

## REQUEST FOR PROPOSAL- Re-bid

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**To:** ALL BIDDERS

**CTBTO Ref. No.:** 2024-0074/SANZ (PLEASE  
QUOTE ON ALL COMMUNICATIONS)

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

**E-mail:** procurement@ctbto.org

**Attn:**

Phone:

Fax:

Email:

**Date:** 21 May 2024

**Subject:** Provision of Hotel Services for Integrated Field Exercise (IFE25) in Pasikudah, Eastern Province, Sri Lanka

**Deadline for Submission:** 31 May 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.

**IMPORTANT NOTE TO BIDDERS:**

**A mandatory on-line bidder's conference will take place on 24 May 2024 10:00 hrs (Vienna local time). Please follow the relevant attached instructions.**

Yours Sincerely,

  
Sally Alvarez de Schreiner  
Chief, Procurement Services Section

**ACKNOWLEDGEMENT FORM**

<b>Solicitation No:</b> 2024-0074 <b>Title:</b> Provision of Hotel Services for Integrated Field Exercise (IFE25) in Pasikudah, Eastern Province, Sri Lanka	<b>Closing Date:</b> 31 May 2024 <b>Vienna Local Time:</b> 17:00
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**Procurement Staff:** Eileen Sanz

**CTBTO Req. No.:** 0010024327

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

**WITHIN FOUR (4) DAYS**

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

**by email to**  
procurement@ctbto.org

<b>A: We shall submit our proposal</b>	
By: _____ (date)	Company Name: _____ Contact Name: _____ Email/Tel: _____

<b>B: We may submit and will advise</b>	
By: _____ (date)	Company Name: _____ Contact Name: _____ Email/Tel: _____

<b>C: We will not submit a proposal for the following reason(s)</b>	
<input type="checkbox"/> our current workload does not permit us to take on additional work at this time;	
<input type="checkbox"/> we do not have the required expertise for this specific project;	
<input type="checkbox"/> insufficient time to prepare a proper submission;	
<input type="checkbox"/> 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.

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, Bidder's Conference Confirmation and Participants Form and the following Attachments:
  - Attachment 1: Procedure for submission of electronic offers in 2 sealed files
  - Attachment 2: Technical Evaluation Criteria and Method
  - Attachment 3: Technical Compliance Matrix
  - Attachment 4: Financial Proposal Form
  - Attachment 5: Technical Proposal Checklist
- (c) Statement of Confirmation
- (d) Vendor Profile Form
- (e) The Commission's Model Contract and its Annexes A-B:
  - o The Commission's General Conditions of Contract (Annex A) incorporated herein by reference: [https://www.ctbto.org/sites/default/files/2022-09/CTBT\\_General\\_Conditions\\_of\\_Contract\\_08-10-2021\\_final.pdf](https://www.ctbto.org/sites/default/files/2022-09/CTBT_General_Conditions_of_Contract_08-10-2021_final.pdf)
  - o Terms of Reference (Annex B)

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

### 3. Mandatory Bidders' Conference

- (a) Interested bidders shall participate in a mandatory on-line bidder's conference in Microsoft Teams.
- (b) The on-line bidder's conference will take place on **Friday 24th May at 10:00hrs** local Vienna (Austria) time.
- (c) The purpose of the bidders' conference is to allow prospective bidders to acquaint themselves with the required documents and facilitate the preparation of proposals.

- (d) Prospective bidders shall their attendance by returning the attached Bidder's Conference Confirmation and Participants Form to [procurement@ctbto.org](mailto:procurement@ctbto.org) as soon as possible, but not later than **23<sup>th</sup> May 2024**.
- (e) The Commission will send the Microsoft Teams meeting invitation and link only to those bidders that confirmed their participation as per above.
- (f) The on-line bidders conference will be conducted in the English Language.
- (g) Following the conference, no bidder shall contact directly any Commission's staff on any matter relating to this procurement process. Any request for clarifications shall be submitted exclusively in accordance with Section 7 below.

#### **4. 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 in order to allow adequate time for considering the modifications in the preparation of the Proposal.

#### **5. Language of the Proposal**

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

#### **6. 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 OFFERS IN 2 SEALED FILES".**

**Proposals sent by regular e-mail unless clearly submitted as electronically sealed bids as indicated above and following the instructions outlined in Attachment 1 will not be considered and may lead to the rejection of the bidder from the procurement process.**

The Proposal shall be received not later than the closing date and time 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** 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 be sent to:

E-mail: [procurement@ctbto.org](mailto:procurement@ctbto.org)  
Subject: RFP No. 2023-0074/SANZ - Request for Clarifications

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 goods and services (if any) 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 at [www.ctbto.org](http://www.ctbto.org) under [Status of Signatures and Ratifications | CTBTO](#). 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 Call-off Contract based on the attached Model Contract. Milestones payment will be acceptable. The Commission's standard terms and conditions of payment are provided for in clause 13 of the attached model contract.

