governmental authorization is required for the Goods, it shall be the obligation of the Contractor to obtain such licence or governmental authorization. In the event of failure to obtain such licence or authorization within reasonable time, the Commission may declare the Contract null and void.

34. SPARE PARTS

In accordance with the Contract, the Contractor may be required to provide any or all of the following materials and notifications pertaining to spare parts manufactured and/or distributed by the Contractor:

- (a) Such spare parts as the Commission may choose to purchase from the Contractor, provided that the Contractor is not relieved of any warranty obligations under the Contract;
- (b) In the event of termination of production of the spare after delivery of the Goods:
 - (i) advance notification to the Commission of the pending termination, in sufficient time to permit the Commission to place a final order;
 - (ii) following such termination, furnishing at no cost to the Commission, the blueprints, drawings and specifications of the spare parts, if and when requested.

35. UNITED NATIONS CONVENTION ON CONTRACTS FOR THE INTERNATIONAL SALE OF GOODS

Questions concerning matters arising under the Contract, but not settled in it, shall be settled in conformity with the United Nations Convention on Contracts for the International Sale of Goods (Vienna, 1980), which shall be applicable to the Contract. The applicable language version of the Convention shall be the version in which the Contract is written.

36. SUSTAINABLE BUSINESS PRACTICES

The Commission requires the Contractor and its personnel to:

- (a) support and respect the protection of internationally proclaimed human rights¹ and to observe the highest standards of ethics and integrity throughout its supply chains.
- (b) abide by the United Nations Supplier Code of Conduct².
- (c) to take appropriate steps, whenever possible to perform its obligations in a manner that takes into account economic, environmental and social considerations.
- (d) certify that they have not and will not engage in harassment or sexual harassment, proscribed practices or any further practice described in Clauses 37, 38, 39, 40

¹ UN Guiding Principles on Business and Human Rights, available at https://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR_EN.pdf.

² Available at <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>.

and 41, during the procurement process and the performance of the Contract.

37. PREVENTION OF HARRASSMENT AND SEXUAL HARRASSMENT

- (a) The Commission is committed to providing a professional work environment that upholds the highest standards of equality, respect and dignity for all. In this regard, and without limitation to any other provision contained herein:
- (i) The Contractor shall adhere to zero tolerance for harassment and therefore accepts and agrees to refrain from any conduct which could, in the view of the Commission, meet the definition of harassment and/or sexual harassment. For the avoidance of doubt, “harassment” shall be understood as any improper or unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person when such conduct interferes with work, is made a condition of employment, or creates an intimidating, hostile or offensive work environment. “Sexual harassment” shall be understood as harassment of a sexual nature, and the above definition of harassment applies equally to sexual harassment. Sexual harassment may occur between persons of opposite sex or of the same sex.
 - (ii) The Contractor shall take all reasonable and appropriate measures to prevent and deter harassment and sexual harassment or abuse of anyone by its employees, agents, officials or any other persons engaged or controlled by the Contractor to perform the Services.
 - (iii) The Contractor shall promptly report to the Commission any actual, reported or suspected cases of harassment, sexual harassment or abuse of anyone by its employees, agents, officials or any other persons engaged or controlled by the Contractor to perform the Services of which the Contractor becomes aware. Such reports to the Commission may be on a no name basis, if necessary.
 - (iv) In addition to notifying the Commission pursuant to sub-clause (iii) above, on becoming aware of any allegation of harassment, sexual harassment or abuse of anyone, the Contractor shall take all reasonable and appropriate measures to address the matter, including engaging in good faith consultations with the Commission, while ensuring minimum impact and/or disruption of the Services.
- (b) The Contractor acknowledges and agrees that any breach of the provisions of this Clause 37, as determined by the Commission, shall permit the Commission, at its sole discretion, to:
- (i) Request the Contractor to remove, temporarily or permanently, from the relevant assignment, any Contractor’s personnel reported for having committed harassment, sexual harassment or abuse of anyone.
 - (ii) Terminate the Contract, and/or any other agreement, arrangement or partnership concluded by the Commission with the Contractor, immediately upon

written notice to the Contractor, without any liability for termination charges or any other liability of any kind, on the terms and conditions as are provided for in Clause 26 (Termination) above; and/or

- (iii) Exclude the Contractor from participating in any ongoing or future solicitations, and/or entering into any future contractual or collaborative relationships with the Commission and/or suspend the Contractor from the Commissions supplier roster.
- (c) The Commission shall be entitled to report any breach of the provisions of this Clause 37, as determined by the Commission, to the Commission’s governing bodies, other UN agencies and/or donors.

