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TO: ALL BIDDERS FROM: Sally ALVAREZ DE SCHREINER
DATE: 22 November 2022 REF.: Chief, Procurement Section
RFP No. 2022-0120/STOMOV
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BA



SUBJECT: Clarification No.1 - RFP No. 2022-0120/STOMOV
Metrological Services to Support the IMS
waveform Monitoring Technologies

Dear Bidders,

Please find attached responses to queries raised by interested bidders in respect to Request for Proposal No. 2022-0120 "Metrological Services to Support the IMS waveform Monitoring Technologies".

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

We look forward to receiving your proposal before the deadline of 15 December 2020, 17:00 CET.

Best regards,



Sally ALVAREZ DE SCHREINER
Chief, Procurement Section

Request for Proposal No. 2022-0120
pertaining to the “Metrological Services to Support the IMS waveform Monitoring Technologies”
Clarification No.1

Questions from Bidders	Answers from the Commission
<p><u>Question 1</u></p> <p>Is the intention that I should use BOTH Table A-1 and Table A-2 to format the technical parts of the proposal? The guidance is clear that Table A-1 should be used but does not mention A-2. My issue is that the column width for the Bidders Statement is not very large, however, I am sure I can adjust this to suit.</p>	<p>Bidders shall prepare their offers following the “Mandatory Outline and Requirements of the Technical Proposal” provided in Attachment 1 of the RFP. The Evaluation Criteria (Attachment 2) is provided for bidder’s information on the evaluation criteria and method applicable to this solicitation..</p>
<p><u>Question 2</u></p> <p>Could you please clarify what the “Financial Statement without Prices” should include (Ref: Clause 9 “Preparation of the Proposal” on p3 of 7). My proposal is for the supply of services rather than goods, so it will only include day rates for onsite and offsite work (and maybe travel cost estimates). I presume that the number of days cannot be estimated until a specific scope of work is available and an FRD issued, and that I should simply use the indicative number of days (In attachment 3) for the time being. Is this correct?</p>	<p>“Financial <u>Proposal</u> without Prices” is a copy of your Financial Proposal, but the <u>prices</u> should not be indicated in this document.</p> <p>Yes, this is correct. Bidders shall use Attachment 3 (Format of Financial Proposal) for the preparation of their Financial Proposal. The document includes Table 1 with estimated man-days for evaluation purpose, and Table 2 for bidders to indicate the person-day rates for off-site and on-site works.</p>
<p><u>Question 3</u></p> <p>[...] I understand that CTBTO is exempt from VAT, so I must include this in my costing. In clause 8 (Type of Contract and Payment) on page 2 of 7, it asks for taxes to be separately identified. Do I need to do this for [...]VAT? I believe this is the only type of tax connected with my proposal. I could for example, say “The bidder is registered for VAT in [...] and VAT (currently at 20%) should be added to the prices quoted in the Financial Proposal, unless exemptions apply”. Would this be sufficient?</p>	<p>Yes, bidders must identify separately any applicable taxes.</p>
<p><u>Question 4</u></p> <p>We may need to use sub-contractors to fulfil some of the work packages, subject to specific work requests. Do sub-contractors need to be identified and named in the proposal, or can this be done in response to specific requests for work, giving only a general statement in the proposal about the potential to sub-contract work and our associated responsibilities?</p>	<p>Subcontractor must be identified in the proposal. Please refer to the RFP Instructions: “Sub-Contractors</p> <p>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 Member States.”</p>
<p><u>Question 5</u></p> <p>Much of the Supplier’s Statement seems to relate to the supply of goods. Is it acceptable to state Not Applicable, even for the ‘Delivery Time’ field?</p>	<p>It is acceptable to state “Not Applicable” to relevant fields, but bidders shall fill-in all other relevant parts such as acceptance of “CTBTO’s Terms and Conditions”.</p>