## **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;**

providing, but not limited to, the following information:

### **PART I: TECHNICAL PROPOSAL**

Please state the reference number in the Proposal and any correspondence relating to it. The Commission reserves the right to consider proposals with minor modifications or upgrades to the specifications listed in the Terms of Reference.

The Proposal shall include, at the minimum, the below information. Bidders may use the Attached Technical Proposal Format to address all requirements below.

#### **Personnel**

The Proposal shall include:

- The contact details and address (name, telephone number and e-mail address) of the person/point of contact in your company dealing with this RFP
- Information about the Account Manager - Bidders shall provide information of the Account Manager that will be assigned to support the implementation of the Contract.

#### **Documents Establishing the Eligibility and Qualifications of the Bidder**

Documentary evidence of your 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.

The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor. In order to award a contract to a Bidder, its qualifications must be documented to the Commission's satisfaction. These include, but are not limited to the following:

- (a) That, the bidder is legally registered and have all required licenses and accreditation for the provision of services;
- (b) That the Bidder has the financial and technical capability necessary to perform the Contract.
- (c) Hotel is located in Pasikudah Bay, Eastern Province, Sri Lanka, within 1km/10 minutes walking distance of the prospective OSI Base of Operations which will be located at 7°55'20.35"N, 81°34'3.42"E.

#### **Bidder's Statement, Statement of Confirmation, 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**

An explanation of the bidder's understanding of the services to be provided by providing a section-by-section response to each of the requirements of the Terms of Reference by filling in the attached "Technical Compliance Matrix". In addition, Bidders are required to provide a Bill of Quantities **without prices** addressing each and all of the requirements of the Terms of Reference.

The Proposal shall also provide 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.

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.

#### **Delivery Schedule**

Confirmation of the booking dates in accordance with the Terms of Reference.

## **PART II: FINANCIAL PROPOSAL**

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

- (i) The Total Contract Price in EURO or US Dollars, exclusive of taxes.
- (ii) A breakdown of the proposed prices in accordance with Attachment 3 (Format of the Financial Proposal), in particular:
  - For each of the requirements mentioned in the Terms of Reference, showing each category separately e.g. price per room and indicating volume discount or any other discount form, as applicable; catering services; conference rooms, etc.
  - Any other costs.

In presenting the cost for each item, adequate justification and calculation must be included in the Financial Proposal. All individual costs shall be stated in EURO or US.

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.

- (iii) 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.

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 separately identified on the Proposal together with information on the nature of the Tax and its method of calculation.

- (iv) 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.

### **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.

**11. 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.

**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**

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’ in accordance with the criteria specified in Attachment 2. 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.

**15. Negotiations of the Proposal and Award**

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 and time 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. Right to Vary Requirements at the Time of Award**

At the time of award of the Contract, the Commission reserves the right to vary the quantity of services by up to a maximum of twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

**19. 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.

**20. 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.

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

Delivery Time (Booking):

Quantity discount and early payment discount (if any):

Include documentary evidence of qualifications to perform the contract, 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 General Conditions of Contract, Model 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:**

**BIDDERS CONFERENCE CONFIRMATION AND PARTICIPANTS FORM**

Suppliers wishing to attend the Bidder’s Conference must return this form via E-mail to [procurement@ctbto.org](mailto:procurement@ctbto.org) by not later than **23 May 2024** for registration confirmation by the Commission.

- The subject line of the e-mail shall read [in this same order]:

*Bidder’s Conference – RFP No. 2023-0074/SANZ - Hotel Services for Integrated Field Exercise (IFE25) in Pasikudah, Eastern Province, Sri Lanka*

- TEXT OF THE E-MAIL OR ATTACH THIS FORM:

SUPPLIER’S NAME:

.....

Contact person:

.....

E-mail: .....

Tel. no.: .....

LIST OF PARTICIPANTS:

<b>Name (as shown in the relevant identification document)</b>	<b>Position</b>
1.	
2.	

## Attachment 1

### “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](mailto: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](http://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.

