
TO:	All Bidders	FROM:	Nodira Alimdjanova OIC Chief, Procurement Section
DATE:	5 July 2022	REF:	ITB No. 2022-0048/Chaudhry <i>U</i>
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EMAIL:		EMAIL:	procurement@ctbto.org
SUBJECT:	Clarifications No.1 – ITB No. 2022-0048/Chaudhry “Provision, Installation, Configuration, Testing and Maintenance of the Multimedia solution for the Executive Meeting Room”		

Dear Sales Manager,

With respect to ITB No. 2022-0048/Chaudhry (“Provision, Installation, Configuration, Testing and Maintenance of the Multimedia solution for the Executive Meeting Room”), please note that the Non-Mandatory Site Visit scheduled on 4 July 2022 is postponed to:

Wednesday 6 July 2022 at 10:00 hours Vienna, Austria time

Bidders shall advise their wish to attend the Site Visit by **return email to procurement@ctbto.org not later than 15:00 hours Vienna, Austria time on Tuesday 5 July 2022**. The name and position of the participants shall be provided for registration confirmation. Such registration confirmation from the CTBTO is required for participation in the Site Visit. No registrations will be accepted after this time.

Please find attached for your information CTBTO General Guidelines for Site Visits on the Non-Mandatory Site Visit at the Commission.

We are looking forward to your participation.

Kind regards,



Nodira Alimdjanova
OIC Chief, Procurement Section



GENERAL GUIDELINES FOR SITE VISITS

1. The purpose of the site visit is to allow prospective bidders to acquaint themselves with the work site, the general RFP requirements and provide related clarifications.
2. Bidders' participants are required to arrive at 09:30 hours Vienna local time, at the Vienna International Centre, Vienna, Austria (VIC) in order to initiate and complete check-in procedures and security clearance. To this aim, each of the bidder's participants shall be in possession of a photo identification document for verification of their identity by the security staff of the Vienna International Centre.
3. The CTBTO representative(s) will meet and gather all bidders' participants at the entrance of the Gate 1 of the VIC and will accompany and remain with them during the site visit. Bidders shall not wonder alone on the premises.
4. Bidder's participants shall wear their visitor's badges in a visible manner and remain close to the CTBTO representative(s) while at the premises. Failure to comply with the security requirements will result in the Bidder's participant(s) being denied access to the VIC or invited to leave the premises, as appropriate.
5. Each participant will be required to sign an attendance record. Their identity must be verified by an CTBTO representative against a photo identification document.
6. Bidders may make measurements of the Executive Meeting Room and take photos. Bidders shall not make voice/video recordings during the site visit.
7. Participants shall act and communicate in a professional, courteous manner and adhere to the highest ethical standards in accordance with the RFP.
8. Participants shall behave in a professional manner and adhere to the highest ethical standards.
9. Bidders wishing to pose a question at the site visit shall do so in an orderly manner, following the lead from the CTBTO representative. The questions shall be heard by all, attendees, and, unless otherwise permitted by the CTBTO representative, only during the Q&A session.
10. Questions posed at the site visit shall be made in public to be heard by all participants. No bidder shall ask questions and the CTBTO representatives will not provide a response on individual basis and for matters exclusively related to the requirements set forth in the RFP documents.
11. Under no circumstances shall the CTBTO representatives enter into an open-ended discussion with the other participants. If questions asked cannot be answered during the course of the site visit, the answers will be provided by the CTBTO in writing to all bidders and published after the site visit as per below.

12. No fraternization will be allowed between bidders, the CTBTO and any other participants. The CTBTO representative will not hold personal or separate meetings/discussions with bidders, including during any break(s) time.
13. Responses/clarifications/information provided to bidders will be limited to the RFP requirements.
14. Any attempt to influence the CTBTO representatives may result in the rejection of the Proposal.
15. Upon completion of the site visit, bidders' participants will be guided back to the exit of the VIC. No Bidder shall remain at the premises after the site visit is concluded.
16. Following the site visit, no bidder shall contact directly the CTBTO on any matter relating to this procurement process. Any request for clarifications shall be submitted exclusively to in accordance with the RFP documents.