38. PROSCRIBED PRACTICES

The Commission requires that the Contractor and its personnel certify that they have not and will not engage in proscribed practices and proscribed conduct during the procurement process and the performance of the Contract. The Commission defines Proscribed Practices as follows:

Fraudulent practice: is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

Corrupt practice is the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;

Coercive practice is the impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of any party in order to influence the actions of that party;

Collusive practice is the proposing or entering into an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;

Unethical practice is conduct or behaviour that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with the Commission;

Obstructive practice is any act which deliberately and in an effort to compromise an investigation, destroys, falsifies, alters or conceals information or documents that may be relevant to a fraud and corruption investigation, or material that could become evidence as a result of such investigation; or the making of false statements to investigators during such an investigation.

39. CHILD LABOUR

The Contractor represents and warrants that neither it, its parent entities (if any), nor any of the Contractor’s subsidiary or affiliated entities (if any) is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be

protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

40. MINES

The Contractor represents and warrants that neither it, its parent entities (if any), nor any of the Contractor's subsidiaries or affiliated entities (if any) is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

41. TERRORISM

The Contractor shall ensure that none of the funds received from the Commission under the Contract are used, directly or indirectly, to provide support to individuals or entities subject to sanctions or other measures promulgated by the United Nations Security Council and appearing in the Consolidated United Nations Security Council Sanctions List. This provision shall be included in all subcontracts or sub-agreements entered into under the Contract.

42. FULL DISCLOSURE

- (a) The Contractor will immediately notify the Commission upon becoming aware of any Proscribed Practices or other prohibited practices or conduct or suspicion thereof, as per Clauses 37-41, by itself or its personnel during the procurement process or the performance of the Contract. The Contractor will take all appropriate measures to prohibit and prevent its personnel from engaging in Proscribed Practices or any other prohibited conduct, as well as to investigate allegations thereof, or to take corrective action when such a Proscribed Practice or any other prohibited conduct has occurred.
- (b) The Contractor further warrants that it is not the subject of any sanctions, or otherwise identified as ineligible by any government, supranational organization (e.g., European Union), another entity of the United Nations System or multilateral development finance institution. The Contractor will disclose to the Commission if it becomes subject to any sanction or temporary suspension during the term of the Contract. The Contractor recognizes that a breach of this provision constitutes a fraudulent practice.

43. DATA PROTECTION

- (a) **Use of the Commission's data:** Use (including accessing, processing, retention, storage) of the Commission's data is limited to the purposes contained in the Contract and such use will be limited to Contractor's personnel on a "need to know" basis. Use of the Commission's data for internal research, marketing, sales, or promotional purposes is strictly prohibited. Subject to Clause 12 (Confidentiality), the

Contractor will treat the Commission's data as confidential and may neither disclose it nor make it available to any third-party except with the prior written authorization of the Commission.

- (b) **Compliance:** The Contractor confirms that it has a data protection policy in place that meets applicable legal requirements and that it will apply such a policy to the Commission's data, without prejudice to the privileges and immunities of the Commission. The Contractor will implement technical and organisational measures to ensure appropriate protection of the Commission's data, in conformity with the abovementioned requirements and internationally recognised standards and best practices. In addition, the Contractor will:
 - (i) at its sole expense and risk, return, delete, or destroy all the Commission's data, including data backups, upon written instruction of the Commission. The Commission will provide a reasonable period of time and take into account the Contractor's legitimate interests, as well as the termination or expiration date of the Contract;
 - (ii) process, retain or store the Commission's data exclusively in countries that are signatories to the Comprehensive Nuclear-Test-Ban Treaty and that ensure adequate legal protection of the Commission's privileges and immunities; and
 - (iii) be liable for any resulting damages or penalties for its failure to comply with its obligations.
- (c) **Data security:** Upon discovery of a data security breach, the Contractor will immediately notify the Commission and undertake at its sole expense to:
 - (i) propose immediate remedial actions (including containment);
 - (ii) implement, as directed by the Commission, all necessary damage mitigation and remedial actions;
 - (iii) where applicable, as directed by the Commission, restore the Commission's and end-users' access; and
 - (iv) keep the Commission informed of its progress.
- (d) The Contractor, at its sole expense, will cooperate fully with any Commission investigation, remediation steps and response to a data security breach.

44. ESSENTIAL TERMS

The Contractor acknowledges and agrees that each of the provisions in Clauses 36 to 43 above constitutes an essential term of the Contract and that any breach of any of these provisions shall entitle the Commission to terminate the Contract or any other contract the Contractor has with the Commission, immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind. Furthermore, the Commission is entitled to exclude the Contractor from participating in future tenders should the Contractor breach any of the provisions included in Clauses 36 to 43.



TERMS OF REFERENCE

Provision of event management services for OSI Build-Up Exercise 2024

1. INTRODUCTION

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization with its headquarters in Vienna (hereinafter referred to as the “Commission”) is the international organization mandated to establish the global verification system foreseen under the Comprehensive Nuclear-Test-Ban Treaty (CTBT), which is the Treaty banning any nuclear weapon test explosion or any other nuclear explosions. The Treaty provides for a global verification regime, including a network of 321 stations worldwide, a communication system, an International Data Centre and On-site Inspections (OSI) to monitor compliance with the Treaty. More information can be found on www.ctbto.org.

The On-Site Inspection Exercise Programme foresees the conduct of a Build-Up Exercise (BUE/BUE24) to be conducted between the **16 June and 6 July 2024** in Hungary. The main site of the exercise (hereinafter referred to as “Base of Operations (BOO) location”) is planned to be the grounds of a land of the “Mátra Erdészeti, Mezőgazdasági és Vadgazdálkodási Szakképző Iskola és Kollégium”, in 3232 Gyöngyös - Mátrafüred, Erdész utca 11. Accommodation for the BUE24 participants will be provided at the nearby Avar Hotel Mátrafüred, in 3232 Gyöngyös - Mátrafüred, Parádi út 10.

2. OBJECTIVES

These Terms of Reference (hereinafter also referred to as “ToR”) describe the requirements for event management services to be provided to the Commission at and from/to the BOO location for the BUE. They include services for facility support and transportation services. The Contractor shall carry out the Services in accordance with the requirements specified in these ToR in the most cost-effective manner possible.

3. SCOPE OF THE WORK AND DELIVERABLES

The Contractor should provide integrated event management, supporting and ensuring the smooth implementation of services listed in these Terms of Reference.

Responsibilities of the Contractor – Tasks:

- Close coordination with the BUE24 exercise management team throughout the exercise,
- Be able to communicate effectively and work flexibly with the BUE24 exercise management team
- 24/7 on-call availability for service status updates for the services and schedules required under each LOT.
- Coordinating the delivery of required services with all suppliers and subcontractors.
- Continuous monitoring of service delivery schedules including interactions in advance with suppliers for full and timely deliveries.
- Support in resolution of issues with the suppliers engaged by the Event Manager in case BUE24 exercise management team assesses the deliveries as non-compliant with requirements.
- Provide its own infrastructure, hardware and software environment as necessary for the Contractor to perform the services.
- Deliver on-call services within the given notice period as required in these ToR.

LOT 1. Security Fencing

Security fencing is required at the BOO location:

- Provision, installation and removal of security fencing around the BOO perimeter with approx. 450 meters in total length. The ruggedness of the installation such as in relation to inclement weather/winds must comply with standards for demarcation fencing of building sites.



Delivery and installation of the fencing must be completed during the week 10-14 June 2024 in coordination with the logistics team of the Commission. Removal of the fencing shall take place after completion of the exercise as part of the site remediation services during the week 8-12 July 2024.

LOT 2. Security Services

Security services are required at and from/to the BOO location, including:

- a) Access control services at the BOO location during operating hours (08.30-17.30 hours) to ensure that no unauthorized personnel or vehicles access the site (min. 1 guard on duty on site).
- b) Nighttime security services including foot patrol to secure the BOO location after hours/during nighttime (min. 2 guards on duty on site).
- c) On-call (24-hour notice) day-/nighttime security services (min. 2 guards on duty call) including vehicle and foot patrols to secure equipment at selected locations located within not more than 45 km radius from the BOO location.

On site security and access control services are required from 11 June to 9 July 2024.

LOT 3. Facility Support

Facility support services are required at the BOO location, including:

- 3.1 Provision, installation, servicing and removal of toilet facilities.
- 3.2 Provision of waste collection services.
- 3.3 Provision of diesel fuel and filling services.

3.1 Toilet facilities

Toilet facilities and services compliant with the local health and safety regulations shall be available during the period of 11 June -9 July 2024 and consist of:

- a) One or more trailer(s)/container(s) providing in total min 2x4 water closets or chemical toilets along with handwashing facilities for separate use by females/males and a total of up to 50 people.
- b) Minimum 4 individual chemical toilets with accessories for up to 10 people each.
- c) Standby capacities for 4 individual chemical toilets for up to 10 people each, with accessories for possible deployment, servicing and removal with 24-hour notice within a radius of not more than 30 km from the BOO location.
- d) Daily (once per day) servicing including cleaning, functionality checks and restocking of consumables.

3.2 Waste collection services

Waste collection services shall be available during the period 11 June-9 July 2024 in compliance with the local environmental regulations. The Contractor shall supply, delivery and remove waste containers for household waste, plastic waste and paper to a selected waste collection area at the BOO location, including:

- a) 4 containers with a capacity of 2 m³ each shall be delivered (2 for general waste, 1 for plastic, 1 for paper).
- b) Collection and removal of all waste types once per week.
- c) Standby capability for additional waste collection and removal with 24-hour notice.

