



TO: All Bidders

FROM: Ms. Sally Alvarez de Schreiner
Chief, Procurement Services Section

DATE: 19 March 2025

REF.: RFP No. 2025-0020/POLONSKAYA

EMAIL: n/a

EMAIL: procurement@ctbto.org

SUBJECT: Extension of the Deadline and Amendment to the Instructions for Preparation and Submission of Bids (Instructions) and Price List for ITB No. 2025-0020/POLONSKAYA: Call-Off Contract for Ground Transportation Service

Dear Bidders,

Reference is made to the invitation to bid (ITB) No. 2025-0020/POLONSKAYA pertaining to Call-Off Contract for Ground Transportation Services.

1. Please find attached the Clarifications No.1 to the question raised by interested bidders.
2. The Instructions for Preparation and Submission of Bids and Price List part of the ITB are hereby replaced with the attached amended versions of these documents (Rev.18 Mar 2025) (revisions are highlighted in yellow for easy reference).
3. The deadline for the submission of bids is hereby extended from 20 March 2025 to **Friday, 28 March 2025, 17:00 hours, Vienna (Austria) local time.**

Clarifications No. 1 and the revised documents above-mentioned are an integral part of the ITB documents and shall be considered in the preparation and submission of the bid.

In case you have already submitted your bid, you are kindly requested to submit a revised bid as per the new amended Price List.

We look forward to receiving your bid prior to the extended deadline for the submission of the bid on **Friday, 28 March 2025, 17:00 hours, Vienna (Austria) local time.**

Sincerely,


Sally Alvarez de Schreiner
Chief, Procurement Services Section

Attachments:

1. *Clarifications No. 1 - Questions and Answers*
2. *Instructions for Preparation and Submission of Bids- Rev. 18 Mar 2025*
3. *Price List – Rev. 18 Mar 2025*



Clarifications No. 1

<i>Item#</i>	<i>Question</i>	<i>Response</i>
1	<p>Regarding the round trips in your rate sheet I have noticed that no service duration is listed. Could you please add the service duration for the following services, otherwise it's not possible to quote rates.</p> <ol style="list-style-type: none">1. VIC- Arcotel Donauzentrum- Seibersdorf- VICE3. VIC-Seibersdorf- VIC5. Hofburg- VIC- Hofburg7. Hofburg- Seibersdorf- Hofburg8. VIC- Seibersdorf- Wiener Neustadt- Seibersdorf- VIC	<p>Please see attached updated Price List (Attachment 2), The revised includes a new column stipulating "Service Hours" in case of round-trip service.</p>
2	<p>Kindly advise if the bid can be submitted by post</p>	<p>Yes, please see attached amended Instructions for preparation and submission of Bid. By this the CTBTO allows submission of Proposals by post as an optional submission method. In addition, kindly note some other minor edits in the updated version of this document.</p>

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF BIDS – (Rev 18 Mar 2025)

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. More information can be found on the Commission’s website: www.ctbto.org.

This Invitation to Bid is for the provision of ***Ground Transportation (Passenger) Services on a Call-Off Basis*** (hereinafter referred to as the “Services”) as described in the attached Specification, including Attachments 1 and 2.

The Commission has its headquarters in Vienna International Centre (VIC), Wagramer Strasse 5, Vienna, Austria. The Commission also has premises (TeST Centre), located in 2444 Seibersdorf, Austria. For the purpose of this solicitation and evaluation of bids, these are the main sample locations indicated, to be found in Attachment 2 of the Specification, Annex B (hereinafter referred to as the “Specification”). Additional itineraries will be made and added to the Contract on a case-by-case basis.

The Commission intends to establish a Call-Off Contract for the Services with the Contractor offering the least costly technically compliant bid for this Invitation to Bid (hereinafter referred to as the “ITB”). The Work will be called-off by the Commission under separate Formal Requests for Delivery (**FRD**), each detailing the requested Services respectively. Each FRD shall be issued to the Contractor as and when required by the Commission in accordance with their relevant prices as agreed to under the Call-Off Contract. The FRD shall include all details required, point-of-origin, destination, estimated number of passengers, period, time-frame, etc.

The Bid shall meet all requirements stated in these Instructions and the Specification.

