



TO: Eligible bidders

FROM: Sally Alvarez de Schreiner
Chief, Procurement Services Section

DATE: 19 February 2024

REF.: RFP 2024-0016/SANZ

TEL. NO.:

TEL. NO.: +43 1 26030 6350

EMAIL:

EMAIL: procurement@ctbto.org

SUBJECT: **Minutes of Site visit and Clarifications No. 1**
RFP 2024-0016/SANZ- Provision of site Modification, equipment handling, security and facility support services for OSI Build -Up Exercise 2024

Dear Bidders,

Please find attached Minutes and Clarifications No. 1 related to the queries raised by the bidders during the mandatory site visit in respect to RFP 2024-0016/SANZ - Provision of site Modification, equipment handling, security and facility support services for OSI Build -Up Exercise 2024.

We are looking forward to receiving your proposal by the RFP submission deadline, 1 March 2024, 17:00 hour, Vienna (Austria) local time.

Sincerely,

SAS
Sally Alvarez de Schreiner
Chief, Procurement Services Section

Attachments:

- *Minutes and Clarifications No. 1 – Questions and Answers*
- *Commission's Presentation*

Background

Date: 08 February 2024 at 10:30 at Mátrafüred, 3232 Gyöngyös, Hungary.

A mandatory site visit was held by Commission on 8 February 2024 in accordance with Section 3 of the Instructions for Preparation and Submission of Proposals (RFP Instructions) under the request for proposal No. 2024-0016/SANZ pertaining to the “provision of site modification, equipment handling, security and facility support services for the On-Site Inspection Build-up exercise 2024” (the RFP).

The purpose of the site visit was to allow prospective bidders to acquaint themselves with the work site, confirm/clarify bill of quantities and/or RFP requirements and thus facilitate the preparation of proposals.

Minutes of Site Visit

The Commission welcomed potential bidders, presented the meeting agenda and explain the protocol and structure of the site visit.

The following key information were provided to bidders (presentation attached):

- It was emphasized that the **RFP closure deadline is 1 March 2024 at 17:00hrs (Vienna (Austria) time)** and that the bidder’s proposal must be submitted electronically as per RFP instructions.
- Proposals must be submitted on time as if submitted late the proposal will not be considered.
- Technical and Financial proposal must be submitted separately.
- No pricing or any cost should be included in the technical proposal.
- All questions during the RFP process must be addressed to procurement@ctbto.org.
- Bidders has the right to ask questions related to the RFP - all questions must be sent 8 business days prior to the Closing date, as indicated under point 7 of the RFP – Instruction for preparation and submission of proposal.
- Evaluation method applicable to this RFP is Cumulative Analysis with Technical weigh of 60% and Financial weigh of 40%.

The Commission further explained the technical requirements as per Terms of Reference part of the RFP.

The presentations were followed by a walk through the site where prospective bidders were shown the area in which services should be conducted. During the site visit several questions were asked, which have been recorded in the below Clarifications No. 1.

Clarification No. 1.

Item#	Question	Answer
1	Scope of Work, LOT 1.5 What type of fencing is required?	Commission does not have any specific preferences. It can be similar to temporary fencing panels or crowd control barriers that are used on construction sites or public gatherings (e.g., concerts etc), made from metal (metal poles with fiberglass-mesh would be acceptable), easy to set up and remove and able to withstand the wind.
2	Scope of Work, LOT 1.5 Does the fence need to block visibility?	Not required