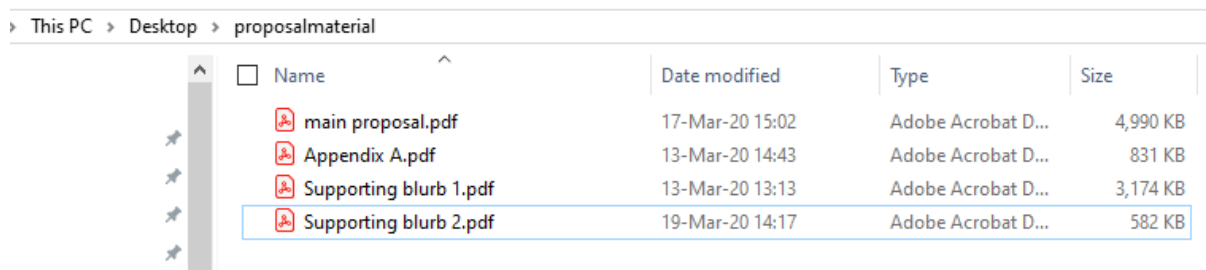


Figure 1 An example set of files to be submitted

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.***

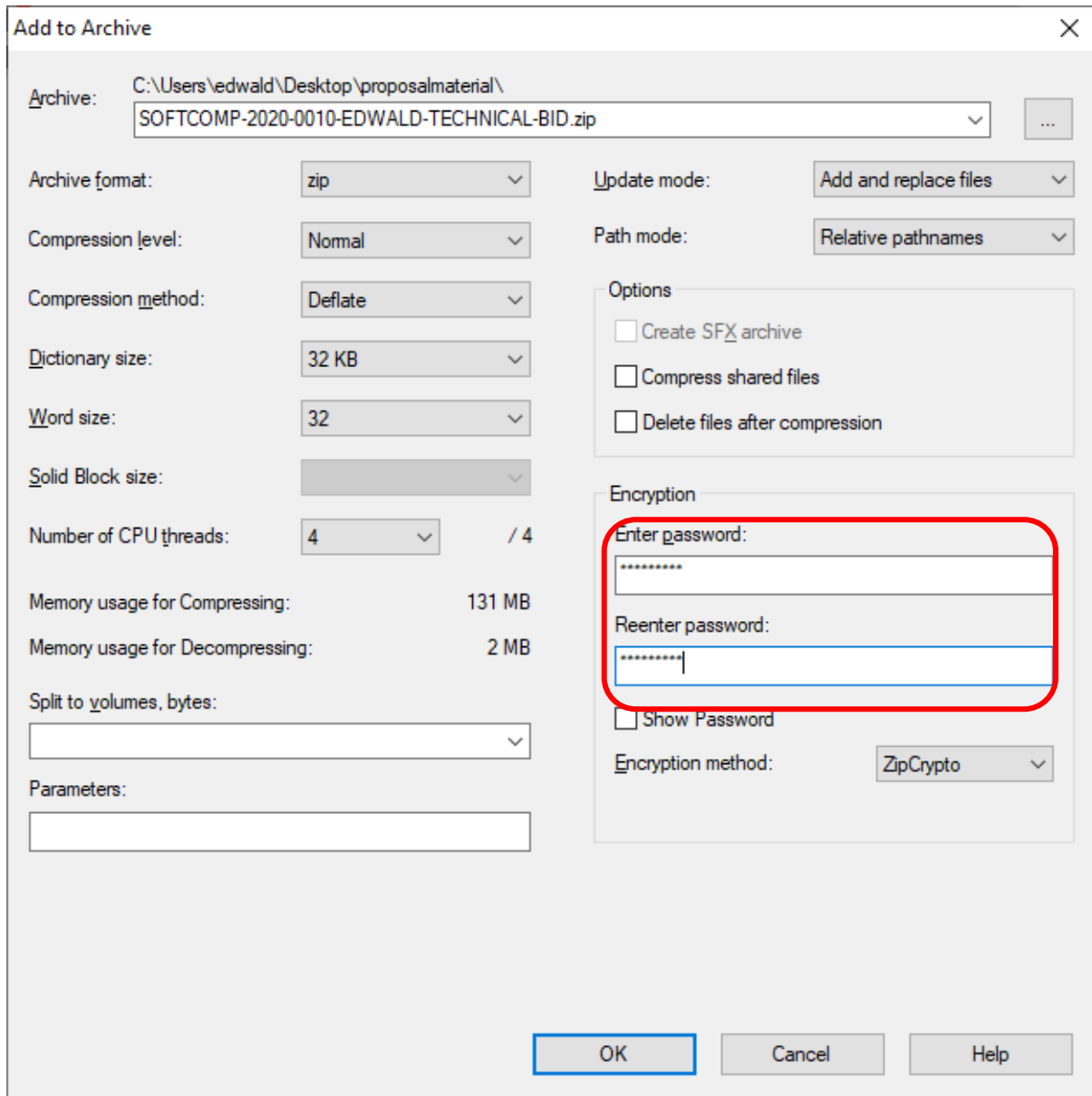


Figure 2 Creating an Archive

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.)

