TO: All Bidders  
FROM: Courtney Linley  
Chief, Procurement Section  
DATE: June 11, 2021  
TEL. NO.: +43 1 26030 6350  
EMAIL: procurement@ctbto.org  
REF.: ITB No. 2021-0064/BOVÉ  
TEL. NO.: +43 1 26030 6350  
EMAIL: procurement@ctbto.org  

SUBJECT: Clarifications No.1.  
ITB No. 2021-0064/BOVE for the Supply of Filter Material for Cinderella Air Sampling Stations.

Dear Sir/Madam,

Please find attached responses to queries raised by interested bidders in respect to the above mentioned ITB No. 2021-0064/BOVÉ.

Please take these responses into account in the preparation and submission of your bid.

We are looking forward to receiving your bid prior to the submission deadline.

Kind regards,

O.I.C.

Courtney Linley  
Chief, Procurement Section
<table>
<thead>
<tr>
<th>Item#</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Please be advised that there is a minimum order requirement for the Whatman filters for Cinderella Stations. The minimum order quantity is 10,400 pieces, or 208 packs of 50. As such, we respectfully request that CTBTO issue an amendment to the ITB increasing the quantity from 10,000 units to 10,400 units.</td>
<td>The quantity of 10,400 units is acceptable. The Terms of Reference (TOR), technical evaluation criteria and price schedule form have been updated accordingly and are attached to this Clarifications.</td>
</tr>
</tbody>
</table>
| 2     | With reference to the Whatman GF-10 filter material specifications in the ITB, may I please have the **part number**? Could CTBTO provide a picture of the items together with the part number? | Please be advised that the part number can be different for the same item. We kindly ask you to comply with the technical specification in the TOR:  

**Whatman GF-10 Filter Material**  
Dimensions: 285 (+/-2) mm x 458 (+/-2) mm |
### Technical Evaluation Criteria

The Bid shall include supporting documentation for the technical evaluation.

<table>
<thead>
<tr>
<th>No.</th>
<th>Criteria</th>
<th>Requirements</th>
<th>Compliance (Pass/Fail)</th>
<th>Supporting Documentation (Attachments shall be clearly labelled with the relevant section and subsection (e.g. 1 - Technical Bid; Manufacturer’s Authorisation for Selling Products, 2 - Technical Bid; Certificate of Incorporation))</th>
<th>Supporting Documentation attached (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bidder’s Qualifications and Eligibility</td>
<td>In the case a Bidder offers to supply goods, which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the Goods’ manufacturer or producer to supply the Goods in the country of final destination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Bidder’s Qualifications and Eligibility</td>
<td>The Bidder has the financial, technical, and production capability necessary to perform the supply under a contract</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Type of Filter, Dimension, Quantity</td>
<td>Whatman GF-10 Filter; 285 (+/-2) mm x 458 (+/-2) mm; 10,000 pcs (Section 2 of the Terms of Reference)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Packing and labelling</td>
<td>50 sheets in 1 pack; 8 packs in 1 carton box; 26 carton boxes; (Section 3 of the Terms of Reference)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Batch and lot number</td>
<td>Filter sheets shall come from the same batch of filter material. Filter batches shall not be mixed in the same carton box (Section 3 of the Terms of Reference)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Delivery lead time</td>
<td>Within 3 (three) months after confirmation of Purchase Order</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* No deviations are allowed. Only the Bids that comply with these requirements and contain the supporting documentation will be accepted for further evaluation. Once the technical evaluation is completed, the Commission will evaluate the Financial Bids of those bidders who have passed the technical evaluation. Please refer to section 12 of the Instructions for Preparation and Submission of Bids for more details.
ANNEX B

TERMS OF REFERENCE

THE SUPPLY OF WATMAN FILTER MATERIAL
FOR CINDERELLA AIR SAMPLING STATIONS

1. BACKGROUND INFORMATION

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 setting up 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 337 stations worldwide, a communications system, an international data centre and on-site inspections to monitor compliance.

The Commission has a number of Cinderella Air Sampling Stations that need filter material for its functional use. Due to the sometimes unfavourable physical conditions in which the filter material is stored at the station field locations, the Commission has special requirements regarding the number of filter sheets in one pack/bag.

The Commission outlines here the Terms of Reference (ToR) that the Contractor shall use as the basis for the supply of filter material to the Commission.

2. TECHNICAL SPECIFICATIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whatman GF-10 Filter Material</td>
<td>10 400 (Ten thousand four hundred)</td>
</tr>
<tr>
<td>Dimensions: 285 (+/-2) mm x 458 (+/-2) mm</td>
<td></td>
</tr>
</tbody>
</table>

3. PACKING AND LABELLING

The filters shall be packed in packs of 50 sheets each, and then put 8 packs in one carton box. Each box shall be properly packed preventing the content from moving around / damages.

Each pack should have a label with minimum information, inter alia:

- The number of sheets
- Batch/Lot Number
- Date of production (refer to the production date of the filter material)

For this order, filter sheets shall come from the same batch of filter material. If possible, filter batches should not be mixed in the same carton box.
Each box should have a label with minimum information, inter alia:

- The number of sheets
- Batch/Lot Number

Any repacking of sheets necessary to comply with the above requirements shall be conducted carefully to protect the filters sheets from contamination, such as dust, dirt, and particles. Any packing/repacking of sheets that does not comply with the above requirements shall not be accepted.

4. DELIVERY

Delivery terms: DAP (INCOTERMS 2010) Vienna, Austria.

Delivery within 3 (three) months after signature.

Delivery address:

CTBTO/PTS/IMS/MFS/LS
Equipment Managers
Vienna International Centre
Wagramerstrasse 5
A-1400 Vienna
AUSTRIA

Tel.: +43 1 26030 6452
Email: logistics@ctbto.org

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The Bidder is required to prepare the Price Schedule using the form below. The Price Schedule must provide a detailed cost breakdown of all goods and related services to be provided, from unit price to total prices.

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Currency (EUR/USD)</th>
<th>UN ROE as of June 2021</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Sub-total Price</th>
<th>Freight, packing and handling, insurance, customs clearance (if applicable) and local delivery (DAP, INCOTERMS 2010) door-to-door to the CTBTO, Vienna, Austria</th>
<th>VAT/GST/Sales Tax (If applicable)</th>
<th>Total Price (DAP, incl. VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10,400.00</td>
<td></td>
<td>0.00</td>
<td>Freight, packing and handling, insurance, customs clearance (if applicable) and local delivery (DAP, INCOTERMS 2010) door-to-door to the CTBTO, Vienna, Austria</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>