3	Scope of Work, LOT 3 Security Do we need guard shack and lights?	This will be up to the security provider. The guard will not use Commission's tents so potential contractor can bring their own if required and Commission will assign an area for this purpose.
4	Scope of Work, LOT 2 Responsibilities of the handling vehicle drivers	The Commission and the contractor will work together but the ultimate responsibility is with the driver. The Driver will be responsible to deliver Commission's equipment safely to avoid damage to such Commission's equipment. Any safety concerns in response to Commission's requests should be flagged by the drivers.
5	Can Bidder submit the proposal and also at the same time quote for separate lots as subcontractors?	No.
6	LOT 4.1 Facility support Where is the location of the toilet container?	The exact location to be determined but it will be near Basketball field (marked "B"). Details will be provided in time to the Project Manager.
7	Scope of Work, LOT 1, Before the BUE, No 4 Secondary parking area (marked "D") modifications; should the whole area entry and parking slots be asphalted?	Please see the TOR LOT 1, "Before the BUE" point 4. Site modifications at this area "Before the BUE" are optional and will be discussed with the Contractor. Preference is to expand the existing pavement. Size estimates are as per TOR.
8	Scope of Work, LOT 1.5 and 2 Main parking area (marked "A") access road, this will be the main area for loading/unloading.	The Commission will need to scale the daily activity of truck delivery due to limited size of the access road.
9	LOT 1. Site modifications Basketball field (marked "B") Can we remove the trees?	Trees are untouchable. Only the bushes should be removed including the roots, with care for the roots not to damage the water pipes close by. This must be coordinated with the School for safe operation.
10	LOT 1. Site modifications Basketball field (marked "B") Access to area C.	The main entrance to the football field area C will be next to the basketball field. The ground must be able to handle all vehicles and cranes in bad weather.
11	LOT 1. Site remediations Basketball field (marked "B") Will the pavement of the basketball be required?	Damage will be assessed at the end of the exercise and the scope of remediation determined at that time. The Contractor is required to send an Assessment Report to the Commission for evaluation as per LOT1, last paragraph.
12	LOT 4.1 Facility support - Toilets Is there wastewater connection for the toilets?	No water, gas or utilities are available as per TORs 4. Toilets should be chemical and accessible for the service providers to empty out. Also, the waste collection bins will be placed in an accessible area.
13	LOT 4. Facility support - Toilets What is the ratio males/females?	It is approximately 60% males and 40% females.
14	LOT 4. Facility support - Toilets Will the contractors have access to toilets during the site modifications?	No, during the site modification phase, the Contractor(s) should bring their own toilets.
15	LOT 2. Equipment handling Who is responsible for the scheduling of the containers / COMMISSION equipment	The Commission will plan the camp layout including bad weather scenario so that the drop locations is known. Heavy items will be delivered last. The most crucial item is the UPS with batteries in a 5ton container

		that will be placed last with the generators in the basketball field. The schedule will be discussed with the Contractor.
16	LOT 4.3 Facility support - Fuel delivery What is the requirement?	As per TOR: weekly bulk delivery with a pump is required to fill the Commission's containers
17	LOT 1. Site modifications What is the overall size (in square meters) of required asphalt?	As per TOR: An optional requirement before the BUE is area D (Lot 1, Before the BUE, No 4) with an approximate surface area of 200-400 square meters. After the BUE, remediation of areas A and/or D may be required (Lot 1 After the BUE, No. 3)
18	LOT 4. Facility support Are showers required?	No, the team will stay in hotel accommodation. Working hours will be from 8am to 6pm.
19	LOT 2. Equipment handling Has the scope of the electrical lines been assessed for the height of the trucks?	The truck height can be standard. Main concern is turning round the corner to enter the school, for this reason it will be recommended to use a shorter truck/trailer.
20	LOT 2. Equipment handling Road traffic	The Commission and contractor will need to ensure the sequence of the trucks is carefully planned in order not to block the roads. Therefore, 2 days have been estimated for this.
21	LOT 2. Equipment handling Flatbed trailer - what is the requirement?	This will be required on 24h notice to transport a 6ton machine which may also be dropped at a nearby location. Sufficient notice will be given by the Commissions Focal Point to the Project Manager.
22	There is a discrepancy in the number of guards on duty in the financial sheet and the technical compliance documents. Kindly clarify	The number of guardians should be 2 – please see attached revised Technical Compliance form which should be used and submitted in the technical proposal.
23	LOT 2. Equipment handling What are the specifications of this machine to be transported in the flatbed trailer?	Specifications and photos included below

Answer 22: Geoprobe specifications.

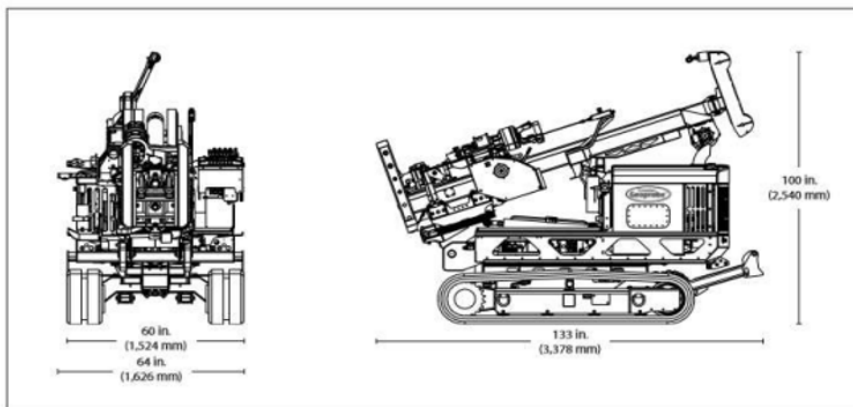


Figure 2.1: Geoprobe® Model 7822DT – Probe derrick folded for transport.

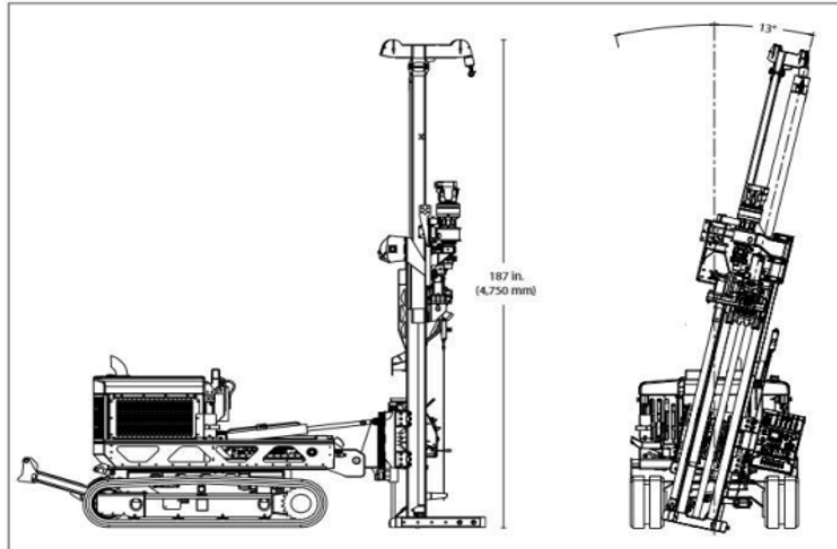


Figure 2.2: Geoprobe® Model 7822DT – Probe derrick unfolded for work.

TECHNICAL COMPLIANCE FORM**Revision 1**

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.

Ref. in TORs	Mandatory Requirements	Bidder's Response		Indicate section in your Proposal
		<i>Please tick whichever is applicable</i>		
		"Yes"	"No"	
3.	Identify and provide the credentials of the assigned project manager and, upon request, of the key personnel involved in the provision of the Services	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Provide its own infrastructure, hardware and software environment as necessary for the Contractor to perform the services.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Be able to deliver on-call services within the given notice period as required in these ToR, as and where applicable.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 1.a	Repair of existing crushed stone paving on area A by spreading and compacting surface material (area to be repaired: from 400 to 700 m3).	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 1.b	Removal of existing fencing on and around area B (length of fencing: from 100 to 200 m; see Annex 2).	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 1.c	Removal of bushes and similar on and around area B to provide entry/access to area C with material handling equipment and vehicles (area to be cleared: from 100 to 150 m3; see Annex 2).	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 1.d	Surface repair/asphalt paving of area D for use by standard vehicles including surface preparation (removal of ~20 cm surface), layout of gravel bed (construction of ~15 cm base layer), asphaltting (~10 cm), and connection to existing paved areas (surface area: from 200 to 400 m3; current water drainage is to be maintained and ensured). Material/works should be as per local construction standards for parking lots.	<input type="checkbox"/>	<input type="checkbox"/>	

<p>3. LOT 1.e</p>	<p>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.</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	
<p>3. LOT 1.f</p>	<p>Removal of potentially broken asphalt and surface clearance of area B (surface area: from 200 to 400 m3)</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	

Ref.in TORs	Mandatory Requirements	Bidder's Response		Indicate section in your Proposal
		<i>Please tick whichever is applicable</i>		
		"Yes"	"No"	
3. LOT 1.g	Remediation of lawn damages including grassing on and around area C (surface area: from 600 to 1200 m3).	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 1.h	Optional requirement: Remediation of surface damages of area A or D including, as needed, surface preparation (removal of ~20 cm surface), layout of gravel bed (construction of ~15 cm base layer), asphaltting (~10 cm), and connection to existing paved areas (surface area: from 200 to 1,000 m3). Material/works should be as per local construction standards for parking 3. LOTs.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 2	One (1) Forklift: min capacity of 10 tons and long forks (min 2.2 meters) or <u>wheel loader</u> with a min capacity of 6 tons and long forks (min 2.2 meters).	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 2	One (1) Crane & lifting accessories: min reach of 10 meters and min capacity of 10 tons, able to carry equipment as sling loads.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 2	One (1) Flatbed trailer with towing vehicle and a min capacity of 7 tons.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 2.a	Delivery, operation and removal of an outdoor capable forklift or wheel loader to load and distribute pallets and the Commission's rapid deployment units (IMRDS) loaded with up to 5 tons of equipment (see technical drawing in Annex 2).	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 2.b	Delivery, operation and removal of a crane and lifting accessories to handle 20feet shipping containers and IMRDS units which must be lifted as "sling load" as no direct attachment of hooks is possible.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 2.c	Delivery, operation and removal of a flatbed trailer with towing vehicle to load and transport a small-track vehicle and accessories at and from/to the BOO location within a radius of not more than 50 km	<input type="checkbox"/>	<input type="checkbox"/>	

Ref.in TORs	Mandatory Requirements	Bidder's Response		Indicate section in your Proposal
		"Yes"	"No"	
3. LOT 2	All equipment is serviced and fully functioning.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 2	Equipment breakdowns or servicing requirement are attended to promptly	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 2	Substitute equipment is arranged promptly, if required	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 2	Forklift (or wheel loader) and crane are expected to be required as follows: Three full days (08.30-17.30 hours) during the week 10-15 June 2024 for equipment arrival and placement. Two full days (08.30-17.30 hours) during the week 8-13 July 2024 for equipment departure. On-call with 24-hour notice during the period 10 June-6 July 2024.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 2	The flatbed trailer is expected to be required as follows: On-call with 24-hour notice during the period 17 June-6 July 2024.	<input type="checkbox"/>	<input type="checkbox"/>	

Ref.in TORs	Optional Requirements (LOTS 3 & 4)	Bidder's Response		Indicate section in your Proposal
		"Yes"	"No"	
3. LOT 3.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).	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 3.a	Nighttime security services including foot patrol to secure the BOO location after hours/during nighttime (min 2 guards on duty on site).	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 3.c	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.	<input type="checkbox"/>	<input type="checkbox"/>	

Ref.in TORs	Optional Requirements (LOTS 3 & 4)	Bidder's Response		Indicate section in your Proposal
		"Yes"	"No"	
3 LOT 4.1a	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.	<input type="checkbox"/>	<input type="checkbox"/>	
3 LOT 4.1b	Individual chemical toilets with accessories for 50 people.	<input type="checkbox"/>	<input type="checkbox"/>	
3 LOT 4.1c	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.	<input type="checkbox"/>	<input type="checkbox"/>	
3 LOT 4.1d	Daily (once per day) servicing including cleaning, functionality checks and restocking of consumables.	<input type="checkbox"/>	<input type="checkbox"/>	
3 LOT 4.2a	4 waste containers with a capacity of 2 m3 each shall be delivered (2 for general waste, 1 for plastic, 1 for paper).	<input type="checkbox"/>	<input type="checkbox"/>	
3 LOT 4.2b	Collection and removal of all waste types once per week.	<input type="checkbox"/>	<input type="checkbox"/>	
3 LOT 4.2c	Standby capability for additional waste collection and removal with 24-hour notice.	<input type="checkbox"/>	<input type="checkbox"/>	