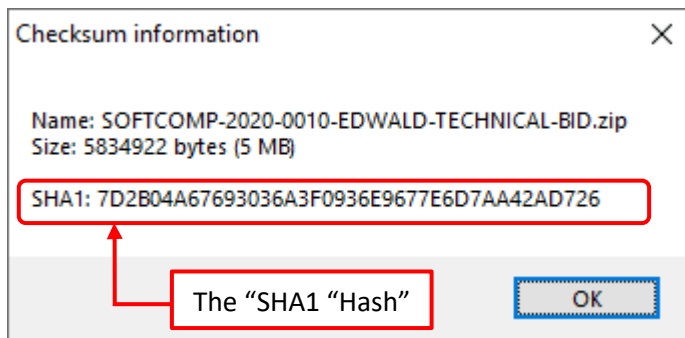


Figure 3 SHA1

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](mailto: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](mailto:bid_keys@ctbto.org)

**IMPORTANT NOTE:** As stated above, only send the Encryption Key for the Technical Offer to the [bid\\_keys@ctbto.org](mailto:bid_keys@ctbto.org) mailbox when sending your Technical and Financial Offer to the [sealed\\_bids@ctbto.org](mailto: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](mailto: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](mailto: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.**



**Attachment 2**  
**Evaluation Criteria and Method**  
**RFP 2024-0074 Hotel Services for Integrated Field Exercise (IFE25)**  
**in Pasikudah, Eastern Province, Sri Lanka**

**TABLE 1**

Ref No. in TORs	MANDATORY QUALIFICATION REQUIREMENTS (PASS/FAIL)
<b>2</b>	<b>REQUIRED HOTEL FACILITY</b>
2	The hotel property shall be located within 1km/10 minutes walking distance of the prospective OSI Base of Operations which will be located at 7°55'20.35"N, 81°34'3.42"E Pasikudah Bay, Eastern Province, Sri Lanka
2	Hotel is, at the minimum, 4 stars category
2	Parking requirements as specified in the TOR
2	Availability of standard fitness/gym facilities and/or alternative recreational options including swimming pool or spa
2	The Contractor shall appoint a Point of Contact for enquiries and coordination
2	Staff shall be able to support participants in their requests in adequate English
2	The Contractor shall be able to arrange separate payment of any extra charges directly from the participant for any additional services not covered by the Commission (mimbar, spa treatments, additional beverages or consumption)
<b>3</b>	<b>REQUIRED ACCOMMODATION AND CATERING</b>
3	Minimum standard/deluxe room with ensuite bathroom, air-conditioning, secure safe, single occupancy
3	Catering: Full board basis as outlined in the TOR
3	Unlimited high-speed wireless internet in rooms, included
3	One bag of regular hotel laundry service (i.e., no dry cleaning, express service etc.) per guest, per week (seven nights), included
3	Room availability as per quantities listed in the TOR during the period of Monday 12 May 2025 to Monday 30 June 2025
<b>4</b>	<b>REQUIRED MEETING FACILITIES</b>
4	Situated at the accommodation location, Pasikudah Bay, Eastern Province, Sri Lanka
4	Unlimited high-speed wired and/or wireless internet in meeting facilities
4	Air-conditioning
4	Daily cleaning of meeting facilities and supply still drinking water and glasses as required.
4	Technical support: 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
4	Required dates for Meeting Room 1- Monday 12 May to Wednesday 25 June 2025
4	Required dates for Meeting Room 2 - Sunday 18 May to Wednesday 25 June 2025
4	Capacity Up to 50 participants conference/meeting room

Only bidders who pass all above criteria will be considered for the scoring evaluation (2nd stage)

**Table 2**

Ref No. in TOR		Points		
		Max Points	Factor	Weighted score
All	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity	5	2	10
2	Standard of the accommodation	5	2	10
2	Proximity to the base of operations	5	1	5
2	Parking facilities	5	1	5
3	Standard of the catering	5	1	5
3	Booking flexibility	5	1	5
4	Suitability of meeting facilities	5	1	5
6	Health, safety and security requirements	5	1	5
	<b>TOTAL - Technical Evaluation</b>	<b>40</b>		<b>50</b>

