



TO: All Bidders FROM: Sally Alvarez De Schreiner 
Chief, Procurement Services Section

DATE: 22 February 2023 REF.: RFP No. 2023-0015/Poggio 

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EMAIL: EMAIL: procurement@ctbto.org

SUBJECT: **Amendment to RFP 2023-0015/Poggio**
“E-posters Rental and Support for CTBTO SnT2023 Conference”

Dear Bidders,

The Commission has updated the RFP 2023-0015/Poggio for “E-posters Rental and Support for CTBTO SnT2023 Conference” (RFP) by amending the below mentioned RFP documents.

1. **RFP Terms of Reference.** The mandatory requirement to access the Hofburg Palace as defined in the Terms of Reference Section 4, Task 1 (d) has been modified as follows:

“Access to Hofburg Palace. The Contractor shall ~~have~~ coordinate with the Hofburg Palace administration and the Commission site access permit for their specific personnel to enter the facility to perform the work. This includes access for the delivery of the equipment and access to the Hofburg Palace for installation, all of which shall also be coordinated among the Commission, the Contractor and the Hofburg Palace administration.”

2. **RFP Instructions for Preparation of Proposal.** The requirement to access the Hofburg Palace as defined in the “Qualifications” Section, page 5 of the Instructions for the Preparation and Submission of Proposal, has been modified in alignment with the revised Terms of Reference as follows:

“Access to the Hofburg Palace in Vienna for delivery and installation of the equipment and support services shall be coordinated by the Contractor as set out in the Terms of Reference. ~~The bidder shall demonstrate that they have or have obtained by the time of the submission of the Proposalsite access permit to the Hofburg to perform the work. The bidders shall apply to the Hofburg authorities for obtaining/confirming site access permit for their specific personnel to enter the facility to perform the work.~~”

The updated “Terms of Reference” and Instructions for Preparation and Submission of Proposals with the clean version of the above texts are attached hereto and posted in the Commission’s website(<https://www.ctbto.org/sites/default/files/2023-02/rfp2023-0015-poggio.pdf>) and the United Nations Global Marketplace (UNGM) <https://www.ungm.org/Public/Notice>.

These amendments are an integral part of the RFP documents must be used in the preparation and submission of your proposal.

We are looking forward to receiving the Proposals prior to the submission deadline on **10 March 2023, 17:00 hours, Vienna (Austria) local time.**

Kind regards

A handwritten signature in blue ink, appearing to be 'Sally Alvarez De Schreiner', written in a cursive style.

Sally Alvarez De Schreiner
Chief, Procurement Services Section

Attachments:

1. *Terms of Reference – Rev. 22 February 2023*
2. *Instructions for Preparation and Submission of Proposals – Rev. 22 February 2023*

Annex B

TERMS OF REFERENCE (Amendment)

**E-posters Rental and Support for CTBTO
Science and Technology 2023 Conference**

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1. BACKGROUND

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 and operate the global verification system foreseen under the Comprehensive Nuclear-Test-Ban Treaty (CTBT). The Treaty provides for a global verification regime, including a network of more than 300 stations worldwide, a communication system, an international data centre and on-site inspections capability to monitor compliance with the Treaty. More information can be found at www.ctbto.org.

For the “CTBTO Science and Technology 2023 (SnT2023)” conference, the Contractor shall provide e-posters rental and support services for SnT 2023. The SnT2023 will be held at the Hofburg Palace in Vienna, Austria both on site and online from 19-23 June 2023. Additional information can be found at <https://www.ctbto.org/news-and-events/events/snt2023>.

These Terms of Reference (ToR) form the basis of the technical framework for the provision of e-poster rental and support services for the SnT 2023 (hereinafter also referred to as “Work” or “Services”), by the Contractor.

2. DESCRIPTION

The Contractor shall provide e-poster displays and operation support for the duration of the SnT2023 conference. This conference is expected to bring together over 1000 participants, with a mixture of online and in-person attendees. The Commission expects to have approximately 600 e-poster presentations, which will be broken into several sessions.

The Work is divided into 2 tasks:

Task 1: Provision of displays on rental basis, and operation support for an in-person conference;

Task 2: Provision of innovative solutions and support for remote and on-site presenters and participants.

