




TO: All Bidders

FROM: Sally Alvarez de Schreiner
Chief, Procurement Services Section

DATE: 19 February 2024

REF.: RFP No. 2024-0015/ SANZ 

TEL. NO.:

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EMAIL:

EMAIL: procurement@ctbto.org

SUBJECT: **2nd Extension of Deadline, Clarifications No. 1 and revised documentation**
RFP 2024/0015/SANZ - Provision of Event Management Services for OSI Build-Up Exercise 2024

Dear Bidders,

In reference to request for proposal (RFP) No. 2024-0015/SANZ concerning “Provision of Event Management Services for OSI Build-Up Exercise 2024”:

- Please find attached the **Clarifications No. 1** to questions raised by interested bidders.
- The **Terms of Reference, Technical Qualification Compliance Form** and **Format of Financial Proposal** documents part of the RFP are hereby replaced with the attached amended version of these documents (Rev. 14 March 2024) (revisions in track changes and highlighted in yellow for ease of reference).
- The **deadline for the submission of proposal is hereby extended** from Monday 18 March 2024 to **Friday 22 March 2024, 17:00 hours, Vienna (Austria) local time.**

Please take all of the above and attached documentation into account in the preparation and submission of your proposal. In case you have already submitted your proposal, you are kindly requested to submit a revised proposal as per the new amended Terms of References, Technical Qualification Compliance Form and Format of Financial Proposal.

We are looking forward to receiving your proposal prior to the extended deadline for the submission of proposal on 22 March 2024, 17:00 hours, Vienna (Austria) local time.

Sincerely,


Sally Alvarez de Schreiner
Chief, Procurement Services Section

Attachments:

1. *Questions and Answers – Clarifications No. 1*
2. *Terms of References – Rev. 14 March 2024*
3. *Technical Qualification Compliance Form – Rev. 14 March 2024*
4. *Format of Financial Proposal – Rev. 14 March 2024*

Item#	Question	Answer
1	With regard to the LOT 4 - are these vehicles intended to be taken off road and if so, to what extent?	The vehicles are mostly going along tarmacked roads with only minor distances to be covered on unsealed tracks or surfaces. Accordingly, off-road driving in the sense of going off-track through the bush is not foreseen.
2	With regard to the Lot 4 - if vehicles are to be taken off road, who will be responsible for payment of insurance excess in the event of damage to the vehicles in being off road?	Vehicles are not meant to be taken off-road. Regardless of this, the Contractor should indicate the applicable excess, if any, for comprehensive insurance coverage.



TERMS OF REFERENCE

Provision of event management services for OSI Build-Up Exercise 2024

1. INTRODUCTION

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 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 (OSI) to monitor compliance with the Treaty. More information can be found on www.ctbto.org.

The On-Site Inspection Exercise Programme foresees the conduct of a Build-Up Exercise (BUE/BUE24) to be conducted between the **16 June and 6 July 2024** in Hungary. The main site of the exercise (hereinafter referred to as “Base of Operations (BOO) location”) is planned to be the grounds of a land of the “Mátra Erdészeti, Mezőgazdasági és Vadgazdálkodási Szakképző Iskola és Kollégium”, in 3232 Gyöngyös - Mátrafüred, Erdész utca 11. Accommodation for the BUE24 participants will be provided at the nearby Avar Hotel Mátrafüred, in 3232 Gyöngyös - Mátrafüred, Parádi út 10.

2. OBJECTIVES

These Terms of Reference (hereinafter also referred to as “ToR”) describe the requirements for event management services to be provided to the Commission at and from/to the BOO location for the BUE. They include services for facility support and transportation services. The Contractor shall carry out the Services in accordance with the requirements specified in these ToR in the most cost-effective manner possible.

3. SCOPE OF THE WORK AND DELIVERABLES

The Contractor should provide integrated event management, supporting and ensuring the smooth implementation of services listed in these Terms of Reference.

Responsibilities of the Contractor – Tasks:

- Close coordination with the BUE24 exercise management team throughout the exercise,
- Be able to communicate effectively and work flexibly with the BUE24 exercise management team
- 24/7 on-call availability for service status updates for the services and schedules required under each LOT.
- Coordinating the delivery of required services with all suppliers and subcontractors.
- Continuous monitoring of service delivery schedules including interactions in advance with suppliers for full and timely deliveries.
- Support in resolution of issues with the suppliers engaged by the Event Manager in case BUE24 exercise management team assesses the deliveries as non-compliant with requirements.
- Provide its own infrastructure, hardware and software environment as necessary for the Contractor to perform the services.
- Deliver on-call services within the given notice period as required in these ToR.