3 LOT 4.3a	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).	<input type="checkbox"/>	<input type="checkbox"/>	
3 LOT 4.3b	Standby capacities for up to 1000 l diesel with 24-hour notice.	<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"	
5a	Be licensed to operate in construction services and/or industry applicable to the relevant Lots.	<input type="checkbox"/>	<input type="checkbox"/>	
5b	The Contractor shall have a quality assurance system in place, such as ISO9000.	<input type="checkbox"/>	<input type="checkbox"/>	
5c	Be knowledgeable of local construction regulations, environmental and health & safety standards and pertinent legislation	<input type="checkbox"/>	<input type="checkbox"/>	
5d	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 ToR	<input type="checkbox"/>	<input type="checkbox"/>	
5e	The Contractor must have a minimum of 3-years-experience in construction works and management of related projects carried out in Hungary.	<input type="checkbox"/>	<input type="checkbox"/>	Please provide examples
5f	The Contractor must provide verifiable references for the last 3 projects with similar services are those foreseen in these Terms of Reference.	<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
5a Project Manager	Project Manager: Must have at least 5 years of professional experience as project manager for construction projects and/or similar services as required in these ToR.	<input type="checkbox"/>	<input type="checkbox"/>	
5b 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"/>	
5c Project Manager	Must be able to communicate in and have knowledge of English. Additionally, a good command of the local language is preferred.	<input type="checkbox"/>	<input type="checkbox"/>	
5d Project Manager	Must be available on-call for project coordination as needed including outside of standard office hours.	<input type="checkbox"/>	<input type="checkbox"/>	
5e	Operators shall have all required licences.	<input type="checkbox"/>	<input type="checkbox"/>	
5f	Operators shall be able to speak and/or understand elementary instructions in English	<input type="checkbox"/>	<input type="checkbox"/>	
5g	Substitute operators are arranged promptly, if required	<input type="checkbox"/>	<input type="checkbox"/>	
6	The Contractor must comply with all relevant health, security and safety laws, regulations, and industry standards, as applicable to the Work.	<input type="checkbox"/>	<input type="checkbox"/>	



CTBTO
PREPARATORY COMMISSION

COMPREHENSIVE
NUCLEAR-TEST-BAN
TREATY ORGANIZATION

RFP No 2024-0016 /SANZ

Provision of site modification, equipment handling, security and facility support services
for the OSI Build-Up Exercise 2024

The OSI Exercise Programme foresees the conduct of a **Build-Up Exercise (BUE)** to be conducted between the **16 June and 6 July 2024** in Hungary



- **Deadline** for Proposal submission : **1 March 2024 – 17:00 CET**
- Submission - electronically to procurement@ctbto.org
in 3 separate pdf files
 - Technical proposal (Proposal + Technical compliance form + Bidders statement + Vendor profile form)
 - Financial proposal without prices
 - Financial proposal with prices + Bill of Quantity



The scope of Work is divided into four (4) Lots:

1. LOT 1. Site modifications (mandatory)
2. LOT 2. Equipment handling (mandatory)
3. LOT 3. Security (Optional)
4. LOT 4. Facility support (Optional):
 - Toilets
 - Waste collection
 - Fuel delivery

The Commission will conduct an evaluation on a per lot basis. Suppliers must bid for the two mandatory lots 1& 2 and for lots 3 and/or lot 4 which are optional lots. Please note partial offer for any lot will not be accepted.



CTBTO
PREPARATORY COMMISSION

COMPREHENSIVE
NUCLEAR-TEST-BAN
TREATY ORGANIZATION

The Supplier 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.