3.3 Fuel delivery

Fuel delivery and filling services shall be provided for the operation of diesel generators at the BOO location. The following amounts/schedules are expected/ anticipated:

- a) One delivery and filling service for an estimated amount of 1200-1400 l diesel per week during the period 13 June-4 July 2024 (exact delivery schedule to be determined).
- b) Standby capacities for up to 1000 l diesel with 24-hour notice.

LOT 4. Field Transportation

Vehicles to be provided by the Contractor:

- 15 large 4WDs pick-up trucks (e.g., Toyota Hilux double cab, seating for 4 passengers).^{1,2}
- 1 transport van (e.g., Ford Transit, min 1 ton loading capacity and approx 10 m³ volume).

¹ At least one vehicle should be fitted with a tow hook.



² Alternatively, a combination of min 10 4WDs pick-up trucks and 5 SUVs or smaller numbers with a minimum of 8 vehicles in similar configuration may be acceptable.

The Contractor must ensure that:

- All vehicles are roadworthy, equipped with functioning seat belts and fully insured.
- All vehicles are clean and are airconditioned.
- Any vehicle breakdowns or servicing requirement are attended to promptly and substitute vehicles are arranged promptly, if required.

In relation to the above-mentioned vehicles, the Contractor shall provide :

- a) Drivers, trained for vehicles.
- b) Transport of personnel and hand-carried equipment to selected field site(s) located within a radius of not more than 45 km from the BOO location.
- c) 4WDs service daily during the period 19 June 2024, 08:00, and 5 July 2024, 17:30.
- d) On-call 4WDs service of up to 5 vehicles with 48-hour notice during the periods 11-15 June 2024 and 7-10 July 2024.
- e) On-call transport van service with 48-hour notice during the period 17 June 2024, 08:00, and 6 July 2024, 17:30.
- f) Optional requirement: Transport van service daily during the period 17 June 2024, 08:00, and 6 July 2024, 17:30.

The exact dates and times of the required field transport services will be confirmed in advance with the Contractor.

Contractor's requirements for LOT 4:

The Contractor shall:

- Provide drivers with valid driving licences.
- Ensure that drivers have appropriate experience in transport of passengers/equipment, drive carefully, obeying all road regulations.
- Provide drivers who speak and/or understand elementary instructions in English.
- Arrange substitute driver(s) promptly, if required.
- Arrange appropriate catering or allowances for the drivers.

LOT 5. Shuttle Services

Shuttle services for personnel are required from/to the BUE24 accommodation (Avar Hotel Mátrafüred) and the BOO location, including:

- a) Provision of transfers by up to 4 mini-coaches (each with driver and seating for up to 20 passengers plus luggage) between the Budapest Ferenc Liszt International Airport and the Avar Hotel Mátrafüred, per schedule, with current estimate of about 20 transfers in total, however this is only an indicative volume, the requirement could be less or more, to be agreed in advance with the Contractor.
- b) Provision of transfers by 1 mini-coach (with driver and seating for up to 20 passengers plus luggage) between the Greater Vienna area in Austria (e.g., Vienna International Centre, Schwechat Airport) and the Avar Hotel Mátrafüred in Hungary, upon request.
- c) Provision of shuttles within and around Mátrafüred by 2 mini-coaches (each with drivers and seating for up to 20 passengers) between the Avar Hotel Mátrafüred and the BOO location, including for excursions in the vicinity within a radius of not more than 45 km, during the period 17 June 2024 and 6 July 2024 with a tentative daily schedule of 07:30-11:30 and 14:00-18:00 and upon request.
- d) Provision of shuttle transfers between the Budapest Airport and Greater Vienna area, and the Avar Hotel Mátrafüred, Hungary on a per use basis, estimated at 4 transfers in total however this is only an indicative volume, the requirement could be less or more, to be agreed in advance with the Contractor.
- e) Provision of shuttles within and around Mátrafüred by 2 mini-coaches, during daytime and upon request.

The exact dates and times of the required shuttles will be communicated in advance of the exercise and confirmed with 48-hour notice.

The Contractor shall:

- Provide and ensure that all vehicles are roadworthy, equipped with functioning seat belts and fully insured.
- Ensure that all vehicles are clean and are airconditioned.
- Attend to any vehicle breakdowns or servicing requirement promptly and provide substitute vehicle(a) promptly, if required.



- Arrange promptly for substitute driver(s) , if required.
- Arrange for appropriate catering or allowances for drivers.

Contractor's requirements for LOT 5:

The Contractor shall:

- Provide drivers with valid licences.
- Ensure that drivers have appropriate experience in transport of passengers/equipment and drive carefully, obeying all road regulations.
- Provide drivers who speak and/or understand elementary instructions in English.