~~Bidders are required to prepare their bids based on the Specification and Attachment 1 and 2 to the Specification. The bid shall be categorized or catalogued, based on but not limited to, the following examples of cost components which may affect the prices offered:~~

~~Point of Origin/Destination – Itinerary~~

~~Distance of full journey – kilometres~~

~~Within Austria/abroad~~

~~Service Hours~~

~~Number of passengers~~

~~Size of vehicle~~

~~2. Evaluation~~

~~Attachment A (Technical Evaluation Criteria) to these Instructions contains a table with technical evaluation criteria to be used for bids evaluation.~~

~~Attachment C (Price List) to these Instructions contains the financial format required for submission of bids. For evaluation purposes, the bidders must fill out the respective prices offered per column/row. In cases where the bidder considers that additional conditions need to be considered (time of day/year/season, and/or within/outside Austria), additional price information to that effect shall also be included in the offer.~~

~~In case of an award, the following documents shall govern the Contract and in case of discrepancies or inconsistencies, the documents to prevail shall be given precedence in the following order:~~

~~The Call Off Contract;~~

~~The Commission's General Conditions of Contract (Annex A to the Contract) incorporated herein by reference <https://www.ctbto.org/sites/default/files/2022-09/CTBT-General-Conditions-of-Contract-08-10-2021-final.pdf>~~

~~The Commission's Specification (Annex B to the Contract);~~

~~The Bidder's Offer including Price List (Annex C to the Contract);~~

3. Documents included in this Invitation to Bid (ITB)

This ITB consists of the following documents:

- (a) Letter of Invitation
- (b) These Instructions for Preparation and Submission of Bids, including the Bidder's Statement and its Attachment:
 - Attachment A – Technical Evaluation Criteria
 - Attachment B - Procedure for Submission of **Electronic Offers Sealed Bids in 2 sealed files**
 - Attachment C - Price Format
- (c) The Commission's **Draft** Model Call-Off Contract
- (d) The Commission's General Conditions of Contracts (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

- (e) The Commission's Specification (Annex B), including their Attachments:
 - o Attachment No. 1 Draft Transport Schedule
 - o Attachment No. 2 Examples of Transport Itineraries
- (f) List of CTBT State Signatories, a list of which is found at www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#).
- (e) Vendor Profile Form
- (g) Statement of Confirmation.

4. Amendment of the ITB Documents

At any time prior to the closing date for submission of Bid, the Commission may, for any reason, modify the ITB 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 Bid.

5. Language of the Bid

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

6. Format and Submission of the Bid

The Bid shall be typed, dated and signed by an official legally authorized to enter into contracts on behalf of your organization. The Bid 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 Bid.

The Proposal shall be submitted electronically according to the attached "PROCEDURE FOR SUBMISSION OF ELECTRONIC BIDSOFFERS 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 C will not be considered and may lead to the rejection of the bidder from the procurement process.

Alternatively, the Bids may be submitted in physical form in two sealed envelopes as follows:

- (i) One sealed envelope shall contain 1 (one) original of the Technical Proposal clearly marked as "Original Technical Proposal". This envelope shall also contain a memory stick with 1(one) pdf of the Technical Proposal.

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

(ii) The second sealed envelope shall contain 1 (one) original of the Financial Proposal marked as “Original Financial Proposal”. The second envelope shall also contain a memory stick with:

1(one) pdf of the Financial Proposal; and

1(one) pdf of the Financial Proposal without prices

The outer envelope containing the 2 envelopes shall be clearly marked as follows:

NAME OF PROJECT: [Description indicated in Letter of Invitation]

CLOSING DATE: [Date indicated in Letter of Invitation]

CTBTO REF. NO.: [Number indicated in the Letter of Invitation]

"DO NOT OPEN BEFORE THE CLOSING DATE"

Mailing Address

The envelope containing the Original Proposal shall be sent to the following addressee:

Chief, Procurement Services Section

Office E0918

CTBTO, Vienna International Centre

Wagramer Strasse 5, A-1400 Vienna, AUSTRIA

Closing Date and Time

The Proposal shall be received by the Commission not later than the closing date and time indicated in the Letter of Invitation or as may be extended by the Commission.