3. GENERAL REQUIREMENTS

Task 1: The Contractor shall supply, deliver and install at Hofburg Palace interactive e-poster multitouch screens and the required software solution to coordinate the e-posters scheduling and display. The Contractor shall also provide related onsite support during the event, from 18 to 23 June 2023.

Task 2: The Contractor shall develop innovative solutions and provide support for effective e-poster presentations where either the presenter, or attendees, or both, are remote or onsite.

The Contractor shall develop innovative solutions for lightning talk sessions (i.e. short talks about each e-poster presentation).

The Contractor shall develop a template for e-posters that will be distributed to e-poster authors or offer an e-poster creation and editing solution allowing e-poster author to prepare their e-

poster. For either solution, e-posters shall use the SnT2023 branding that will be provided by the Commission at the beginning of the Contract.

4. CONTRACTOR's QUALIFICATIONS

The Contractor shall have:

Task 1:

- a. At least 3 years' experience with providing e-posters and e-poster support for large conferences.
- b. Demonstrated experience working with scientific conferences in particular, or other scenarios where each e-poster is contributed by an individual, would be an asset.
- c. Demonstrated experience with conference platform Indico, which will be synchronized with the event management portal (SuperEvent) and Webex.
- d. ~~Access to Hofburg Palace. The Contractor shall have site access permit for their specific personnel to enter the facility to perform the work.~~ (is replaced with text in red below)

Access to Hofburg Palace. The Contractor shall coordinate with the Hofburg Palace administration and the Commission site access permit for their specific personnel to enter the facility to perform the work. This includes access for the delivery of the equipment and access to the Hofburg Palace for installation, all of which shall also be coordinated among the Commission, the Contractor and the Hofburg Palace administration.
- e. Experience working in Hofburg Palace, Vienna (preferable but not mandatory).

Task 2:

- a. At least 2 years of experience with providing support for effective e-poster presentations where either the presenter, or attendees, or both, are remote.
- b. Demonstrated experience with preparing plans for e-poster sessions and executing them.
- c. Demonstrated experience working with an infrastructure similar to the one of the CTBTO, which uses Webex for active speakers and a web-based event platform as the main video-conferencing tool.
- d. Experience with conference platform Indico, which will be synchronized with the event management portal (SuperEvent) and Webex.
- a. Experience working scientific conferences in particular, or other scenarios where each e-poster is contributed by an individual (preferable but not mandatory).

LANGUAGE (applicable to both Tasks)

The Commission's working language is English. All communications during the Work with the Commission's personnel and the presenters shall be in the English language, both in oral and in writing.

All documentation and templates to be provided by the Contractor shall be in English. Any instructions or wording that shall appear on the E-Poster (e.g. touch commands) shall be in English.

PERSONNEL (applicable to both Tasks)

The Contractor shall designate one person as main contact point for the Work.

All designated personnel (including support on site) shall, at the minimum, speak English at working level.

5. SCOPE OF THE WORK

Task 1

The Contractor shall lead the e-poster process, and provide all necessary screens, software, and process experience to ensure successful use of e-posters for the CTBT: Science and Technology conferences.

The Commission anticipates that one room (Zeremoniensaal) in Hofburg Palace will be used to display approximate 50 e-posters at a time according to the schedule in the programme. There will be additional screens available for attendees to use to browse to find and read any e-poster.

The Contractor shall provide and install a total of 80 e-poster screens throughout the venue showing room maps, conference agenda, daily room programme and prepared displays to guide attendees to find an e-poster of interest.

It is anticipated that most presenters will upload their e-poster to the conference platform (Indico), which will be synchronized with the event management portal (SuperEvent) ahead of time, however the usual number of last-minute changes and issues must be anticipated, and the Contractor must ensure onsite support to address this.

The Contractor shall also work with the Commission to ensure that power and network requirements are well understood and provided.

Tasks 1 and 2 (Work applicable to both Tasks)

The SnT2023 Conference is being planned as an online event via the use of a centralized management portal. The Contractor will be able to download information from this portal. This includes both programme information, and the e-poster context (including pdf, ppt, pptx, and video formats), as well as each e-poster's associated metadata. The Contractor shall be able to parse this programme information and use it to schedule e-poster displays (e.g., have the correct e-poster display on the correct screen at its assigned time).