LOT 1. Security Fencing

Security fencing is required at the BOO location:

- Provision, installation and removal of security fencing around the BOO perimeter with approx. 450 meters in total length. The ruggedness of the installation such as in relation to inclement weather/winds must comply with standards for demarcation fencing of building sites.

Delivery and installation of the fencing must be completed during the week 10-14 June 2024 in coordination with the logistics team of the Commission. Removal of the fencing shall take place after completion of the exercise as part of the site remediation services during the week 8-12 July 2024.

LOT 2. Security Services

Security services are required at and from/to the BOO location, including:

- a) Access control services at the BOO location during operating hours (08.30-17.30 hours) to ensure that no unauthorized personnel or vehicles access the site (min. 1 guard on duty on site).
- b) Nighttime security services including foot patrol to secure the BOO location after hours/during nighttime (min. 2 guards on duty on site).
- c) On-call (24-hour notice) day-/nighttime security services (min. 2 guards on duty call) including vehicle and foot patrols to secure equipment at selected locations located within not more than 45 km radius from the BOO location.

On site security and access control services are required from 11 June to 9 July 2024.

LOT 3. Facility Support

Facility support services are required at the BOO location, including:

- 3.1 Provision, installation, servicing and removal of toilet facilities.
- 3.2 Provision of waste collection services.
- 3.3 Provision of diesel fuel and filling services.

3.1 Toilet facilities

Toilet facilities and services compliant with the local health and safety regulations shall be available during the period of 11 June -9 July 2024 and consist of:

- a) One or more trailer(s)/container(s) providing in total min 2x4 water closets or chemical toilets along with handwashing facilities for separate use by females/males and a total of up to 50 people.
- b) Minimum 4 individual chemical toilets with accessories for up to 10 people each.
- c) Standby capacities for 4 individual chemical toilets for up to 10 people each, with accessories for possible deployment, servicing and removal with 24-hour notice within a radius of not more than 30 km from the BOO location.
- d) Daily (once per day) servicing including cleaning, functionality checks and restocking of consumables.

3.2 Waste collection services

Waste collection services shall be available during the period 11 June-9 July 2024 in compliance with the local environmental regulations. The Contractor shall supply, delivery and remove waste containers for household waste, plastic waste and paper to a selected waste collection area at the BOO location, including:

- a) 4 containers with a capacity of 2 m³ each shall be delivered (2 for general waste, 1 for plastic, 1 for paper).
- b) Collection and removal of all waste types once per week.
- c) Standby capability for additional waste collection and removal with 24-hour notice.

3.3 Fuel delivery

Fuel delivery and filling services shall be provided for the operation of diesel generators at the BOO location. The following amounts/schedules are expected/ anticipated:

- a) One delivery and filling service for an estimated amount of 1200-1400 l diesel per week during the period 13 June-4 July 2024 (exact delivery schedule to be determined).
- b) Standby capacities for up to 1000 l diesel with 24-hour notice.

LOT 4. Field Transportation

Vehicles to be provided by the Contractor:

- 15 large 4WDs pick-up trucks (e.g., Toyota Hilux double cab, seating for 4 passengers).^{1,2}
- 1 transport van (e.g., Ford Transit, min 1 ton loading capacity and approx 10 m³ volume).

¹ At least one vehicle should be fitted with a tow hook.

² Alternatively, a combination of min ~~10~~ **8** 4WDs pick-up trucks and ~~5~~ **2** SUVs or ~~smaller-higher~~ numbers ~~with a minimum of 8 vehicles~~ in similar configuration may be acceptable.

The Contractor must ensure that:

- 4WDs are available for the period 19 June 2024, 08:00 to 5 July 2024, 17:30.
- Up to 3 4WDs are available on standby with 48-hour notice during the periods 11-15 June 2024 and 7-10 July 2024.
- 1 transport van is available on standby with 48-hour notice during the period 17 June 2024, 08:00, and 6 July 2024, 17:30.
- All vehicles are roadworthy, equipped with functioning seat belts and fully insured.
- All vehicles are clean and are airconditioned.
- Any vehicle breakdowns or servicing requirement are attended to promptly and substitute vehicles are arranged promptly, if required.