The Bid 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 ITB 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 and should be sent to:

E-mail: procurement@ctbto.org

Subject: Request for Clarifications re ITB No. 2025-0020 /POLONSKAYA

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

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

8. Eligible Services

The Services to be rendered under the Call-Off Contract shall have their origin in the States Signatories of the Comprehensive Nuclear-Test-Ban Treaty (CTBT), the list of which is attached to this ITB. For purposes of this paragraph, "the origin" means the place 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 Commission's Draft Model Call-Off Contract. The terms and conditions of payment are provided therein, as follows:

Within 30 days of receipt and acceptance of the Services provided under the respective FRD and of the following documents:

- (1) Invoice(s) showing price of the Services rendered under the respective FRD issued to the Contractor. The Contractor shall submit an electronically, from the Contractor's official e-mail address in PDF format, duly signed and stamped by the Contractor and submitted to the Commission's email address specified in the Contract, Payable Invoices@ctbto.org. 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;
- (2) Acknowledgement Copy of the respective FRD with the Contractor's signature;
- (3) The Contractor's certificate, counter signed by the Consignee/end user, confirming the successful completion of the Services under the respective FRD; and
- (4) Any other relevant documents.

Applicable Taxes payable by the Supplier and/or its subcontractor(s) shall be invoiced separately or be separately identified on the invoice. Actual payment of the Taxes must primarily be supported by original documentation such as invoices, bank account statements, transfer orders, or receipts issued by the local tax or customs authorities. If submission of such original documentation is not possible for justifiable reasons, their copies could be accepted by the Commission, provided that they are duly signed and certified by local tax or customs authorities. In case the currency in which the taxes are levied is not the currency of the bank statements (or equivalent) showing the exchange rate used for the conversion shall be submitted to the Commission, in addition to any other supporting documentation. —

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

10. Content of the Bid

Bidders are required to prepare their bids based on the Specification and Attachment 1 and 2 to the Specification.

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

The Bid shall be composed of the following separate parts:

I. **Technical Bid (no pricing/financial information shall be included);** and

II. **Financial Bid;**

providing, but not limited to, the following information:

PART I: TECHNICAL BID

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

No pricing/financial information shall be included in the Technical Section of the Bid. The financial information shall include the table indicated in Section 2 of these ITB “**Price List**”.

Note however that the list/catalogue of the Services (based on, but not limited to, Attachment No. 1 and 2 of the Specification without the prices) shall also be included in the Technical Section of the Bid.

1. Personnel

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

2. Documents Establishing the Eligibility and Qualifications of the Bidder

(a) 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 and demonstrate that the Bidder has the financial, professional and technical qualifications necessary to perform the Services under the Call-Off Contract. These include, but are not limited to the following:

The Bidder shall demonstrate/confirm in the Proposal:

- all vehicles are roadworthy, fully equipped and insured that;
- all vehicles are clean and are air-conditioned;
- are capable promptly arrange a substitute vehicle and/or driver, if required;

(b) Expertise and experience of the Firm/Company: This section shall provide details regarding the experience of the organization and a list of the projects/contracts (both

completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the ITB.

The Bidder shall be able to demonstrate:

- at least 5 years of experience of successfully fulfilling similar services for international organizations or diplomatic missions;
 - experience fulfilling similar services in the last 3 years.
- (c) Management Structure and Key Personnel: This section shall provide information about the management structure and include the comprehensive curriculum vitae (CVs) of key personnel (Account Manager(s)) that will be assigned to support the implementation of the technical bid, clearly defining their roles and responsibilities. Curriculum Vitae (CVs) should establish competence and demonstrate qualifications in areas relevant to the requirements of this ITB.
- (d) In complying with this section, the Bidder assures and confirms to the Commission that the personnel being nominated are available to fulfil the demands of the Contract during its stated full term.

The Bidder shall demonstrate/confirm in the Proposal that all drivers:

- are experienced in the vehicle category being driven;
- drive in a safe manner and adhere to all national laws and regulations.

3. Bidder's Statement, Statement of Confirmation and Vendor Profile Form

The attached Bidder's Statement, Statement of Confirmation and Vendor Profile Form shall be duly filled-in, signed and submitted together with the Bid.

4. Specifications

The Bid shall include a detailed description of the Services proposed.

The Bid 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. This shall include details of warranties/manufacturer's guaranties in respect to any Equipment item.

5. Sub-Contractors

The Bid shall include names, legal status, address and qualifications of subcontractor(s), if any, involved in the Project and the scope of the subcontracted services. The bidder shall provide a statement that its organization shall be fully responsible for the performance of sub-contractor. All sub-contractors shall be legally established in one of

the CTBT states signatories.

6. References

- 1) Potential bidders shall include a minimum of 3 client references with their offer.
- 2) If after reasonable efforts, the Commission is unable to contact the client references provided by the bidder, the Commission may take the decision not to further consider the offer provided by the bidder.