**OPTIONAL REQUIREMENTS**

2	Optional- Cost free late checkout	5	1	5
5	Optional - Café at the Base of Operations	5	1	5
5	Optional - Ability to offer hotel shuttles	5	1	5
5	Optional - Ability to offer airport transfers	5	1	5

The technical evaluation process will be done in two stages:

1) **Stage 1:** Technical proposals will first be evaluated against the mandatory requirements outlined in Table 1 above, on a PASS/FAIL basis. Compliance with all mandatory requirements is required in order to pass stage 1 of the technical evaluation and to be further considered for stage 2 of the evaluation process;

2) **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 above.

In order to pass this stage, bidders must obtain a points of at least **24** and in accordance with the scoring table indicated below:  
The maximum number of points is **40** with **50** in scoring weight.

**TABLE 2**

Points	TABLE 2
0	Response incomplete, inadequate and/or non-responsive to the criterion. Bidder does not clearly understand the criterion of the Terms of Reference (TOR).
1 - 2	Not satisfactory - very basic, technical, functional, or performance offered.
3	Meets the minimum requirement of the TOR
4	The criterion above minimum acceptable levels in the TOR
5	Substantially exceeds the minimum requirements of the TOR

**2. Financial and commercial 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

The weight of the technical and financial components is **60%** and **40%** respectively, subject to contractual acceptability.

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.

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  
**Hotel Services for Integrated Field Exercise (IFE25)  
in Pasikudah, Eastern Province, Sri Lanka**

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 21 (Contract Amendment) 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.

“**Work Orders (‘WO’)**” mean orders issued by the Commission which specify the (parts or portions of) Work to be performed by the Contractor upon request by the Commission in accordance with Annexes B and C.

## **2. AIM OF THE CONTRACT**

The aim of this Contract is to provide Hotel Services for Integrated Field Exercise (IFE25) in Pasikudah, Eastern Province, Sri Lanka (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**

(a) The Contractor shall commence the firm Services as defined in Section 2-4 of Annex B on the Effective Date. The Services shall be completed on 30 June 2025.

(b) The Commission shall have the right but not the obligation to request optional Services, in accordance with Section 5 of Annex B and in Annex C, under the same terms and conditions as those of this Contract. The Optional Items shall be provided by the Contractor, upon the Commission’s written request through a WO.

## **5. STANDARD OF WORK**

The Contractor shall perform the Services in a workmanlike manner in conformity with standard professional practices, using qualified personnel and in strict accordance with the Contract. 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 it shall 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**

- (a) The provisions of Clause 28 of Annex A shall apply to the Services performed by the Contractor.
- b) The Contractor shall ensure that the Commission shall experience no loss of service or support level by sub-contractors or repair agents acting on behalf of 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. This shall include, but not be limited to, work permits, visa, or similar.
- (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 the Commission's employees, other persons, as well as the Commission's property, in connection with the performance of the Services.
- (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) In any emergency affecting the safety of persons or property, the Contractor shall promptly act to prevent threatened damage, injury and loss.
- (f) 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 price of [EURO/US\$] \_\_\_\_\_ [in numbers and words], for provision of the Work in accordance with Annexes B and C.
- (ii) Subject to Clause 5 above, the prices in Annex C upon provision of Optional Items in accordance with Annexes B and C, subject to the Commission's review and acceptance.

Hereinafter referred to as the "Contract Price"

- (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 13 (e).

## 12. PAYMENT

- (a) The Contract Price shall be paid in accordance with the following payment schedule and subject to the following conditions:

[A progress payment schedule based on milestone deliveries may be included in the proposal.]

- (b) The Commission shall make the payments to the Contractor on the basis of an invoice submitted by the Contractor as per Sub-Clause 13 (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 22 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 Services 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 21 below for such reasonable time as the Commission may determine.



- (b) Any request for extension of the time for reasons referred to in sub-Clause 15 (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) General Conditions of Contract (Annex A);
- (iii) Terms of Reference (Annex B);
- (iv) 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 Parties.

## 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](mailto:procurement@ctbto.org)*

For 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](mailto:Payable_Invoices@ctbto.org)*

For related enquiries:

[Payments@ctbto.org](mailto:Payments@ctbto.org)

(b) The Contractor:

**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 sub-Clause 23 (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, Position/Title]

Date: \_\_\_\_\_

Place: \_\_\_\_\_

For and on behalf of **[CONTRACTOR]:**

---

[Name, Position/Title]

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

# TERMS OF REFERENCE

## Hotel Services for Integrated Field Exercise (IFE25) in Pasikudah, 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. Further information on CTBTO can be found at <https://www.ctbto.org/>

The On-Site Inspection Exercise Programme for 2022-2025 (CTBT/PTS/INF.1613) foresees the conduct of an Integrated Field Exercise (IFE) in 2025. The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (“the Commission”) decided at its resumed 60th Session (CTBT/PC-60/2 of 21 July 2023) to approve the Democratic Socialist Republic of Sri Lanka as the host of the next OSI IFE.

These Terms of Reference (hereinafter referred to as “ToR”) describe the requirements for hotel services (accommodation, catering and meeting facilities) for the IFE25 in the timeframe May-June 2025 for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as “the Commission”).

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

### 2. REQUIRED HOTEL FACILITY

The table below outlines general requirements for a Contractor of hotel services for IFE25.

<b>Location</b>	<ul style="list-style-type: none"> <li>▪ Pasikudah Bay, Eastern Province, Sri Lanka</li> <li>▪ The hotel property shall be located within 1km/10 minutes walking distance of the prospective OSI Base of Operations which will be located at 7°55'20.35"N, 81°34'3.42"E. (Please see Annex I below)</li> <li>▪ For operational and administrative purposes, as well as facilitating appropriate security arrangements, all required services outlined in this ToR (accommodation, catering and meeting facilities) shall be co-located within one single property.</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 25 vehicles available</li> <li>▪ Area for coach/minibus collection/drop-off available</li> </ul>
<b>Recreational facilities</b>	<ul style="list-style-type: none"> <li>▪ Availability of standard fitness/gym facilities and/or alternative recreational options including swimming pool or spa.</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>▪ The Contractor 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 Contractor shall 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 (Optional)</b>	<ul style="list-style-type: none"> <li>▪ The Contractor shall be able to offer cost-free late check-out, subject to availability.</li> </ul>



### 3. REQUIRED ACCOMMODATION AND CATERING

The numbers of rooms provided below are estimates to serve as a basis for tentative room reservations. The final, accurate requirements shall be determined in Q1/2025, and communicated to the Contractor as final participant availability is confirmed and flight/travel arrangements are subsequently made.

#### *Standard requirements*

<b>Accommodation</b>	<ul style="list-style-type: none"> <li>▪ Minimum standard/deluxe room with ensuite bathroom, air-conditioning, 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 (served from 06:30-09:30)</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 (served from 19:00-22:00).</li> <li>▪ The Contractor shall be able to offer catering services meeting specific dietary requirements (gluten/dairy free, vegetarian, vegan, halal etc.).</li> <li>▪ The Commission may provide advice or guidance on appropriate menu options to the Contractor or proposals based on extensive previous experience such as themed buffet evenings, in order to ensure that catering is suitable and satisfactory for all participants.</li> <li>▪ The Commission may request special celebratory dinner(s) including entertainment at an agreed supplementary cost – please propose some options.</li> </ul>
<b>Connectivity</b>	<ul style="list-style-type: none"> <li>▪ Unlimited high-speed wireless internet in rooms, included</li> </ul>
<b>Laundry</b>	<ul style="list-style-type: none"> <li>▪ One bag of regular hotel laundry service (i.e., no dry cleaning, express service etc.) per guest, per week (seven nights), included</li> </ul>

#### *Required dates and number of rooms*

<b>Dates</b>	Monday 12 May to Friday 16 May 2025 (4 nights)
<b>Quantity</b>	60 rooms
<b>Dates</b>	Friday 16 May to Sunday 18 May 2025 (2 nights)
<b>Quantity</b>	20 rooms
<b>Dates</b>	Sunday 18 May to Wednesday 25 June 2025 (38 nights)
<b>Quantity</b>	120 rooms
<b>Dates</b>	Wednesday 25 June to Monday 30 June 2025 (5 nights)
<b>Quantity</b>	15 rooms

Booking flexibility: with advance notice to the Contractor, the Commission shall have the right to request variations to the quantities of the required booking/services, as may be agreed between the parties and ordered by the Commission by up to a maximum of fifteen per cent (15%) increase or decrease of the total initial Contract price, without any change in the unit price or other terms and conditions of the Contract. No additional bookings/services shall be provided unless ordered in writing by the Commission.

### 4. REQUIRED MEETING FACILITIES

The tables below outline the requirements for two meeting rooms/spaces at the accommodation location. Recognising that there may be limited number of meeting rooms available, the Commission would consider the use of repurposed spaces such as a banquet hall.