OPTIONAL: In relation to the above-mentioned vehicles, the Contractor shall provide :

- a) Drivers, trained for vehicles.
- b) Transport of personnel and hand-carried equipment to selected field site(s) located within a radius of not more than 45 km from the BOO location.
- c) 4WDs service daily during the period 19 June 2024, 08:00, and 5 July 2024, 17:30.
- d) On-call 4WDs service of up to ~~5~~ 3 vehicles with 48-hour notice during the periods 11-15 June 2024 and 7-10 July 2024.
- e) On-call transport van service with 48-hour notice during the period 17 June 2024, 08:00, and 6 July 2024, 17:30.
- ~~f) Optional requirement: Transport van service daily during the period 17 June 2024, 08:00, and 6 July 2024, 17:30.~~

~~The exact dates and times of the required field transport services will be confirmed in advance with the Contractor.~~

Contractor's requirements for LOT 4:

If offering drivers and related services, The Contractor shall:

- Provide drivers with valid driving licences.
- Ensure that drivers have appropriate experience in transport of passengers/equipment, drive carefully, obeying all road regulations.
- Provide drivers who speak and/or understand elementary instructions in English.
- Arrange substitute driver(s) promptly, if required.
- Arrange appropriate catering or allowances for the drivers.

The exact dates and times of the required field transport services will be confirmed in advance with the Contractor.

LOT 5. Shuttle Services

Shuttle services for personnel are required from/to the BUE24 accommodation (Avar Hotel Mátrafüred) and the BOO location, including:

- a) Provision of transfers by up to 4 mini-coaches (each with driver and seating for up to 20 passengers plus luggage) between the Budapest Ferenc Liszt International Airport and the Avar Hotel Mátrafüred, per schedule, with current estimate of about 20 transfers in total, however this is only an indicative volume, the requirement could be less or more, to be agreed in advance with the Contractor.
- b) Provision of transfers by 1 mini-coach (with driver and seating for up to 20 passengers plus luggage) between the Greater Vienna area in Austria (e.g., Vienna International Centre, Schwechat Airport) and the Avar Hotel Mátrafüred in Hungary, upon request.
- c) Provision of shuttles within and around Mátrafüred by 2 mini-coaches (each with drivers and seating for up to 20 passengers) between the Avar Hotel Mátrafüred and the BOO location, including for excursions in the vicinity within a radius of not more than 45 km, during the period 17 June 2024 and 6 July 2024 with a tentative daily schedule of 07:30-11:30 and 14:00-18:00 and upon request.
- d) Provision of shuttle transfers between the Budapest Airport and Greater Vienna area, and the Avar Hotel Mátrafüred, Hungary on a per use basis, estimated at 4 transfers in total however this is only an indicative volume, the requirement could be less or more, to be agreed in advance with the Contractor.
- e) Provision of shuttles within and around Mátrafüred by 2 mini-coaches, during daytime and upon request.

The exact dates and times of the required shuttles will be communicated in advance of the exercise and confirmed with 48-hour notice.

The Contractor shall:



- Provide and ensure that all vehicles are roadworthy, equipped with functioning seat belts and fully insured.
- Ensure that all vehicles are clean and are airconditioned.
- Attend to any vehicle breakdowns or servicing requirement promptly and provide substitute vehicle(a) promptly, if required.
- Arrange promptly for substitute driver(s) , if required.
- Arrange for appropriate catering or allowances for drivers.

Contractor's requirements for LOT 5:

The Contractor shall:

- Provide drivers with valid licences.
- Ensure that drivers have appropriate experience in transport of passengers/equipment and drive carefully, obeying all road regulations.
- Provide drivers who speak and/or understand elementary instructions in English.

4. PLACE AND DURATION OF THE WORK

The BOO location, i.e. the territory of the “Mátra Erdészeti, Mezőgazdasági és Vadgazdálkodási Szakképző Iskola és Kollégium”, in 3232 Gyöngyös – Mátrafüred, Erdész utca 11, will be the main site of the BUE.