7. ~~Model Call Off Contract~~

~~A statement that the bidder has carefully reviewed the Commission's General Conditions of Contract and the Draft Model Call Off Contract and agreed to all terms and conditions. As applicable, these will form part of the Contract for this procurement.~~

PART II: FINANCIAL BID

- (a) The Bid shall include the costs of the Services as per draft itineraries of Attachments 1 and 2 of the Specification.

~~(b)~~ The Bidder is required to prepare the price schedule using the attachment C – **Price List** attached to these Instructions for Preparation and Submission of Bids (ITB) and/or categorized/catalogued additional prices as suggested in Section 1 of these ITB. In particular,

~~(e)~~

~~(d)~~(b) the bid shall be categorized or catalogued, based on but not limited to, the following examples of cost components which may affect the prices offered:

- 1) Point of Origin/Destination - Itinerary
- 2) Distance of full journey - kilometres
- 3) Within Austria/abroad
- 4) Service Hours
- 5) Number of passengers
- 6) Size of vehicle

Additionally, the Commission may, from time to time, require ground transportation services to/from other point-of-origin/destinations. The Contractor's bid may therefore also include samples of itineraries based on the following categories, if deemed applicable:

- a. Kilometers in total (distance), one-way/return
- b. Kilometers on highways that may include road tolls
- c. Kilometers in Austria or abroad
- d. Number of service days
- e. Temporal period of service (winter/summer)
- f. Size of the vehicle
- g. Service time (hours for the driver/coach, day/night etc.)

~~(e)~~(c) In presenting the cost for each item, adequate justification and calculation must be included in the cost. All individual costs shall be stated in EURO.

~~(f)~~(d) 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.

(1) *For Austrian companies*

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

(2) *For European Union (EU) Companies*

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

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

8.7. Completeness and Correctness of the Bid

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

9.8. Evaluation of the Bid

(a) The technical evaluation ~~will be conducted shall include the following based on the evaluation criteria indicated in Attachment A:~~

~~(i) — compliance with the Specifications;~~

~~(ii) — supplier's qualifications;~~

(b) The Financial Bid of bidders passing the technical evaluation shall be evaluated as follows:

- (i) contractual compliance;
- (ii) commercial acceptability.

- (c) The Commission, based on the evaluation method given above, will determine the Bid which is the “*least costly technically acceptable Bid*”. Bidders are expected to comply with all the provisions of the Commission’s General Conditions of Contract. Any deviation to these provisions may be a factor in the Commission’s award decision.
- (d) To assist in the examination, evaluation and comparison of bids, the Commission may, at its discretion, request any Bidder to clarify its Bid. The Commission’s request for clarification and the Bidder’s response shall be in writing.

13. Correction of Errors

The Commission will check the Bid 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. Validity of the Bid

The Bid 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.

15. Negotiations of the Bid and Award

The Commission reserves the right to request clarifications on the Bid and to enter into negotiations regarding technical or commercial aspects of the Bid before awarding the Contract under this ITB. If and when the Bid, including any amendment resulting from such negotiations, is fully agreed, the Commission will notify the bidder in writing.

The Commission also reserves the right to split the award for this project if so deemed desirable.

16. Modification and Withdrawal of Bid

Bidders may modify or withdraw their Bids after its submission, provided that written notice of the modification or withdrawal is received by the Commission by the closing date for the submission of the Bid. The Bid may not be modified subsequent to the closing date.

17. The Commission’s Right to Reject the Bid

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

18. Costs of preparation and submission of the Bid

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

19. Proprietary Information

All documentation and information contained in this ITB 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 ITB or otherwise without prior written agreement of the Commission.

20. Use of former Preparatory Commission for the CTBTO (“Commission”) employees in the preparation of Bids

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 Bid or the procurement process if the person:

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

BIDDER'S STATEMENT
PLEASE FILL THIS FORM & SUBMIT WITH THE BID

Delivery Time: N/A

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

List of recommended consumables and spares including prices and details on local availability, if applicable (please tick):
 For one year period For a period ofN/A.....

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

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

State country of origin or assembly of all items quoted: N/A

Quantity discount and early payment discount (if any):

Include documentary evidence of qualifications to perform the order, which shall establish to the Commission's satisfaction that the bidder has the financial, technical and production capability necessary to perform the order in its entirety and to provide spare parts and other necessary on-going services as required.
 Included in this Bid : **Yes** **No**

Confirmation that the bidder has reviewed the Commission's General Conditions of Contract and the Commission's Model Draft Call-Off 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 X
Remarks:

Name:
Name & Title of Contact Person:
Signature & date: