

REQUEST FOR PROPOSAL



To: ALL BIDDERS

CTBTO Ref. No.: 2025-0054/POLONSKAYA
(PLEASE QUOTE ON ALL COMMUNICATIONS)

Tel. No.: +43 (1) 26030-6350

E-mail: procurement@ctbto.org

Attn:

Phone:

Date: 04 Apr 25

Fax:

Email:

Subject: Provision of Venue and Catering for the Expert Meeting in Vienna, Austria, from 20 to 24 October 2025

Deadline for Submission: 16 Apr 25

Vienna Local Time: 17:00

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the 'Commission') hereby invites you to submit a proposal that meets the requirements of the attached documents.

You are kindly requested to complete and return the acknowledgement form by email as soon as possible.

If you have any questions you should contact the email address indicated above.

Yours Sincerely,

SBukvic

Ms Selma Bukvic
OiC, Procurement Services Section

ACKNOWLEDGEMENT FORM

Solicitation No: 2025-0054	Closing Date: 16 Apr 25
Title: Provision of Catering, Accommodation and Venue services for Expert Meetings from 20 to 24 October 2025	Vienna Local Time: 17:00

Procurement Staff: Olga Polonskaya

CTBTO Req. No.: 0010026770

Please complete 'A' or 'B' or 'C'
and Return

WITHIN FIVE (5) DAYS

THE PREPARATORY COMMISSION FOR THE
COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION (CTBTO)

by email to
procurement@ctbto.org

A: We shall submit our proposal

By: _____
(date)

Company Name: _____

Contact Name: _____

Email/Tel: _____

B: We may submit and will advise

By: _____
(date)

Company Name: _____

Contact Name: _____

Email/Tel: _____

C: We will not submit a proposal for the following reason(s)

- ___ our current workload does not permit us to take on additional work at this time;
- ___ we do not have the required expertise for this specific project;
- ___ insufficient time to prepare a proper submission;
- ___ other (please specify) _____

Company Name: _____

Contact Name: _____

Email/Tel: _____

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF PROPOSALS

1. General

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (the Commission) with its headquarters in Vienna 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 to monitor compliance with the Treaty. More information can be found on the Commission's website: www.ctbto.org.

This Request for Proposal (RFP 2025-0054) is for the provision of Services as described in the Terms of Reference for the **“Provision of Venue and Catering for the Expert Meeting in Vienna, Austria, from 20 to 24 October 2025”** (hereinafter referred to as the "Services").

The Proposal shall meet all requirements stated in the Terms of Reference. For this project, the Commission is seeking capabilities, which will ensure service provision at a reasonable cost.

2. Documents included in this RFP

This RFP consists of the following documents:

- 1) Letter of Invitation
- 2) These Instructions for Preparation and Submission of Proposals with its Attachments:
 - Attachment 1: Evaluation Criteria and Method;
 - Attachment 2: Technical Compliance Matrix; and
 - Attachment 3: Financial Proposal- Price Schedule Form
- 3) Annex A: the Commission's General Conditions of Contract, incorporated herein by reference, found at www.ctbto.org under [CTBTO General Conditions of Contract](#)
- 4) Statement of Confirmation
- 5) Vendor Profile Form
- 6) Annex B to the Purchase Order- The Commission's Terms of Reference

Note: In the event of award, the Proposal will be incorporated as Annex C to the Purchase Order.

3. Amendment of RFP Documents

At any time prior to the closing date for submission of Proposal, the Commission may, for any reason, modify the RFP documents by amendment. The Commission may consider extending the deadline to allow adequate time for considering the modifications in the preparation of the Proposal.

4. Language of the Proposal

The Proposal and all correspondence and documents relating to it shall be in English.

5. Format and Submission of the Proposal

The Proposal shall be typed, dated and signed by an official legally authorized to enter into contracts on behalf of your company. The Proposal shall not contain any interlineation, erasures

or overwriting except as necessary to correct errors, in which case such corrections shall be initialled by the authorized person(s) signing the Proposal.