Task 2:

The Contractor shall develop a method to enable online participation from presenters and conference attendees who are not able to attend in person. This would need to include a way for remote presenters to give a briefing on their e-poster, and for remote attendees to engage and ask questions. All options must be considered – remote presenter / remote attendees, remote presenter / onsite attendees, and onsite presenters / remote attendees, onsite presenter / onsite attendees.

6. DELIVERABLES

Task 1

The Contractor shall:

1. Provide and install 80 large screens (at minimum 43”) with for e-poster display, navigable via multitouch screen. Screens shall be delivered through a logistic company permitted to enter Hofburg Palace, Vienna. The Contractor shall place screens in their final display locations, at Hofburg Palace, as agreed with the Commission, in landscape orientation. Alternatively, the Contractor may provide screen size larger than 43” for the Commission’s consideration.
2. Provide all accessories, tools and stands necessary to install the displays.
3. At the end of the event, remove all screens and accessories.
4. Prepare the layout diagram on the floor map including the numbers of the screens and provide it to the Commission one month before the event.
5. Provide on-site server to avoid any interruptions and minimize bandwidth needs. The Contractor shall provide and install all necessary cables between the displays and the control server.
6. Ensure that the full programme is available on each screen (e.g. at times when no scheduled e-poster display session is going on and for the screen not used at such a session the screens will be used to allow attendees to browse for e-posters).
7. Provide scheduled e-poster display (e.g. during each session a particular e-poster will automatically display on a particular screen, according to the programme schedule).
8. Provide screens frames, which show SnT2023 branding and individual screen numbering according to the screen layout (item 4).
9. Ensure menu header applies SnT2023 branding.
10. Provide operational and technical on-site support for the duration of the Conference (minimum 2 people shall be on site at Hofburg Palace).
11. Ensure data are imported from the SnT2023 event portal (e.g. e-poster context, e-poster metadata, author details, programme).
12. Prepare and provide screens that will display room maps, agenda information and daily room schedule – one screen will be installed in front or at the entrance of each conference room. Those screens should be remotely accessible to be updated as needed during the Conference.
13. Perform any other activities, as necessary for the proper implementation of the Work under Task 1.

Task 2

The Contractor shall:

1. Provide a solution for allowing effective combined in-person/remote e-poster presentations, or fully remote e-poster presentations, that works with CTBTO infrastructure such as Webex, the online event management portal (Superevent) and conference platform (Indico).
2. Provide e-posters templates or e-poster creation and editing solution.
3. Provide lightning talk solution.
4. Provide support throughout the duration of the SnT2023 to ensure that e-poster sessions and lightning talk sessions operate as planned. Support may be provided on-site or remotely, as agreed with the Commission.
5. Perform any other activities, as necessary for the proper implementation of the Work under Task 2.

7. RESPONSIBILITES OF THE COMMISSION

The Commission will be responsible for:

- Providing programme on the event portal
- Providing branding for e-posters
- Collecting posters in pptx and pdf format in the weeks before the event
- Assisting with testing of downloading from and uploading to event portal

8. DELIVERY AND TIMELINE

Task 1

The Contractor shall deploy at the Commission premises in Vienna International Center, Vienna, Austria a pilot solution consisting of at least one (1) screen and an instance of the management software. For the pilot demonstration, it is acceptable to organize the installation and testing remotely, with the assistance of the Commission designated personnel. The pilot testing shall be concluded by the Contractor not later than 31st May 2023. The Contractor shall have thoroughly tested all functionality, including integration with the portal before the event. Frequent interactions with the Commission's designated points of contact are recommended and encouraged throughout the duration of the Project, in order to ensure rapid feedback and to expedite the process.

Close interaction with the Contractor for Task 2 shall also be necessary.

Due to rental contract with Hofburg Palace, all e-poster screens shall be installed only on Sunday, 18 June 2023, and ready for use by Monday 19 June morning (start of SnT2023), in

Hofburg Palace, Vienna. Dismantling shall be completed on Friday 23 June 2023, after the closure of the SnT2023.

Support staff shall also be on-site in Hofburg Palace, Vienna, during the week of 18 to 23 June 2023 during the hours of e-poster presentations, to troubleshoot any issues and ensure smooth operations.

Task 2

The Contractor shall provide a draft plan for lightning talk solution for the Commission’s review and comments not later than 2 weeks as of Contract’s signature. The plan shall include information and timelines for the deployment of the proposed solution.

The Contractor shall then deliver a detailed plan with the proposed solution not later than 30 April 2023 for final review and acceptance by the Commission and incorporating/addressing the Commission’s comments to the draft. Development of this plan should involve coordination with the supplier of Task 1 and staff from the Commission. Frequent interactions with the Commission’s designated points of contact are recommended and encouraged throughout the duration of the Project, in order to ensure rapid feedback and to expedite the process. The detailed final plan shall not change the Commission requirements.

The Contractor shall provide draft templates or e-poster creation and editing solution not later than 02 weeks as of Contract’s signature for Commissions’ review and comments. The final template shall be provided not later than 24th April 2023 in order to be distributed to the presenters

The proposed solution shall be part of the pilot testing to be performed under Task 1 (see above).

The Contractor shall ensure that the solution platform remains open for the Commission and functional until 31 July 2023.

8.1 Delivery Timelines under Task 1 and Task 2 in the chronological order

TASKS	MILESTONES	COMPLETION DATE
Task 2	Submission of Draft Templates or E-poster creation	2 (two) weeks after the signature of the Contract
Task 2	Submission of Draft Plan for Lightning Talk Solution	2 (two) weeks after the signature of the Contract
Task 2	Submission of Final Template or E-Poster creation	Not later than 24 April 2023

TASKS	MILESTONES	COMPLETION DATE
Task 2	Delivery of the Proposed Solution	Not later than 30 April 2023
Task 1 and Task 2	Pilot Demonstration of E-poster Solutions under Task1 and Task 2	Not later than 31 May 2023
Task 1	Installation of <u>E-Poster Screens at Hofburg</u>	18 June 2023
Task 1	On-Site Support in Hofburg Palace, Vienna	18 – 23 June 2023
Task 2	Remote and/or On-Site Support in Hofburg Palace, Vienna	18 – 23 June 2023
Task 2	E-poster solution platform remains open, fully functional and operational	until 31 July 2023

9. ACCEPTANCE OF THE WORK

Acceptance of the Work for each Task shall be subject to the successful implementation of the Work during SnT2023 for all requested Goods and Services.

Subject to the above, the Commission will provide its acceptance in writing, which shall be the basis for the payment of the Work under the Contract.

10. UNFORESEEN ADDITIONAL ACTIVITIES (APPLICABLE TO BOTH TASKS)

If during the Work any unforeseen additional activities at additional cost will be considered necessary by the Contractor, the Contractor shall immediately inform the Commission, describing the proposed activities and the related costs. The Commission is not obliged to accept any additional activities.

The Commission, as its own discretion, shall have the option to request additional activities based on the same terms and conditions and unit prices applicable to the initial Work.

If so decided by the Commission, any additional Work will be exercised as optional Work through a separate Purchase Order issued by the Commission. However, any modifications to the initial Work and its Contract Price shall be agreed in writing, through an Amendment to the Contract in accordance with the contract provisions. No such additional Work shall be performed or costs incurred unless the Commission has issued a Purchase Order.

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 e-posters rental and support services for the CTBTO Science and Technology 2023 (SnT2023) conference as described in the attached Terms of Reference.

The Proposal shall meet all requirements stated in the Terms of Reference. For this project, the Commission is seeking capabilities, which will ensure that the rental of equipment is delivered and support services covering all 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, including:
 - Bidder's Statement
 - Evaluation criteria and method for Task 1 (Attachment 1)
 - Evaluation criteria and method for Task 2 (Attachment 2)
 - Price Table (Attachment 3)
- (c) The Commission's Model Contract and its Annexes A – B:
 - The Commission's General Conditions of Contract (Annex A)
 - Terms of Reference (Annex B)
- (d) List of CTBTO Member States
- (e) Statement of Confirmation
- (f) Vendor Profile Form

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 the Proposal, the Commission may, for any reason, modify the RFP documents by amendment. The Commission may consider extending the deadline in order 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

NOTE: The Proposal can be submitted for both Task 1 and 2, or for one Task only.