Access

Access permits to the location will be arranged with the site owner through the Commission.

Utilities

There will be no utilities at the BOO location for use by the contractor.

Schedule

The BUE will be conducted between the 16 June and 6 July 2024 in Hungary. The following outlines the current schedule. The dates specified in the table below under Schedule must be adhered to. Any changes to the dates must be prior approved and agreed with the Commission.

Lot	Description	Requirement	Schedule
Before the exercise			
1	Coordination Services	Close coordination with BUE24 exercise management	10-15 Jun 2024
		Continuous monitoring of service delivery	
		Dispute resolution	
2a	Security Fencing	Provision and installation of security fencing around the BOO perimeter	10-14 Jun 2024
2b	Security Services	Access control services at the BOO location	11-15 Jun 2024
		Nighttime security services at the BOO location	
3	Facility Support	Toilet facilities and services	11-15 Jun 2024
		Waste collection services	13-15 Jun 2024
		Fuel delivery and filling services	
4	Field Transportation	On-call 4WDs service (up to 5 vehicles)	11-15 Jun 2024
5	Shuttle Services	Between Budapest International Airport and Avar Hotel Mátrafüred (up to 4 mini-coaches)	To be confirmed
During the exercise			
1	Coordination Services	Close coordination with BUE24 exercise management	16 Jun-6 Jul 2024
		Continuous monitoring of service delivery	
		Dispute resolution	
2b	Security Services	Access control services at the BOO location	16 Jun-6 Jul 2024
		Nighttime security services at the BOO location	



		On-call day-/nighttime security services (foot/vehicle patrol) at and in the vicinity of the BOO location	16 Jun-6 Jul 2024 (on-call, 24-hour notice)
3	Facility Support	Toilet facilities and services	16 Jun-6 Jul 2024
		Waste collection services	
		Fuel delivery and filling services	16 Jun-4 Jul 2024
4	Field Transportation	4WDs service (15 vehicles), daily	19 Jun-5 Jul 2024
		On-call transport van service (1 vehicle)	17 Jun-6 Jul 2024
		Optional requirement: Transport van service (1 vehicle), daily	17 Jun-6 Jul 2024
5	Shuttle Services	Between Budapest International Airport and Avar Hotel Mátrafüred (up to 4 mini-coaches)	To be confirmed
		Between Greater Vienna area, Austria, and Avar Hotel Mátrafüred (1 mini-coach)	To be confirmed
		Between Avar Hotel Mátrafüred and BOO location (2 mini-coaches)	17 Jun-6 Jul 2024
After the exercise			
1	Coordination Services	Close coordination with BUE24 exercise management	7-9 Jul 2024
		Continuous monitoring of service delivery	
		Dispute resolution	
2a	Security Fencing	Removal of security fencing around the BOO perimeter	8-12 Jul 2024
2b	Security Services	Access control services at the BOO location	7-9 Jul 2024
		Nighttime security services at the BOO location	
3	Facility Support	Toilet facilities and services	7-9 Jul 2024
		Waste collection services	
4	Field Transportation	On-call 4WDs service (up to 5 vehicles)	7-10 Jul 2024
5	Shuttle Services	Between Budapest International Airport and Avar Hotel Mátrafüred (up to 4 mini-coaches)	To be confirmed

5. CONTRACTOR REQUIREMENTS

The Contractor shall have a proven history of high-quality end-to-end event management for the specific Lot(s), preferably including events which consist of delegates from multiple countries requiring robust security and logistic plans.

The Contractor shall:

- Have a minimum of 5 years' experience in delivering high-quality operations support to complex multistakeholder events.
- Have a quality assurance system in place, such as ISO9000.
- Be knowledgeable of local regulations, environmental and health and safety standards and pertinent legislation.
- Be sufficiently large and have the necessary staff and equipment in order to guarantee the level of support for services included in these ToR.
- Have a minimum of 3 years-experience in the management of related projects carried out, preferably including Hungary.
- Provide references for the last 3 projects with similar services are those included in these ToR.
- Identify and provide the credentials of the project manager and, upon request, of all personnel involved in the provision of the services included in these ToR.
- Provide qualifications of personnel to be involved and maintenance records for vehicles and equipment to be used for the delivery of the services, upon request.

Project Manager:

- Must have at least 5 years of professional experience as project manager for event management for complex multi-stakeholder events (only if the Contractor is for all Lots together).
- Must have a history of at least three comparable projects as employee of the Contractor.
- Must be able to communicate in and have knowledge of English. Additionally, a good command of the local language is preferred.
- Must be available on-call for project coordination as needed including outside of standard office hours.

6. HEALTH & SAFETY

The Contractor must comply with all relevant health and safety laws, regulations, and industry standards.

TECHNICAL QUALIFICATION COMPLIANCE FORM – Revision 14March24

Bidders are requested to demonstrate compliance with the requirements and add any further information in support of their Proposal. Please refer to the relevant section of the Terms of Reference (TOR) and Instructions for Preparation and Submission of Proposals (RFP Instructions), as appropriate, for further explanation of the requirements. The information provided will form an integral part of the technical evaluation process.

Requirements of the Technical Proposal**LOT 1**

Ref. in TORs	Mandatory Requirements	Bidder's Response <i>Please tick whichever is applicable</i>		Indicate section in your Proposal
		"Yes"	"No"	
3. LOT 1	Provision and installation of security fencing around the BOO perimeter with approx. 450 meters in total length must be completed during the week 10-14 June 2024 in coordination with the advanced logistics team of the Commission. The ruggedness of the installation such as in relation to inclement weather/winds must comply with standards for demarcation fencing of building sites.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 1	Delivery and installation of the fencing must be completed during the week 10-14 June 2024 in coordination with the advanced logistics team of the Commission. Removal of the fencing shall take place after completion of the exercise as part of the site remediation services during the week 8-12 July 2024.	<input type="checkbox"/>	<input type="checkbox"/>	

LOT 2

Ref.in TORs	Mandatory Requirements	Bidder's Response <i>Please tick whichever is applicable</i>		Indicate section in your Proposal
		"Yes"	"No"	
3. LOT 2	Access control services at the BOO location during operating hours (08.30-17.30 hours) to ensure that no unauthorized personnel or vehicles access the site (min 1 guard on duty on site).	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 2	Nighttime security services including foot patrol to secure the BOO location after hours/during nighttime (min 32 guards on duty on site).	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 2	On-call (324-hour notice) day-/nighttime security services (min 32 guards on duty) including vehicle and foot patrols to secure equipment at selected locations within not more than 45 km radius from the BOO location.	<input type="checkbox"/>	<input type="checkbox"/>	

LOT3

Ref.in TORs	Mandatory Requirements	Bidder's Response <i>Please tick whichever is applicable</i>		Indicate section in your Proposal
		"Yes"	"No"	
3. LOT 3.1.a	One or more trailer(s)/container(s) providing in total min 32x4 water closets or chemical toilets along with handwashing facilities for separate use by females/males and a total of up to 50 people.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 3.1.b	Minimum 4 individual chemical toilets with accessories for up to 10 people each.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 3.1.c	Standby capacities for 4 individual chemical toilets for up to 10 people each with accessories for possible deployment, servicing and removal with 324-hour notice within a radius of not more than 30 km from the BOO location.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 3.1.d	Daily (once per day) servicing including cleaning, functionality checks and restocking of consumables.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 3.2.a	4 waste containers with a capacity of 32 m3 each shall be delivered (32 for general waste, 1 for plastic, 1 for paper).	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 3.2.b	Collection and removal of all waste types once per week.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 3.2.c	Standby capability for additional waste collection and removal with 324-hour notice.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 3.3.a	One delivery and filling service for an estimated amount of 13200-1400 l diesel per week during the period 13 June-4 July 320324 (exact delivery schedule to be determined).	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 3.3.b	Standby capacities for up to 1000 l diesel with 324-hour notice.	<input type="checkbox"/>	<input type="checkbox"/>	

LOT 4

Ref.in TORs	Mandatory Requirements	Bidder's Response <i>Please tick whichever is applicable</i>		Indicate section in your Proposal
		"Yes"	"No"	
3. LOT 4	15 large 4WDs pick-up trucks (e.g., Toyota Hilux double cab, seating for 4 passengers). ¹ At least one vehicle should be fitted with a tow hook. <i>¹ Alternatively, a combination of min 3 4WDs pick-up trucks and 2 SUVs or higher numbers in similar configuration may be acceptable.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	1 transport van (e.g., Ford Transit, min 1 ton loading capacity and approx 10 m3 volume).	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	4WDs are available for the period 19 June 2024, 08:00 to 5 July 2024, 17:30.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	Up to 3 4WDs are available on standby with 48-hour notice during the periods 11-15 June 2024 and 7-10 July 2024.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	1 transport van is available on standby with 48-hour notice during the period 17 June 2024, 08:00, and 6 July 2024, 17:30.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	All vehicles are roadworthy, equipped with functioning seat belts and fully insured.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	All vehicles are clean and are airconditioned.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	Vehicle breakdowns or servicing requirement are attended to promptly.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	A substitute vehicle is arranged promptly.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	Optional requirement: Drivers, trained for vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	If offering drivers: Transport of personnel and equipment to select field site within a radius of not more than 40 km from the BOO location.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	If offering drivers: 4WDs service daily during the period 19 June 2024, 08:00, and 5 July 2024, 17:30	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	If offering drivers: On-call 4WDs service of up to 5 3 vehicles with 48-hour notice during the periods 11-15 June 2024 and 7-10 July 2024.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	If offering drivers: On-call transport van service with 48-hour notice during the period 17 June 2024, 08:00, and 6 July 2024, 17:30.	<input type="checkbox"/>	<input type="checkbox"/>	

3. LOT 4	Optional requirement: Transport van service daily during the period 17 June 2024, 08:00, and 6 July 2024, 17:30.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	If offering drivers: Drivers have full, clean valid driving licences.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	If offering drivers: Drivers have appropriate experience in transport of passengers/equipment, drive carefully, obeying all road regulations.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	If offering drivers: Drivers speak and/or understand elementary instructions in English.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	A substitute driver is arranged promptly, if required.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 4	Appropriate catering or allowances are arranged for drivers.	<input type="checkbox"/>	<input type="checkbox"/>	

LOT 5

Ref.in TORs	Mandatory Requirements	Bidder's Response <i>Please tick whichever is applicable</i>		Indicate section in your Proposal
		"Yes"	"No"	
3. LOT 5	Provision of transfers by up to 4 mini-coaches (each with driver and seating for up to 20 passengers plus luggage) between the Budapest Ferenc Liszt International Airport and the Avar Hotel Mátrafüred, per schedule.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	Provision of transfers by 1 mini-coach (with driver and seating for up to 20 passengers plus luggage) between the Greater Vienna area in Austria (e.g., Vienna International Centre, Schwechat Airport) and the Avar Hotel Mátrafüred in Hungary, upon request.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	Provision of shuttles within and around Mátrafüred by 2 mini-coaches (each with drivers and seating for up to 20 passengers) between the Avar Hotel Mátrafüred and the BOO location, including for excursions in the vicinity within a radius of not more than 40 km, during the period 17 June 2024 and 6 July 2024 with a tentative daily schedule of 07:30-11:30 and 14:00-18:00 and upon request	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	Provision of shuttle transfers between the Budapest Airport and Greater Vienna area, and the Avar Hotel Mátrafüred, Hungary on a per use basis	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	Provision of shuttles within and around Mátrafüred by 2 mini-coaches upon request.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	All vehicles are roadworthy, equipped with functioning seat belts and fully insured.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	All vehicles are clean and are airconditioned	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	Vehicle breakdowns or servicing requirement are attended to promptly	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	A substitute driver is arranged promptly, if required	<input type="checkbox"/>	<input type="checkbox"/>	

3. LOT 5	Appropriate catering or allowances are arranged for drivers	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	Drivers have full, clean valid driving licences.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	Drivers have appropriate experience in transport of passengers/equipment, drive carefully, obeying all road regulations.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOT 5	Drivers speak and/or understand elementary instructions in English.	<input type="checkbox"/>	<input type="checkbox"/>	

ALL

Ref.in TORs	Mandatory Requirements	Bidder's Response <i>Please tick whichever is applicable</i>		Indicate section in your Proposal
		"Yes"	"No"	
4	The contractor needs to ensure the mobility period for the requested services is in line with the required delivery schedules as detailed on the table in section 4 and include the required calendar/working days in the proposal.	<input type="checkbox"/>	<input type="checkbox"/>	
5a	The Contractor should have at least 5 years' experience in delivering high-quality operations support to complex multistakeholder events	<input type="checkbox"/>	<input type="checkbox"/>	
5b	The Contractor must demonstrate that it has a quality assurance system in place, such as ISO9000	<input type="checkbox"/>	<input type="checkbox"/>	
5c	The Contractor must be compliant with local regulations, environmental and health & safety standards and pertinent legislation.	<input type="checkbox"/>	<input type="checkbox"/>	
5d	The Contractor must provide its own infrastructure, hardware and software environment as necessary for the Contractor to perform the services.	<input type="checkbox"/>	<input type="checkbox"/>	
5e	The Contractor must be sufficiently large and have the necessary staff and equipment in order to guarantee the level of support for services foreseen in these Terms of Reference	<input type="checkbox"/>	<input type="checkbox"/>	
5f	The Contractor must have a minimum of 3-years-experience in management of related projects carried out in Hungary.	<input type="checkbox"/>	<input type="checkbox"/>	Please provide examples
5g	The Contractor must provide references for the last 3 projects with similar services are those foreseen in these Terms of Reference.	<input type="checkbox"/>	<input type="checkbox"/>	
5h	The Contractor must identify and provide the credentials of the project manager and, upon request, of all personnel involved in the provision of the services foreseen in these Terms of Reference	<input type="checkbox"/>	<input type="checkbox"/>	
5i	The Contractor must be able to deliver on-call services within the given notice period.	<input type="checkbox"/>	<input type="checkbox"/>	

Ref.in TORs	Mandatory Requirements	Bidder's Response <i>Please tick whichever is applicable</i>		Indicate section in your Proposal
		"Yes"	"No"	
5j Project Manager	Project Manager: Must have at least 5 years of professional experience as project manager for construction projects.	<input type="checkbox"/>	<input type="checkbox"/>	
5k Project Manager	Project Manager Must have a history of at least three comparable projects as employee of the commissioned contractor.	<input type="checkbox"/>	<input type="checkbox"/>	
5l Project Manager	Must have knowledge of English. Additionally, a good command of the local language is preferred.	<input type="checkbox"/>	<input type="checkbox"/>	
5m Project Manager	Must be available on-call for project coordination as needed including outside of standard office hours.	<input type="checkbox"/>	<input type="checkbox"/>	
6	The Contractor must comply with all relevant health and safety laws, regulations, and industry standards.	<input type="checkbox"/>	<input type="checkbox"/>	

RFP2024-0015/SANZ Provision of event management for OSI Build-Up Exercise 2024
Attachment 3: Format of Financial Proposal*