- a. The Proposal shall be submitted electronically to procurement@ctbto.org in two (2) separate pdf files:
 - one PDF File: containing a Technical Proposal *without* prices and
 - one PDF File: containing a Financial Proposal *with* prices.
- b. The subject of the email shall contain the following:

“RFP 2025-0054 _Provision of Venue and Catering for the Expert Meeting in Vienna, Austria, from 20 to 24 October 2025”

The Proposal shall be received by the above-mentioned addressee not later than the Closing Date indicated in the Letter of Invitation.

6. Request for Clarifications and Contacting the Commission

The Commission will issue clarifications, if required. Bidders are requested to e-mail any questions pertaining to this RFP as soon as possible after receipt of the solicitation documents, but in any case, no later than 7 business days prior to the Closing Date. No requests for clarifications will be accepted after this time. Questions will only be accepted via e-mail and should be sent to:

E-mail: procurement@ctbto.org
Request: Request for Clarifications **RFP No.2025- 0054/POLONSKAYA**

The Commission will make all reasonable efforts to issue the clarifications not later than 5 business days prior to the Closing Date.

Except in case of responding to an RFP clarification, no Bidder shall contact the Commission on any matter relating to the Proposal after its submission and until the award of the Contract. Any attempt to influence the Commission in its evaluation of the Proposal or the Contract award decision may result in the rejection of the Proposal.

7. Eligible Services

The Service to be produced under the Contract shall have their origin in the States Signatories of the Comprehensive Nuclear-Test-Ban Treaty (CTBT), the list of which can be found at www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#). For purposes of this paragraph, "the origin" means the place from which the Works are supplied.

8. Type of Contract and Payment

The Commission intends to conclude a firm fixed price on the Commission's Purchase Order. The Contract Price shall be based on firm fixed prices and paid in arrears, subject to satisfactory delivery and acceptance of the good and/or services by the Commission.

9. Preparation of the Proposal

The Proposal shall contain, but not necessarily be limited to, the information described below.

The Proposal shall be composed of the following separate pdf files:

- I. **Technical Proposal** and
- II. **Financial Proposal**

providing, but not limited to, the following information:

PART I: TECHNICAL PROPOSAL

Please state the reference number and the date of this RFP in the Proposal and any correspondence relating to it and the contact details and address (name, telephone and e-mail address) of the person/point of contact in your company dealing with this RFP.

Bidders's Statement Form, Statement of Confirmation and Vendor Profile Form

The attached Bidders's Statement Form (see last page of this document), Statement of Confirmation and Vendor Profile Form shall be duly signed and submitted together with the Proposal.

Description of Services

An explanation of the bidder's understanding of the Works to be provided by providing a section-by-section response to each of the requirements of the Terms of Reference.

The Proposal shall also provide any other relevant issue which the bidder would like to bring to the attention of the Commission whether or not having cost implications.

Sub-Contractors

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 company shall be fully responsible for the performance of sub-contractors. All sub-contractors shall be legally established in one of the CTBTO States Signatories the list of which can be found at www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#).

PART II: FINANCIAL PROPOSAL

In preparing the Financial Proposal, Bidder shall use the attached Prices Schedule Form Attachment 3 and define the following:

- (i) The fixed rates in EURO, exclusive of taxes. |
- (ii) Any other costs in EURO, exclusive of taxes.
- (iii) The price quoted shall be net of Taxes. All applicable Taxes payable by the selected Bidder at the conclusion or implementation of the Contract in respect of the Services shall be quoted separately or be separately identified on the Proposal together with information on the nature of the tax and its method of calculation.

In presenting the cost for each item, adequate justification and calculation must be included in the Financial Proposal.

Clear and detailed explanations would enable the Commission to evaluate the Proposal promptly and proceed with fewer requests for clarifications/justifications in a later stage. This is also a factor influencing the decision for Contract award.

10. Completeness and Correctness of the Proposal

The Commission reserves the right to verify all information furnished by a Bidder in the Proposal through a source of its choice, if required. Any inaccurate information provided in the Proposal may lead to the rejection of the Proposal.

11. Validity of Proposal

The Proposal shall be valid for 90 (ninety) days after the deadline for its submission to the Commission, unless an extension of validity has been requested by the Commission.

12. Correction of Errors

The Commission will check the Proposal for any arithmetic errors. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.

13. Evaluation of Proposal

- a) Proposals will be evaluated against the criteria and method set forth in Attachment 1.
- (b) The Commission, based on the evaluation criteria and method given above, will determine the Proposal(s), which is/are “most effectively satisfies the technical and operational requirements set out in the solicitation documents”.
- (c) The Commission reserves the right, as it deems appropriate, to award to a single Bidder, to award to multiple Bidders in any combination or not to award to any of the Bidders as a result of this RFP.

14. Negotiations of the Bid Proposal

The Commission reserves the right to request clarifications on the Proposal and to enter into negotiations regarding technical or commercial aspects of the Proposal before awarding the contract under this RFP.

15. Modification and Withdrawal of Proposal

Bidders may modify or withdraw their Proposals after their submission, provided that written notice of the modification or withdrawal is received by the Commission by the closing date for the submission of the Proposal. The Proposal may not be modified after the closing date.

16. The Commission’s Right to Reject the Proposal

The Commission reserves the right to accept or reject the Proposal or to annul this procurement process at any time prior to the award of contract without having to inform the Bidders of the grounds therefore, without thereby incurring any liability to the Bidders.

17. Costs of preparation and submission of the Proposal

Bidders shall bear all the costs associated with the preparation and submission of their Proposal and the Commission will not be responsible or liable for those costs, regardless of the outcome of this RFP.

18. Proprietary Information

All documentation and information contained in this RFP are proprietary to the Commission and shall not be duplicated, used or disclosed -in whole or in part- for any purpose other than to evaluate them and respond to the Commission's request for Proposal or otherwise without prior written agreement of the Commission.

Use of former Preparatory Commission for the CTBTO (“Commission”) employees in the preparation of Proposals:

A Bidder must not, in the absence of prior written approval from the Commission, permit a person to contribute to, or participate in, any process relating to the preparation of a Proposal or the procurement process if the person:

- a. At any time during the 12 months immediately preceding the date of issue of the Solicitation was an official, agent, servant or employee of, or otherwise engaged by the Commission;
- b. At any time during the 24 months immediately preceding the date of issue of the Solicitation was an employee of the Commission personally engaged, directly or indirectly, in the definition of the requirements, project or activity to which the Solicitation relates.

BIDDER'S STATEMENT
PLEASE STATE BELOW & SUBMIT WITH PROPOSAL

Delivery Time: N/A

Shipping weight (kg) and Volume (m³) – if applicable: N/A

List of recommended consumables and spares including prices and details on local availability, if applicable (please tick):

☐ For one-year period ☐ For a period ofN/A.....

Warranty period applicable (it shall be for a **minimum of 24 months**, starting from the acceptance of the goods/Works by the Commission) – please tick below:

☐ For a two-year period ☐ For a period ofN/A.....

Availability of Service in Vienna, Austria (if any): Yes

State country of origin or assembly of all items quoted: N/A

Quantity discount and early payment discount (if any):

Include documentary evidence of qualifications to perform the order, which shall establish to the Commission's satisfaction that the Bidder has the financial, technical and production capability necessary to perform the order in its entirety and to provide spare parts and other necessary on-going Works as required.

Included in this quotation: **Yes** ☐ **No** ☐

Confirmation that the Bidder has reviewed the General Conditions of Contract and agreed to all terms and conditions.

Yes ☐ **No** ☐

Remarks:

With regards to the software provided with the equipment, state and confirm whether the software licenses are transferable to third parties, i.e. the Commission or the Commission's State Signatories (Member States).

Yes ☐ No ☐ Not applicable ☐

Remarks:

Name:

Name & Title of Contact Person:

Signature & date:

Attachment 1
Evaluation Criteria and Method

**RFP 2025-0054/ Polonskaya Provision of Venue and Catering for the Expert Meeting in Vienna,
Austria, from 20 to 24
October 2025**

Ref No. in TOR	1. QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL
II	Availability of Main conference room for 100 participants as described in the ToR Section II	PASS/FAIL
II	Availability of confrence room for 50 participants as described in the ToR Section II	PASS/FAIL
II	Ability to organize 8 rooms (or 8 group spaces) for breakout session and Poster (up to 20) area as described in the ToR Section II	PASS/FAIL
II	Provision of catering services as described in the ToR Section II and in dates 20-24 October 2025	PASS/FAIL
II	Minimum 4 star hotel	PASS/FAIL
II	Hotel is located in the area close to the Vienna International Centre (within a radius of 6km) and close to subway	PASS/FAIL
II	All meeting facilities, and in particular technical equipment, are fully operational during the event, with a technician immediately available, if required.	PASS/FAIL
Ref No. in TOR	2. TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Points
	Quality of the Proposal	Max Points Factor Weighted score
II- III	Understanding of the Scope of Work and Requirements demonstrated in the Proposal	5 2 10
II- III	All Services are offered in a full scope, including optional	5 2 10
II	Area close to the Vienna International Center within radius of 6 km and close access to the subway	5 2 10
II	OPTIONAL: availability of 30 single rooms with breakfast as described in the TOR Section II and in period 19-25 October 2025	5 1 5
	TOTAL - Technical Evaluation	20 35
	The minimum number of points to pass the technical evaluation is 9 or 15 scores.	

EVALUATION METHOD:

1. Technical Evaluation:

The technical evaluation process will be done in two stages:

- 1) Stage 1: Technical proposals will first be evaluated against the mandatory requirements outlined in section 1 above, on a PASS/FAIL basis.
Compliance with all mandatory requirements is required in order to pass stage 1 of the technical evaluation and to be further considered for stage 2 of the evaluation process;
- 2) Stage 2: The technical proposals that have passed stage 1 of the technical evaluation process, will be evaluated against the weighted criteria set forth in the evaluation matrix above.
In order to pass this stage, bidders must obtain at least 21 scores, in accordance with the scoring table indicated below:

Points	Scoring
0	Unsatisfactory - Response incomplete, inadequate and/or non-responsive to the criterion. Bidder does not clearly understand the criterion.
1 - 2	Weak - Does not meet the minimum technical, functional, or performance related criterion.
3	Good - Meets the minimum requirements of the criterion.
4	Very good - Exceeds the criterion in some areas.
5	Excellent - Exceeds the criterion in all areas.

2. Financial evaluation:

Once the technical evaluation is finalized, the financial offers of the technically compliant bidders will be evaluated in accordance with the formula given below:

$$X = \text{Max Available Points} * Y/Z$$

Legend:

X= points to be assigned to the offer being evaluated
Y= price of the lowest priced, technically compliant offer
Z= price of the offer being evaluated

3. Award:

The Contract will be awarded to the bidder who receive the highest combined score resulting from the technical and financial evaluations. The weight of the technical and financial components is 60% and 40% respectively, subject to commercial and contractual acceptability.

STATEMENT OF CONFIRMATION

On behalf of (name of firm or organization): _____, I hereby attest and confirm that:

- a) The firm/organization possesses the legal status and capacity to enter into legally binding contracts with the Commission for the supply of equipment, supplies, services or work.
- b) The firm/organization is not insolvent, in receivership, bankrupt or being wound up, and not under administration by a court or a judicial officer, and that it is not subject to the suspension of its business or legal proceedings for any of the foregoing reasons.
- c) The firm/organization has fulfilled all its obligations to pay taxes and social security contributions.
- d) The firm/organization has not, and that its directors and officers have not, within the last five years been convicted of any criminal offense related to professional conduct or the making of false statements or misrepresentations as to their capacity or qualifications to enter into a procurement or supply contract.
- e) The Commission, in the event that any of the foregoing should occur at a later time, will be duly informed thereof, and in any event, will have the right to disqualify the firm/organization from any further participation in procurement proceedings.
- f) The firm/organization did not/will not attempt to influence any other bidder, organization, partnership or corporation to either submit or not submit a proposal/bid/quotation.
- g) The firm/organization will not, in the absence of a written approval from the Commission, permit a person to contribute to, or participate in, any process relating to the preparation of a Quotation/Bid/ Proposal or the procurement process if the person:
 - a. at any time during the 12 months immediately preceding the date of issue of the Solicitation was an official, agent, servant or employee of, or otherwise engaged by the Commission;
 - b. at any time during the 24 months immediately preceding the date of issue of the Solicitation was an employee of the Commission personally engaged, directly or indirectly, in the definition of the requirements, project or activity to which the Solicitation relates.
- h) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) have been identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to the UN Security Council Resolution 1267 (Consolidated Sanctions List).¹
- i) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) are subject to any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

¹ The Consolidated United Nations Security Council Sanctions List can be found on the following website:
<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>

- j) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any), is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.
- k) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) will use the funds received under contracts/purchase orders with the Commission to provide support to individuals, groups, undertakings or entities associated with terrorism.
- l) The prices in the firm/organization's proposal/bid/quotation have been arrived at independently, without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
- m) The Commission shall have the right to disqualify the firm/organization from participation in any further procurement proceedings, if it offers, gives or agrees to give, directly or indirectly, to any current or former staff member of the Commission a gratuity in any form, an offer of employment or any other thing of service or value, as an inducement with respect to an act or a decision of, or a procedure followed by, the Commission in connection with a procurement proceeding.
- n) The Commission shall have the right to disqualify the firm/organization from participation in any further procurement proceedings if it does not disclose to the Commission any situation that may appear as a conflict of interest, and if it does not disclose to the Commission if any official or professional under contract with the Commission have an interest of any kind in the firm/organization's business or any kind of economic ties with the firm/organization.
- o) The firm/organization expressly agrees to abide by the United Nations Supplier Code of Conduct.¹

Name (print): _____

Signature: _____

Title/Position: _____

Place (City and Country): _____

Date: _____

¹ <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

VENDOR PROFILE FORM (VPF) – FOR PRODUCTS/SERVICES/WORK

1. Name of Company:		
2. Street Address:	3. Telephone:	
P.O. Box: City:	4. E-Mail:	
Zip Code: Country:	5. Website:	
6. Contact Person: Title:		
7. Legal Status (e.g. Partnership, Private Limited Company, Government Institution) PLEASE INCLUDE A COPY OF THE CERTIFICATE OF INCORPORATION		
8. Year Established:	9. Number of Employees:	
10. Gross Corporate Annual Turnover (US\$m)*:	11. Annual Export Turnover (US\$m)*:	
12. Type of Business/Products: Manufacturer <input type="checkbox"/> Sole Agent <input type="checkbox"/> Supplier <input type="checkbox"/> Other <input type="checkbox"/> (please explain)		
13. Type of Business/Services/Work: Engineering <input type="checkbox"/> Civil Work <input type="checkbox"/> Governmental Institution <input type="checkbox"/> Other <input type="checkbox"/> (please explain)		
14. References (your main customers, country, year and technical field of products, services or work): **		
15. Previous Supply Contracts with United Nations Organizations (over the last 3 years)** <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Organization: Value in US\$ Equivalent: Year: </div> <div style="display: flex; justify-content: space-between;"> Organization: Value in US\$ Equivalent: Year: </div>		
16. Summary of any changes in your company's ownership during the last 5 years:		

* Please provide a copy of the most recent audited annual report and accounts. Note: Export includes services or work performed abroad or for foreign clients.
 ** Please provide supplementary documentation on these items.