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 in three separate pdf files:

- one containing a Financial Proposal *with* prices
- one containing a Financial Proposal *without* prices
- one containing a Technical Proposal

The files shall be sent to **procurement@ctbto.org**.

The subject of the email shall contain the following:

RFP 2023-0023/POGGIO E-posters for CTBTO SnT2023 Conference

No pricing/financial information shall be included in the Technical Section of the Proposal. Note however that a complete list of the items being offered (without the prices) shall be included in the Technical Section of the Proposal.

Submission in hardcopy to the below mailing address is also acceptable; a memory stick containing the files of the proposal, as described above, shall also be included.

6. Mailing Address and Closing Date

- (a) The Proposal shall be sent to the following addressee:

Chief, Procurement Section
Office E0918
CTBTO, Vienna International Centre
Wagramer Strasse 5
A-1400 Vienna
AUSTRIA

- (b) The Proposal shall be received by the above-mentioned addressee not later than the closing date indicated in the Letter of Invitation.

7. 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 7 working days prior to the Closing Date. No requests for clarifications will be entertained after this time. Questions will only be accepted via e-mail and should be sent to:

E-mail: procurement@ctbto.org
Subject: Request for Clarifications re
RFP 2023-0015/Poggio E-posters for CTBTO SnT2023 Conference

The Commission will make all reasonable efforts to issue the clarifications not later than 5 business days prior to the Closing Date.

Except in case of responding to a 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 contract award decision may result in the rejection of the Proposal.

8. Eligible Goods and Services

The services and goods (if any) to be rendered under the Contract shall have their origin in the States Signatories of the Comprehensive Nuclear-Test-Ban Treaty (CTBT), the list of which is attached to this RFP. For purposes of this paragraph, "the origin" means the place from where the materials, goods and/or from which the services are supplied.

9. Type of Contract and Payment

The Commission intends to conclude a firm fixed price contract based on the attached Model Contract. The terms and conditions of payment for services are described in Clause 12 of the attached Model Contract.

Applicable Taxes payable by the Supplier and/or its subcontractor(s) 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 shall be submitted to the Commission, in addition to any other 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.

10. Preparation of the Proposal

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;**
- III. **Financial Proposal without prices**

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.

Contact Details

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.

Bidder's Statement, Statement of Confirmation and Vendor Profile 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 proposal shall include, as a minimum, a section-by-section response to the requirements of the Terms of Reference, including the following information:

TASK 1

- A description of the proposed technical solution for Task 1, explaining how the requirements described in the Terms of Reference are met;
- A detailed description of the equipment that is proposed (e.g. screens, accessories, servers, software etc.);
- Design and appearance of the e-posters screens within the conference (provide a picture);
- Organisation of the on-site support;
- Organisation for the testing of the pilot solution.

TASK 2

- A description of the proposed technical solution for Task 2, explaining how the requirements described in the Terms of Reference are met;
- Define clearly which platform/services for network/conference would be used;
- The procedure for the creation/ editing, review of poster templates and relate support to the presenters;
- The proposed solutions for effective e-poster presentations where either the presenter, or attendees, or both, are remote or onsite;
- The proposed solutions for lightning talk sessions;
- Description of the on-site or remote support during the Conference.

The Proposal shall also describe 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.

Please note that the pilot testing shall be concluded by the Contractor not later than 31st May 2023 and all e-poster screens shall be installed **only** on Sunday, 18 June 2023.

Qualifications

Documentary evidence of the bidder's qualifications to provide the Services, which shall establish to the Commission's satisfaction that the bidder has technical capability necessary to perform the Contract and other necessary ongoing services as required.

In particular, the Proposal shall demonstrate that the Bidder has the following:

TASK 1

~~Access to the Hofburg Palace in Vienna for delivery and installation of the equipment and support services as set out in the Terms of Reference. The bidder shall demonstrate that they have or have obtained by the time of the submission of the Proposal site access permit to the Hofburg to perform the work. The bidder shall apply to the Hofburg authorities for obtaining/confirming site access permit for their specific personnel to enter the facility to perform the work. (is replaced with the text in red below)~~

- Access to the Hofburg Palace in Vienna for delivery and installation of the equipment and support services shall be coordinated by the Contractor as set out in the Terms of Reference.

- Minimum 3 years' experience working with e-posters installations for scientific conferences, or similar scenarios (references shall be provided);
- Experience with conference platform Indico, SuperEvent and Webex; as Indico will be synchronized with the event management portal (SuperEvent) and Webex as set out in Section 4 of the Terms of Reference.
- English as working language.

TASK 2

- Minimum 2 years' experience with providing support for effective e-poster presentations where either the presenter, or attendees, or both, are remote (references shall be provided);
- Experience with preparing plans for e-poster sessions;
- Experience with conference platform Indico, SuperEvent and Webex as Indico will be synchronized with the event management portal (SuperEvent) and Webex as set out in Section 4 of the Terms of Reference;
- Experience of working within scientific conferences, or other similar scenarios where each e-poster is contributed by individuals;
- English as working language.

Personnel

Curriculum vitae of key staff proposed for this Contract, including technical experience to perform the Work as follows:

- Experience working with e-posters installations for scientific conferences, or similar scenarios;
- Experience with conference platform Indico, SuperEvent and Webex;
- Qualification of the staff proposed for the on-site operational and technical support during the duration of the Conference (ref. Terms of Reference - Task 1)
- English at the minimum, at working level.

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 the bidder shall be fully responsible for the performance of sub-contractors. All sub-contractors shall be legally established in one of the CTBTO Member States.

PART II: FINANCIAL PROPOSAL

In the Financial Proposal, bidders are required to define the following:

- (i) The Total Contract Price in EURO (for EU Companies) or US Dollars, exclusive of taxes.
- (ii) A breakdown of the Contract Price, indicating the price for the following items:
 - (1) The total applicable to each Task separately;
 - (2) Staff cost per working day and category;
 - (3) Equipment Rental;
 - (4) Transportation;
 - (5) Costs agreed with sub-contractors (if any)
 - (6) Any other costs (e.g. insurance, communications, licenses etc. if not already included elsewhere).
 - (7) For Task 2 - Define clearly the costs related to the platform/services for network/conference that should be used.

A price Table is attached hereto as Attachment 3 and shall be used as a reference for the presentation of the cost.

- (iii) In presenting the cost for each item, adequate justification and calculation must be included in the cost Proposal. All individual costs shall be stated in EURO or US Dollars and be computed to constitute the total Contract Price.
- (iv) In principle the Commission is exempt from taxes.
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 goods/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.
- (v) 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.

11. Completeness and Correctness of the Proposal

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

12. 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.

13. 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.

14. Evaluation of the Proposal and award

- (a) The Commission will first conduct a separate technical evaluation for each Task based on the criteria specified in Attachments 1 and 2.
- (b) If the Proposal fails to meet the minimum technical requirements for any one criterion for a Task, the Proposal will not be considered further for this Task.
- (c) Only the Financial Proposals of those bidders that meet or exceed the minimum technical requirements will be opened and evaluated for commercial acceptability and to determine the financial score for each responsive bidder. The Commission will evaluate the following:
 - (i) Financial acceptability;
 - (ii) Contractual compliance.
- (d) The Commission, based on the evaluation criteria and method given in Attachments 1 and/or 2, will determine the Proposal that *‘most effectively satisfies the technical and operational requirements set out in the solicitation documents’*.
- (e) The Contract(s) will be awarded to the bidder(s) who receives the highest combined technical and financial score. The weight of the technical and commercial evaluation components is 60% and 40% respectively. Any deviation submitted by the bidders to the Commission's Model contract and General Conditions of Contract may be a factor in the Commission's contract award decision.
- (f) The Commission reserves the right to award the Contract for both tasks to a single Contractor, or to split the award for Task 1 and 2 among two Contractors, at its own discretion.

15. 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.

16. 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.

17. 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 contract without having to inform the bidders of the grounds therefore, without thereby incurring any liability to the bidders.

18. 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.

19. 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 Proposal 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
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):

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 this quotation: **Yes** **No**

Confirmation that the bidder has reviewed the Commission's Model License Agreement (if attached), the Commission's General Conditions for Goods (if attached), the Commission's General Conditions of Contract (if attached), Draft Contract (if attached), and the Special Conditions (if attached), 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: