TO: ALL BIDDERS
FROM: Courtney Linley
Chief, Procurement Section

DATE: 25 June 2021
REF.: ITB No. 2021-0050/THORVALDSOTTIR

TEL. NO.: +43 1 26030 6350
EMAIL: procurement@ctbto.org

SUBJECT: Clarification No. 2 to ITB No. 2021-0050/THORVALDSOTTIR
“Provision of Field Deployable Tent Infrastructure, Accessories and Equipment for Base of Operation”.

Dear Bidders,

Please find attached the response to queries raised by a potential bidder in respect to ITB No. 2021-0050/THORVALDSOTTIR "Provision of Field Deployable Tent Infrastructure, Accessories and Equipment for Base of Operation”.

Please take the response into account in the preparation and submission of your Bid. Please note that previous questions and answers have been grayed out.

We are looking forward to receiving your Bid prior to the extended closing date on 30 June 2021, 17:00h Vienna local time.

Kind regards

Courtney Linley
Chief, Procurement Section
### Questions from Bidders

#### Question 1
Please indicate typical volume/quantity in each delivery of equipment. It is huge differences in prices (product and freight) on e.g. 1 unit, 4 units or 10 units or more.

#### Question 2
Please indicate expected typical numbers per year. E.g. 20, 50, 100 tents per year (different sizes as well?). This is very important to enable us to make agreements with sub-suppliers for a realistic volume.

#### Question 3
In regards to Entrance, please confirm whether this shall be added on the outside of the tent. Please indicate preferred size, given the door is WxH=1.2x2.1m. Can this be an open entrance or closed with walls and additional door? Any ducts into main tent or to the outside? Does the Commission require flooring in the entrance?

#### Question 4
In regards to Emergency lights: Please advise whether these should be without or with battery back-up within the light.

### Answers from the Commission

#### Answer 1
A typical order in the past has been done in around 4 units per order. If it is a new product, the Commission would like to test it; usually we have purchased 1, then more if it was found suitable. This contract is for maintenance and replacement of our existing holdings so a major order of 10+ in one year is unlikely. The Commission primarily looks at the technical offer, before the financial offer so a base price for freight per one unit/EU Pallet with a note that larger orders may have a different price for freight would be acceptable for the assessment of bids.

#### Answer 2
As per question 1 above, this contract is for maintenance and replacement of existing holdings. Planning figure of the maximum of 10 tents in one year, but more likely 4-8 tents ordered. Majority of the Commission’s holdings are 5x6m tents or 8x10m meeting tents.

#### Answer 3
Entrance is optional to be added to the outside and not often ordered by the Commission. Open entrance is acceptable to the Commission. Usually no additional walls and door are required. The Commission is always open to consider new designs offered and consider purchasing for trial. No ducts into main tent to the outside have been purchased or used so far. Flooring may be considered to help in softer terrain or wet conditions to support keeping the inside of the tents cleaner/drier over long periods.

#### Answer 4
The Commission’s preference is with battery back-up to light exits in case of a power outage in the field.
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<th>Question 5</th>
<th>Answer 5</th>
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<td>Please advise which connector shall be used on the power distribution box to the external main supply. Please also advise whether the Power Distribution box shall be used only for the delivered electrical devises or also other devices. If possible, please indicate the approximate number of 240/400VAC connectors required.</td>
<td>Power distribution boxes connect to the external main supply by three phase + Neutral +Earth (Ground). (3P+N+E). Power distribution box may be used for delivered devices (eg tent lights), as well as other devices (for example field heater, laptop, phone chargers). The approximate number of 240/400VAC connectors per distribution box is 4-8.</td>
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<th>Question 6</th>
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<td>It is written DAP or DDP delivery (5.2.1) and DAP in Part II.i, we will then quote DAP, please confirm that this is acceptable.</td>
<td>The Commission accepts deliveries based on DAP Incoterms 2020.</td>
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<th>Question 7</th>
<th>Answer 7</th>
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<td>In regards to Transport Insurance, please provide your assumed maximum value per shipment.</td>
<td>Estimated max value per shipment is EUR 100,000.00</td>
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<th>Question 8</th>
<th>Answer 8</th>
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<td>In regards to Field Sinks, please explain the type of connections (annex B 2.C): Easy integration with existing water and sewage system for the BOO.</td>
<td>The current holdings of water heaters, PDF Data sheet is attached, and a link below to the water pump product. <a href="https://www.zelte.de/versorgungseinheit-wasser.html">https://www.zelte.de/versorgungseinheit-wasser.html</a> Please refer to Attachment No. 1 and Attachment No. 2 for easier reference.</td>
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<th>Question 9</th>
<th>Answer 9</th>
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<td>Please advise where to find the instructions to submit electronic bids.</td>
<td>The Commission apologizes for not providing these instructions with the solicitation package. Please find attached Supplier Instructions for Submitting Sealed Bids. Please note that the deadline for submission of Bids has been extended to 30 June 2021, 17:00 CET.</td>
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PROCEDURE FOR SUBMISSION OF ELECTRONIC BIDS IN 2 SEALED FILES

Given the current logistics restrictions at the Vienna International Centre as a result of the COVID-19 situation, the Commission invites you to submit your sealed bids in response to Invitation to Bid No. 2021-0050: Provision of Field Deployable Tent Infrastructure Accessories and Equipment for Base of Operation

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 technical bids and financial bids (labeling 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 Bid only (in accordance with the below instructions)!

Step 2: After the Commission has performed the evaluation of the Technical Bids, if your Technical Bid is considered to be acceptable, the Commission will request the encryption key (password) for the Financial Bid you have already submitted by the Tender Deadline.

Should you have any questions, please send an email to 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 bids will not be accepted.

INSTRUCTIONS:

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)

In LINUX, you can use, for instance, ‘sha1sum’ on the command line.

Creating the archives for submission

Regardless of whether the bid 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 bid in the required format: assuming you are supplier “SOFTCOMP” and have the following files related to the bid for “RFP 2020-0010/EDWALD”. *(You will need to replace these elements with the real information for your actual bid.)* 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 bid component; the Financial bid component is similar.

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 bid in question: the actual company indicator, and the actual RFP identification string. Note that it is not possible to put a slash “/” in the filename, 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 bids.**
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 hasn’t 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, (e.g. 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.)
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 Bid and the Financial Bid archives as attachments. The text of the email should contain the SHA1 information for both archives.

   **SEND THIS TO:** 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 Bid” the contents of which must contain the Encryption Key for the Technical Bid (the password you used when creating the Technical Bid). (Again, note the underscore between ‘bid’ and ‘keys’.)

   **SEND THIS TO:** bid_keys@ctbto.org

   **IMPORTANT NOTE:** As stated above, only send the Encryption Key for the Technical Bid to the bid_keys@ctbto.org mailbox when sending your Technical and Financial Bids to the sealed_bids@ctbto.org mailbox. You shall only send the Encryption Key for the Financial Bid
to the Commission if and when informed by the Commission that your Technical Bid had been evaluated as “technically acceptable”.

The Financial Bid Encryption Key will need to be provided by you to the same e-mail (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 Bid”. If your Bid is not considered “technically acceptable”, the Commission will not request an Encryption Key for your Financial Proposal, and it will remain unopened.

As mentioned above, should you have questions or difficulties, please send an e-mail to 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 bids will not be accepted.