**Standard requirements for all meeting facilities**

<b>Location</b>	Pasikudah Bay, Eastern Province, Sri Lanka
<b>Standard</b>	Minimum 4 star
<b>Connectivity</b>	Unlimited high-speed wired and/or wireless internet in meeting facilities
<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

**Required dates for Meeting Room 1**

<b>Dates</b>	Monday 12 May to Wednesday 25 June 2025 (45 nights)
<b>Capacity</b>	Up to 50 participants conference/meeting room, layout to be confirmed
<b>Purpose</b>	In hotel meeting facility for early morning/evening meetings for non-IT participants

**Required dates for Meeting Room 2**

<b>Dates</b>	Sunday 18 May to Wednesday 25 June 2025 (39 nights)
<b>Type</b>	Up to 50 participants conference/meeting/banquet room, layout to be confirmed
<b>Purpose</b>	In hotel meeting facility for early morning/evening meetings for IT participants

**5. ADDITIONAL SUPPORT (OPTIONAL)**

**Establishment and Operation of a “Café” at the Base of Operations**

<b>Dates</b>	Monday 19 May to Wednesday 25 June 2025
<b>Location</b>	OSI Base of Operations, Pasikudah field (7°55'20.35"N, 81°34'3.42"E)
<b>Description</b>	<p>The Commission will identify or establish a suitable location at the Base of Operations with power, for the setup of a “café” at the Base of Operations.</p> <p>The Contractor shall provide unlimited tea and coffee for up to 100 participants and up to 240 0.5l litre bottles of still water, per day.</p> <p>Additionally, the Commission shall permit the Contractor to offer additional non-alcoholic beverages or snacks to exercise participants, at its discretion, for a charge.</p> <p>The Contractor shall be responsible for all deliveries to the location, arranging staff to provide a daily service (including weekends) and clearing the refuse on a daily basis.</p> <p>If the Commission determines there will be rest days, the Commission shall inform the hotel during exercise conduct and cancel requirement for a particular day.</p>





### Hotel Shuttles

<b>Dates</b>	Monday 19 May to Wednesday 25 June 2025
<b>Description</b>	<p>The Contractor shall provide 2 (two) minivans with drivers, up to 8 seats, available 08:00-18:00.</p> <p>These vehicles will be used primarily for shuttling personnel, equipment and other material (including refuse) between the hotel and OSI Base of Operations, Pasikudah field (7°55'20.35"N, 81°34'3.42"E), and any additional nearby location if required, not exceeding an average of 100km per day.</p>

### Airport Transfers

<b>Dates</b>	Various dates in May and June 2025
<b>Route</b>	Batticaloa Airport and Hotel in Pasikudah, and vice-versa
<b>Quantity</b>	30 one-way transfers <sup>1</sup>
<b>Vehicle</b>	Minivan for up-to six passengers including luggage
<b>Description</b>	Used for transfer small groups of participants between Batticaloa Airport and the hotel location.

## 6. HEALTH, SAFETY AND SECURITY REQUIREMENTS


The Contractor shall 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.