4. PLACE AND DURATION OF THE WORK

The BOO location, i.e. the territory of the “Mátra Erdészeti, Mezőgazdasági és Vadgazdálkodási Szakképző Iskola és Kollégium”, in 3232 Gyöngyös – Mátrafüred, Erdész utca 11, will be the main site of the BUE.

Access

Access permits to the location will be arranged with the site owner through the Commission.

Utilities

There will be no utilities at the BOO location for use by the contractor.

Schedule

The BUE will be conducted between the 16 June and 6 July 2024 in Hungary. The following outlines the current schedule. The dates specified in the table below under Schedule must be adhered to. Any changes to the dates must be prior approved and agreed with the Commission.

Lot	Description	Requirement	Schedule
Before the exercise			
1	Coordination Services	Close coordination with BUE24 exercise management	10-15 Jun 2024
		Continuous monitoring of service delivery	
		Dispute resolution	
2a	Security Fencing	Provision and installation of security fencing around the BOO perimeter	10-14 Jun 2024
2b	Security Services	Access control services at the BOO location	11-15 Jun 2024
		Nighttime security services at the BOO location	
3	Facility Support	Toilet facilities and services	11-15 Jun 2024
		Waste collection services	13-15 Jun 2024
		Fuel delivery and filling services	
4	Field Transportation	On-call 4WDs service (up to 5 vehicles)	11-15 Jun 2024
5	Shuttle Services	Between Budapest International Airport and Avar Hotel Mátrafüred (up to 4 mini-coaches)	To be confirmed
During the exercise			
1	Coordination Services	Close coordination with BUE24 exercise management	16 Jun-6 Jul 2024
		Continuous monitoring of service delivery	
		Dispute resolution	
2b	Security Services	Access control services at the BOO location	16 Jun-6 Jul 2024
		Nighttime security services at the BOO location	16 Jun-6 Jul 2024 (on-call, 24-hour notice)
		On-call day-/nighttime security services (foot/vehicle patrol) at and in the vicinity of the BOO location	
3	Facility Support	Toilet facilities and services	16 Jun-6 Jul 2024
		Waste collection services	
		Fuel delivery and filling services	16 Jun-4 Jul 2024



4	Field Transportation	4WDs service (15 vehicles), daily	19 Jun-5 Jul 2024
		On-call transport van service (1 vehicle)	17 Jun-6 Jul 2024
		Optional requirement: Transport van service (1 vehicle), daily	17 Jun-6 Jul 2024
5	Shuttle Services	Between Budapest International Airport and Avar Hotel Mátrafüred (up to 4 mini-coaches)	To be confirmed
		Between Greater Vienna area, Austria, and Avar Hotel Mátrafüred (1 mini-coach)	To be confirmed
		Between Avar Hotel Mátrafüred and BOO location (2 mini-coaches)	17 Jun-6 Jul 2024
After the exercise			
1	Coordination Services	Close coordination with BUE24 exercise management	7-9 Jul 2024
		Continuous monitoring of service delivery	
		Dispute resolution	
2a	Security Fencing	Removal of security fencing around the BOO perimeter	8-12 Jul 2024
2b	Security Services	Access control services at the BOO location	7-9 Jul 2024
		Nighttime security services at the BOO location	
3	Facility Support	Toilet facilities and services	7-9 Jul 2024
		Waste collection services	
4	Field Transportation	On-call 4WDs service (up to 5 vehicles)	7-10 Jul 2024
5	Shuttle Services	Between Budapest International Airport and Avar Hotel Mátrafüred (up to 4 mini-coaches)	To be confirmed

5. CONTRACTOR REQUIREMENTS

The Contractor shall have a proven history of high-quality end-to-end event management for the specific Lot(s), preferably including events which consist of delegates from multiple countries requiring robust security and logistic plans.

The Contractor shall:

- Have a minimum of 5 years' experience in delivering high-quality operations support to complex multistakeholder events.
- Have a quality assurance system in place, such as ISO9000.
- Be knowledgeable of local regulations, environmental and health and safety standards and pertinent legislation.
- Be sufficiently large and have the necessary staff and equipment in order to guarantee the level of support for services included in these ToR.
- Have a minimum of 3 years-experience in the management of related projects carried out, preferably including Hungary.
- Provide references for the last 3 projects with similar services are those included in these ToR.
- Identify and provide the credentials of the project manager and, upon request, of all personnel involved in the provision of the services included in these ToR.
- Provide qualifications of personnel to be involved and maintenance records for vehicles and equipment to be used for the delivery of the services, upon request.

Project Manager:

- Must have at least 5 years of professional experience as project manager for event management for complex multi-stakeholder events (only if the Contractor is for all Lots together).
- Must have a history of at least three comparable projects as employee of the Contractor.
- Must be able to communicate in and have knowledge of English. Additionally, a good command of the local language is preferred.
- Must be available on-call for project coordination as needed including outside of standard office hours.

6. HEALTH & SAFETY

The Contractor must comply with all relevant health and safety laws, regulations, and industry standards.



CONTRACT No. XXXX-XXXX

between

THE PREPARATORY COMMISSION
FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY
ORGANIZATION

and

(INSERT NAME OF THE CONTRACTOR)

for

the provision of services pertaining to

**Provision of event management services for
OSI Build-Up Exercise 2024**

This Contract comprises this cover page, a table of contents, 8 (eight) pages of text, a signatories page, a List of Annexes and 3 (three) Annexes (A to C)

[Month, year]

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MODEL CONTRACT

This CONTRACT is entered into between the PREPARATORY COMMISSION FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION (hereinafter referred to as the “Commission”), having its office located at Wagramer Strasse 5, 1400 Vienna, Austria, and _____ (hereinafter referred to as the “Contractor”), having its registered office located at _____ [address] (both hereinafter individually referred to as the “Party” and collectively as the “Parties”).

The Parties hereto mutually agree as follows:

1. DEFINITIONS

In this Contract, words and expressions shall have the same meanings as respectively assigned to them in the General Conditions of Contract and the Terms of Reference. In addition, the following words and expressions shall have the meanings hereby assigned to them:

“**Annex A**” means the Commission’s General Conditions of Contract.

“**Annex B**” means the Commission’s Terms of Reference.

“**Annex C**” means the Contractor’s Proposal.

“**Contract**” means this document, its Annexes and any further modifications or such further documents as may be expressly incorporated in this Contract by the Parties in accordance with Clause 20 below.

“**Contractor**” means the legal entity named in the preamble of this Contract or its successors. The Contractor shall be the only interface for all matters pertaining to execution of the work under this Contract.

“**Party(ies)**” means the Commission and/or the Contractor, as the context requires.

“**Rule(s)**” means any regulation(s), official directive(s), ordinance(s), guideline(s), customs and practices.

“**Services**” means the activities or tasks to be performed by the Contractor under the Contract as requested by the Commission.

“**Taxes**” means all direct and indirect taxes (including value added tax, general sales tax or goods and services tax), assessments, fees, customs duties, liens and charges in as much as they are levied in conclusion or implementation of the Contract, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission’s official use.

“Work” means all the goods and services to be provided by the Contractor, including its affiliates and/or subcontractors, in order to fulfil all its obligations under the Contract, and the remedying of any defects therein.

2. AIM OF THE CONTRACT

The aim of this Contract is to provide Goods and Services, namely, Provision of event management services for OSI Build-Up Exercise 2024 (hereinafter referred to as the “Services” or “Work”), for the Commission.

3. ENTRY INTO FORCE AND DURATION OF THE CONTRACT

This Contract shall enter into force upon the date of the last signature by the authorized representatives of the Parties (hereinafter referred to as the “Effective Date”) and it shall remain in force until the Parties fulfill all their obligations hereunder.

4. COMMENCEMENT AND COMPLETION OF THE SERVICES

The Contractor shall commence the Services [on /on the Effective Date/within weeks/days of the Effective Date]. The Services shall be completed [on/not later than]

5. STANDARD OF WORK

The Contractor shall furnish the highest skill and judgement and cooperate with the Commission, including all the Commission’s consultants and agents, in best furthering the interests of the Commission and the aim of this Contract. The Contractor shall provide efficient business administration and supervision and perform the Work in the best way and in the most expeditious and economical manner consistent with the requirements set forth in this Contract.

6. RESPONSIBILITIES OF THE CONTRACTOR

- (a) The Contractor shall provide the Services described in Annex B and C.
- (b) The Contractor shall provide qualified English-speaking personnel as necessary to perform the Services under this Contract. The key persons shall be available for possible tasks related to the Services throughout the duration of the Contract period. Any replacement of the key personnel shall be made in accordance with Clause 7 of Annex A.

7. WARRANTY

The provisions of Clause 28 of Annex A shall apply to the Services performed by the Contractor.

8. PERMITS, NOTICES, LAWS AND ORDINANCES

- (a) The Contractor shall obtain and pay for all permits and inspections necessary for the proper execution and completion of the Work that are customarily obtained upon

execution of this Contract and that are legally required at the time the Proposal is received by the Commission.

- (b) The Contractor shall give all notices required by the nature of the Work.
- (c) If the Contractor notices that the Work or any part thereof required under this Contract is not in accordance with applicable laws and Rules, or with technical or safety standards, it shall promptly notify the Commission thereof in writing.