LOT 1. SECURITY FENCING (8-12 July 2024)	Lump Sum ³		Total ³ (currency)
Provision, installation and removal of security fencing around the BOO perimeter with approx. 450 meters in total length as specified in TORs 3.			
TOTAL LOT 1			
LOT 2. SECURITY SERVICES (11 June to 9 July 2024)			
Fixed Costs	Daily Rate in _____ (EUR or USD kindly specify) ²	No. of Working days	Total ³ (currency)
Access control services at the BOO location during operating hours (08.30-17.30 hours) to ensure that no unauthorized personnel or vehicles access the site (min 1 guard on duty on site).		29	
Nighttime security services including foot patrol to secure the BOO location after hours/during nighttime (min 2 guards on duty on site).		29	
TOTAL LOT 2 FIXED COSTS			
Variable Costs	Hourly Rate in _____ (EUR or USD kindly specify) ³		Total ³ (currency)
On-call (24-hour notice) day-/nighttime security services (min 2 guards on duty) including vehicle and foot patrols to secure equipment at selected locations within not more than 45 km radius from the BOO location.			
LOT 3. FACILITY SUPPORT	Lump Sum ³		Total ³ (currency)
1. Provision, installation, servicing and removal of toilet facilities: (11 June-9 July 2024)			
One or more trailer(s)/container(s) providing in total min 2x4 water closets or chemical toilets for 40 50 people along with handwashing facilities for separate use by females/males.			
Individual chemical toilets with accessories for 40 50 people.			
Standby capacities for individual chemical toilets for 10 people, with accessories for possible deployment, servicing and removal with 24-hour notice within a radius of not more than 30 km from the BOO location. □			
Daily (once per day) servicing including cleaning, functionality checks and restocking of consumables.			
2. Waste collection services : (11 June-9 July 2024)	Lump Sum ³		Total ³ (currency)
4 containers with a capacity of 2 m3 each shall be delivered (2 for general waste, 1 for plastic, 1 for paper).			
Collection and removal of all waste types once per week.			
Standby capability for additional waste collection and removal with 24-hour notice.			
TOTAL LOT 3 FIXED COSTS			
3. Provision of diesel fuel and filling services: (13 June-4 July 2024 TBC)	Hourly Rate in _____ (EUR or USD kindly specify) ²	Hours	Total ³ (currency)
One delivery and filling service for an estimated amount of 1200-1400 l per week during the period 13 June-4 July 2024			
Standby capacities for up to 1000 l with 24-hour notice			
	Estimated cost per liter	Liters	Total ³ (currency)
Estimated fuel costs			
Other costs as applicable			
LOT 4. FIELD TRANSPORTATION (The exact dates and times of the required field transport services will be confirmed once the Contract is awarded).	Daily Rate in _____ (EUR or USD kindly specify) ³		Total ³ (currency)
Variable Costs			
15 large 4WDs pick-up trucks (e.g., Toyota Hilux double cab, seating for 4 passengers). At least one with a tow hook. <i>Or Alternatively, a combination of min 3 4WDs pick-up trucks and 2 SUVs or higher numbers in similar configuration may be acceptable.</i>			
1 transport van (e.g., Ford Transit, min 1 ton loading capacity and approx 10 m3 volume) or a combination of min 10 4WDs pick-up trucks and 5 SUVs or smaller numbers with a minimum of 8 vehicles in similar configuration .			
4WDs service daily during the period 19 June 2024, 08:00, and 5 July 2024, 17:30.			
Variable Costs	Hourly Rate in _____ (EUR or USD kindly specify) ³	Hours	Total ³ (currency)
On-call 4WDs service of up to 5 vehicles with 48-hour notice during the periods 11-15 June 2024 and 7-10 July 2024.			
On-call transport van service with 48-hour notice during the period 17 June 2024, 08:00, and 6 July 2024, 17:30.			
Optional: Transport van service daily during the period 17 June 2024, 08:00, and 6 July 2024, 17:30.			
LOT 5. SHUTTLE SERVICES			
Fixed Costs	Lump Sum ³		Total ³ (currency)
Provision of transfers by up to 4 mini-coaches (each with driver and seating for up to 20 passengers plus luggage) between the Budapest Ferenc Liszt International Airport and the Avar Hotel Mátrafired, per schedule.			
Variable Costs	Hourly Rate in _____ (EUR or USD kindly specify) ³	Hours	
Provision of transfers by 1 mini-coach (with driver and seating for up to 20 passengers plus luggage) between the Greater Vienna area in Austria (e.g., Vienna International Centre, Schwechat Airport) and the Avar Hotel Mátrafired in Hungary, upon request			
Provision of shuttles within and around Mátrafired by 2 mini-coaches (each with drivers and seating for up to 20 passengers) between the Avar Hotel Mátrafired and the BOO location, including for excursions in the vicinity within a radius of not more than 40 km, during the period 17 June 2024 and 6 July 2024 with a tentative daily schedule of 07:30-11:30 and 14:00-18:00 and upon request			
Provision of shuttle transfers between the Budapest Airport and Greater Vienna area, and the Avar Hotel Mátrafired, Hungary on a per use basis			
Provision of shuttles within and around Mátrafired by 2 mini-coaches upon request .			
TOTAL FIXED COSTS			

NOTES:

1 The price table may be modified as appropriate

2 Prices shall be quoted in EUR or USD only.

3 All prices shall be net i.e. excluding any applicable taxes

4 Bill of Quantity (BOQ) is Mandatory to be included as attachment to the Financial proposal. Rate included in the BOQ shall include full cost of labor, insurance, materials, transportation to site and all other costs necessary for the completion of the work.

5 The Commission will conduct an evaluation on a per lot basis. Suppliers may submit offers for any or all of the 5 LOTs of this RFP. Please note a partial offer for any lot will not be accepted. Bidders must submit offers for the entire LOT as listed. The Commission may, if needed, award contracts on a per lot basis.