



---

TO: All Bidders FROM: Selma Bukvic  
Procurement Officer-Team Leader

DATE: 09 May 2024 REF.: RFQ No. 2024-0085/SANZ *Selma Bukvic*

TEL. NO.: TEL. NO.: +43 1 26030 6350

EMAIL: EMAIL: [procurement@ctbto.org](mailto:procurement@ctbto.org)

SUBJECT: RFQ No. 2024-0085/SANZ – Hotel Services for OSI Communications and Data Transmission Field Test (COMSDT-FT) in Pasikudah, Eastern Province, Sri Lanka.

---

Dear Bidders,

In reference to request for proposal (RFQ) No. 2024-0085/SANZ concerning No. 2024-0084/SANZ concerning Hotel Services for OSI Communications and Data Transmission Field Test (COMSDT-FT) in Pasikudah, Eastern Province, Sri Lanka.

- The **Terms of Reference** documents part of the RFQ are hereby replaced with the attached amended version of these documents (Rev.08 May 2024) (revisions in track changes and highlighted in yellow for ease of reference).
- The **deadline for the submission of proposal is hereby extended** from Friday 10<sup>th</sup> May 2024 to **Friday 31 May 2024, 17:00 hours, Vienna (Austria) local time.**

Please take all of the above and attached documentation into account in the preparation and submission of your proposal. In case you have already submitted your proposal, you are kindly requested to submit a revised proposal as per the new amended Terms of Reference.

We are looking forward to receiving your proposal prior to the extended deadline for the submission of proposal **on Friday, 31 May 2024, 17:00 hours, Vienna (Austria) local time.**

Sincerely,

Selma Bukvic   
Procurement Officer-Team Leader

*Attachments:*

1. *Annex B- Terms of Reference- revised 8 May 2024*

# TERMS OF REFERENCE

**Revised 8 May 2024**

## Hotel Services for OSI Communications and Data Transmission Field Test (COMSDT-FT) in Eastern Province, Sri Lanka

### 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 on the CTBTO can be found under [www.ctbto.org](http://www.ctbto.org).

In preparation for the On-Site Inspection Exercise Programme for 2022-2025 (CTBT/PTS/INF.1613) Integrated Field Exercise in 2025 (IFE25), to be conducted in Democratic Socialist Republic of Sri Lanka, the Preparatory Commission will conduct an OSI Communications and Data Transmission Field Test (COMSDT FT) in **January 2025**.

These Terms of Reference (hereinafter referred to as “ToR”) describe the requirements for hotel services (accommodation, catering and meeting facilities) for the COMSDT-FT in the timeframe **January- February 2025** for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as “the Commission”).

The Provider shall carry out the Services in accordance with the requirements specified in these ToR in the most cost-effective manner possible.

### 2. REQUIRED SERVICES

#### *General facility requirements*

<b>Location</b>	<ul style="list-style-type: none"> <li>▪ Pasikudah Bay, Eastern Province, Sri Lanka</li> <li>▪ The hotel property should be located within 1km (walking distance) of the prospective OSI Base of Operations which will be located at 7°55'20.35"N, 81°34'3.42"E.</li> </ul>
<b>Standard</b>	<ul style="list-style-type: none"> <li>▪ Minimum 4 star</li> </ul>
<b>Parking</b>	<ul style="list-style-type: none"> <li>▪ Secure, private parking spaces for up to 8 vehicles available</li> <li>▪ Area for coach/minibus collection/drop-off available</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>▪ The provider shall appoint a Point of Contact for enquiries and coordination.</li> <li>▪ Staff shall be able to support participants in their requests in adequate English.</li> </ul>
<b>Payment for additional services</b>	<ul style="list-style-type: none"> <li>▪ The provider should be able to arrange separate payment of any extra charges directly from the participant for any additional services not covered by the Commission (minibar, spa treatments, additional beverages or consumption).</li> </ul>
<b>Late check-out</b>	<ul style="list-style-type: none"> <li>▪ The provider should be able to offer cost-free late check-out, subject to availability</li> </ul>

### Accommodation and Catering requirements

<b>Accommodation</b>	<ul style="list-style-type: none"> <li>Minimum standard/deluxe room with ensuite bathroom, secure safe, single occupancy</li> </ul>
<b>Catering</b>	<ul style="list-style-type: none"> <li>Full board basis (as outlined below).</li> <li>Buffet breakfast, standard offering including a broad variety of western and international dishes.</li> <li>Packed lunch, comprising minimum 2 sandwiches/salad, 1 fruit, 2 snacks (crisps/chocolate/cereal bar), 1 soft drink (e.g. Coke/Sprite/Fanta) and 1 bottle of water, per person.</li> <li>Buffet dinner, including a broad variety of western and international dishes, with minimum 3 starters/salad bar, 4 mains (meat, fish/seafood, vegetarian), 3 desserts, including one non-alcoholic beverage per person.</li> <li>The contractor should be able to offer catering services meeting specific dietary requirements (gluten/dairy free, vegetarian, vegan, halal etc.).</li> </ul>
<b>Connectivity</b>	<ul style="list-style-type: none"> <li>Unlimited high-speed wireless internet in rooms, included</li> </ul>

<b>Dates (nights)</b>	Sunday 19 January 2025 to Saturday 1 February 2025 (13 nights)
<b>Quantity</b>	21 rooms

<b>Dates (nights)</b>	Monday 2 September to Saturday 14 September 2024 (12 nights)
<b>Quantity</b>	22 rooms

#### Booking flexibility:

The Commission reserves the right to request modifications to the requirements outlined above from the contracted provider, within the contractual framework and subject to availability. It shall endeavour to communicate the final requirements to the supplier by 30 days prior to arrival.

### Meeting room requirements

<b>Dates</b>	20 January 2025 to Friday 31 January 2025 (12 days)
<b>Capacity</b>	Up to 21 participants meeting room, layout to be confirmed
<b>Connectivity</b>	Unlimited high-speed wired and/or wireless internet in meeting facilities
<b>Equipment</b>	Projector or large monitor, flipchart and pens
<b>Comfort</b>	Air-conditioning
<b>Cleaning</b>	Daily cleaning of meeting facilities and supply still drinking water and glasses as required.
<b>Technical support</b>	The Contractor shall ensure that all meeting facilities, and in particular technical equipment, are fully operational during the event, with a technician immediately available, if required

### Transportation requirements: Airport transfers from Batticaloa Airport to Pasikudah

<b>Quantity</b>	4 one-way transfers (dates to be confirmed)
<b>Vehicle</b>	Minivan for up-to six passengers including luggage

The CTBTO is a United Nations-affiliated organisation, and as such, providers may quote a UN tax-exempt rate. The Commission shall provide supporting documentation if required.

### **3. HEALTH, SAFETY AND SECURITY REQUIREMENTS**

The provider should ensure that all services provided conform to national standards and regulations in the areas of health, safety and security. This includes *inter alia*, functioning fire suppression systems, emergency access routes, evacuation procedures, food preparation and hygiene.

The provider should liaise with and adhere to any security guidance provided by the Commission, United Nation Sri Lanka or responsible national authorities.