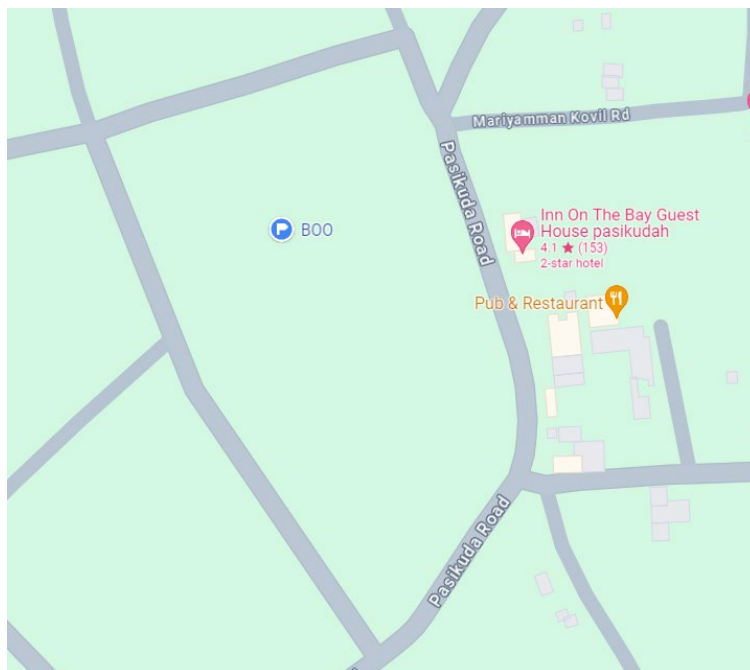
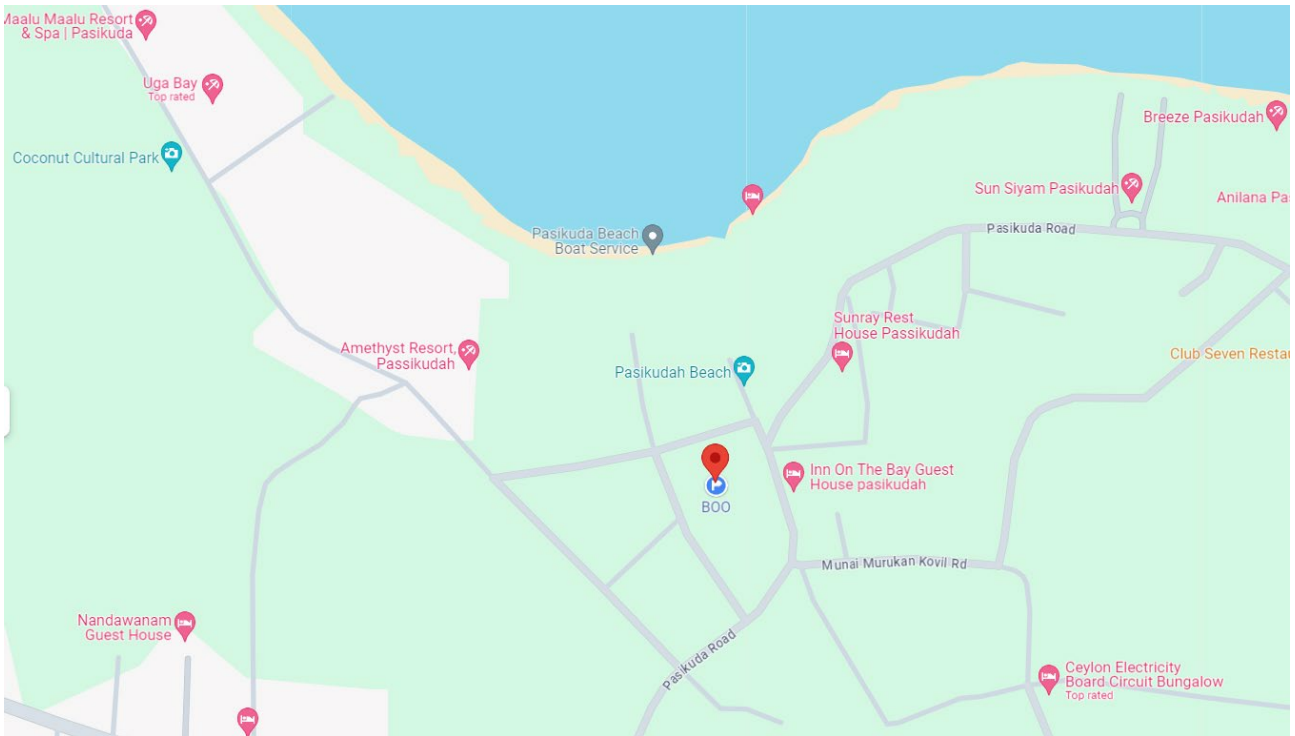
The Contractor shall liaise with and adhere to any security guidance provided by the Commission, United Nations or responsible national authorities.

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<sup>1</sup> Estimate provided for the purpose of quotation. Final requirement will be arranged with the selected contractor.

ANNEX I

The OSI Base of Operations will be located at  $7^{\circ}55'20.35''N$ ,  $81^{\circ}34'3.42''E$  , which is marked  on the map .



## 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).<sup>1</sup>
- 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.

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<sup>1</sup> 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.<sup>1</sup>

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Place (City and Country): \_\_\_\_\_

Date: \_\_\_\_\_

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<sup>1</sup> <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)		
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)**		
Organization:	Value in US\$ Equivalent:	Year:
Organization:	Value in US\$ Equivalent:	Year:
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: \_\_\_\_\_

**Bank Details**

Bank Name:  
 Bank Address:  
 Exact Account Holder Name:

**Beneficiary Details**

Beneficiary Name:  
(exactly as stated on bank statements)  
 IBAN:  
(if applicable)  
 Account number:  
 SWIFT/BIC:  
 ABA/Sort Code:

**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.