9. PROTECTION OF PERSONS AND PROPERTY

- (a) The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programmes in connection with the Work.
- (b) The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury and loss to:
 - (i) all employees on the Commission's premises and all other persons who may be affected thereby;
 - (ii) all the Work, Equipment, its spare parts, materials and supplies to be incorporated therein, whether in storage on or off the Commission's premises, which are under the care, custody or control of the Contractor or any of its subcontractors; and
 - (iii) other property on the Commission's premises or adjacent thereto.
- (c) The Contractor shall give all notices and comply with all applicable laws and Rules bearing on the safety of persons and property and/or their protection from damage, injury and loss.
- (d) The Contractor shall erect and maintain, as required by existing conditions and progress of the Work, all reasonable safeguards for the safety and protection of persons and property, including posting danger signs and other warnings against hazards and promulgating safety regulations.
- (e) When the use or storage of combustible, explosive or other hazardous materials is necessary for the execution of the Work, the Contractor shall exercise the utmost care and shall carry on such activities under the supervision of properly qualified personnel.
- (f) The Contractor shall be responsible for the prevention of accidents on the Commission's premises during the execution of the Work.
- (g) In any emergency affecting the safety of persons or property, the Contractor shall promptly act to prevent threatened damage, injury and loss.
- (h) The Contractor shall promptly remedy all damage and loss to any property, referred to in Sub-Clause (b) above, caused in whole or in part by the Contractor, any subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable and for which the Contractor is responsible

under Sub-Clause (b) above, except damage and loss attributable to the acts or omissions of the Commission or anyone directly or indirectly employed by it, or of anyone for whose acts the Commission may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to its obligations under Clause 9 of Annex A.

10. RESPONSIBILITIES OF THE COMMISSION

The Commission shall designate members of its staff to act as points of contact for the Contractor to ensure that the Services are carried out in accordance with Annexes B and C, and shall promptly notify the Contractor thereof. The Commission shall respond promptly to requests for information by the Contractor regarding the Services.

11. CONTRACT PRICE

- (a) The Commission shall pay to the Contractor, in consideration of the full and proper performance of its obligations under the Contract as follows:
 - (i) A firm fixed price of [EURO/US\$] [in numbers and words] (hereinafter referred to as the “Contract Price”) for provision of the mandatory Work under LOTs 1 to 5 as defined in Annex B and in accordance with Annexes B and C.
 - (ii) The firm and fixed prices in Annex C for optional items (to be listed) (hereinafter referred to as “Optional Items”) as defined in Annex B and in accordance with Annexes B and C. These Optional Items shall be provided upon the Commission’s written notifications/Purchase Order.
- (b) The Contract Price shall cover all costs and expenses, excluding Taxes, incurred by the Contractor for the full and proper performance of all obligations under the Contract (including travel, allowances, management and remuneration of the personnel, national income tax, medical insurance, and social security contributions). It also includes work performed by the Contractor’s personnel outside the Commission’s normal working hours.
- (c) The Contract Price shall be firm and fixed and shall not be subject to escalation. The Contractor shall not do any work, provide any materials or equipment, or perform any services which may result in any charges to the Commission over and above the Contract Price without the prior written consent of the Commission and a formal written amendment to this Contract.
- (d) The Contractor shall be reimbursed by the Commission for such taxes on the basis of actual amounts paid and duly documented by the Contractor as per Clause 12 (e).

OR

No Taxes are applicable under this Contract.

12. PAYMENT

- (a) The Contract Price shall be paid in accordance with the following payment schedule:
[INSERT]
- (b) The Commission shall make the payments to the Contractor on the basis of an invoice submitted by the Contractor as per 12 (d) below. All payments shall be made within 30 (thirty) days of the receipt and acceptance of the invoice, provided that the Work has been satisfactorily completed and has been accepted by the Commission.
- (c) The making of any payment hereunder by the Commission shall not be construed as an unconditional acceptance by the Commission of the Work accomplished by the Contractor up to the time of such payment.
- (d) The Contractor shall submit an invoice electronically, from the Contractor's official e-mail address in PDF format, duly signed and sealed by the Contractor and submitted to the Commission's email address specified in Clause 21 below. Each invoice shall contain the Contract number (CTBTO and SAP numbers), detailed banking instructions, including the name and address of the Contractor's bank, account number, account holder's name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer.
- (e) Applicable Taxes payable by the Contractor and/or its subcontractor(s) in respect of the Work shall be invoiced separately or be separately identified on the invoice. Actual payment of the Taxes must primarily be supported by original documentation such as invoices, bank account statements, transfer orders, or receipts issued by the local tax or customs authorities. If submission of such original documentation is not possible for justifiable reasons, their copies could be accepted by the Commission provided that they are duly signed and certified by local tax or customs authorities. In case the currency in which the Taxes are levied is not the currency of the Contract, bank statements (or equivalent) showing the exchange rate used for the conversion should be submitted to the Commission, in addition to any other supporting documentation.

13. TEMPORARY SUSPENSION OF WORK

The Commission may, at any time, temporarily suspend the Work, in whole or in part, being performed by the Contractor under this Contract by giving 30 (thirty) days' advance notice in writing to the Contractor. The Work so suspended shall be resumed by the Contractor on the basis of a revised time schedule and on terms and conditions to be mutually agreed upon between the Parties.

14. DELAYS AND EXTENSION OF TIME

- (a) If the Contractor is delayed at any time in the progress of the Work by any act or omission of the Commission or by any of its employees, or by any other contractor employed by the Commission, or by changes in the Work ordered by the Commission, or by any causes beyond the Contractor's reasonable control, or by any other cause which the Commission determines may justify the delay, then the time for completion of

the Work shall be extended by an amendment to this Contract in accordance with Clause 20 below for such reasonable time as the Commission may determine.

- (b) Any request for extension of the time for reasons referred to in Clause 14 (a) above shall be submitted to the Commission not later than 20 (twenty) days after the commencement of the delay, otherwise said request shall be deemed to be waived. Such request shall state grounds for the delay and shall provide an estimate of the probable effect of such delay on the progress of the Work.

15. CONTRACTOR'S CLAIMS AND REMEDIES

In no event shall the Contractor make any claim against the Commission for or be entitled to additional costs or compensation resulting from any delays in the progress or completion of the Work or any portion thereof, whether caused by the acts or omissions of the Commission, including, but not limited to, damages related to overheads, loss of productivity, acceleration due to delay and inefficiency. The Contractor's sole remedy in such event shall be an extension of time for completion of the Work, provided the Contractor otherwise meets the requirements and conditions set forth in this Contract.

16. ENTIRE AGREEMENT

This Contract represents the final agreement in respect of the Services and shall supersede all prior agreements and representations between the Parties in this respect. Annexes A to C shall constitute integral parts of this Contract and shall be of full force and effect.

17. DISCREPANCIES

If there are discrepancies or conflicts between any of the documents that are part of this Contract, the document to prevail shall be given precedence in the following order:

- (i) This document;
- (ii) The Commission's General Conditions of Contract (Annex A);
- (iii) The Commission's Terms of Reference (Annex B);
- (iv) The Contractor's Proposal (Annex C).

18. SEVERABILITY

If any term and/or provision of this Contract is or becomes invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions of this Contract shall not in any way be affected or impaired thereby.

19. NO WAIVER

Failure by a Party to enforce a right shall not be deemed to be a waiver of that right unless otherwise expressly provided in this Contract.

20. CONTRACT AMENDMENT

No modification of, or change in, this Contract, or waiver of any of its provisions, or additional contractual relationship with the Contractor shall be valid unless approved in the form of a written amendment to this Contract, signed by duly authorized Representatives of the Contractor and of the Commission.

21. TRANSMISSION OF NOTICES AND OTHER DOCUMENTS

Notices, invoices, reports and other documentation under the Contract shall be delivered or sent to the relevant Party as follows (or to such person/title, address, facsimile number or email address as the Party may substitute by notice after the date of the Contract):

(a) The Commission:

For Contractual Issues:

*Chief, Procurement Section
Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO)
Vienna International Centre
Wagramerstrasse 5, P.O. Box 1200
1400 Vienna, Austria
Tel: + (43 1) 26030 6350
E-mail: procurement@ctbto.org*

For submission of invoices:

*Accounts Payable
CTBTO Financial Services Section
Vienna International Centre
Wagramerstrasse 5, P.O. Box 1200
1400 Vienna, Austria
Tel: + (43 1) 26030 6292
E-Mail: Payable_Invoices@ctbto.org*

For invoices and payment related enquiries:

Payments@ctbto.org

(b) The Contractor:

[INSERT]

22. EFFECTIVENESS

(a) Except as provided below, any communication in connection with the Contract will be deemed to be given as follows:

- (i) if delivered in person, at the time of delivery;
- (ii) if by registered mail or courier, when received;
- (iii) if by electronic communication, when retrievable by the Commission in document form.

- (b) A communication given under Clause 22 (a) above that is received or becomes retrievable on a non-working day or after business hours at the seat of the Commission will only be deemed to be given on the next working day of the Commission.

[Remainder of page intentionally left blank]

IN WITNESS hereof, the duly authorized Representatives of the Parties have executed this Contract:

For and on behalf of the **PREPARATORY COMMISSION FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION**:

[Name and Position]

Date: _____

Place: Vienna, Austria.

For and on behalf of **[NAME OF THE CONTRACTOR]**:

[Name and Position]

Date: _____

Place: _____

LIST OF ANNEXES

ANNEX A: THE COMMISSION'S GENERAL CONDITIONS OF CONTRACT

ANNEX B: THE COMMISSION'S TERMS OF REFERENCE

ANNEX C: THE CONTRACTOR'S PROPOSAL