17. List of Products/Services/Work offered:	
Product/Service/Work #	Product/Service/Work Description

18. This section shall be <u>signed and stamped</u> by an official legally authorized to enter into contracts on behalf of your organization:			
Name:	Title:	Signature:	Date:

Bank Details Bank Name: Bank Address: Exact Account Holder Name:	Beneficiary Details Beneficiary Name: <small>(exactly as stated on bank statements)</small> IBAN: <small>(if applicable)</small> Account number: SWIFT/BIC: ABA/Sort Code:
--	--

Additional Details <small>(if applicable)</small> Correspondent bank: Correspondent account number: Correspondent SWIFT/BIC: Tax Identification Number:
--

FOR CTBTO USE ONLY		
Evaluated By:	Initials	Date:
Updated By:	Initials	Date:
Remarks:		

* Please provide a copy of the most recent audited annual report and accounts. Note: Export includes services or work performed abroad or for foreign clients.
 ** Please provide supplementary documentation on these items.

TERMS OF REFERENCE

Provision of Venue and Catering for the Expert Meeting on Special Studies (SS) and Expert Technical Analysis (ETA) with RN and ATM Methods, and Expert Meeting on Special Studies (SS) and Expert Technical Analysis (ETA) with Waveform Methods Vienna, Austria, from 20 to 24 October 2025

I. INTRODUCTION

These Terms of Reference describe the requirements for the Provision of Venue and Catering (coffee breaks, lunches and reception) for the **Expert Meetings, Vienna, Austria 20 to 24 October 2025**, (hereinafter referred to as the “Services”), organized by the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as “the Commission”). The requirements also include **option for accommodation** of 30 participants.

The Contractor shall carry out the Services in accordance with the requirements specified in these ToR in the most cost-effective manner possible. More information about the Commission can be found www.ctbto.org.

II. REQUIRED SERVICES

1. The following table outlines the minimum requirements:

Location	Vienna, preferably in the area close to the Vienna International Centre, within a radius of 6km, and close access to subway
Standard	Minimum 4 star
Dates (days) for Venue and catering	20 to 24 October 2025, 8:00 am to 6:30 pm
Venue/ Meeting facilities from 20 to 24 October 2025	<p>The Contractor shall provide following venues:</p> <p>Main Conference Room:</p> <ol style="list-style-type: none">1. One (1) room, 100 participants - Conference/meeting room, classroom setup, with projector. <p>The classroom-like setup implies that each participant has a table in front of them and access to a power outlet at their seating.</p>



2. Conference room shall have a podium with:

- Lectern or table for the speaker, including a presentation screen or laptop (the presenters should not have to turn their back to the audience), a wireless microphone, and a wireless presentation clicker to navigate their presentation.
- A table with at least 2 chairs for the session conveners and a wireless microphone. An extra presentation screen for the conveners would be an advantage.

3. Conference room shall have a:

- High-quality conference room projector
- Large display screen
- High-quality audio system
- Computer/laptop provided by the venue, which connects to the audio/visual system of the room
- At least 2 more wireless handheld microphones for the audience
- Wireless microphone for the presenter
- Wireless microphone for the conveners
- The laptop's audio must be connected to the room's sound system for online presentations and videos
- Wifi connection of minimum 100MB/s and unlimited access (enough bandwidth to allow 100 people using at the same time)
- Power outlet for the minimum number of participants in each respective room (for laptops, cell phones, etc.)
- 2 paper walls, including enough paper and pens for the whole week



	<ul style="list-style-type: none">• Set up for live streaming to make the meeting hybrid and record the sessions
	Second Conference Room:
	<ol style="list-style-type: none">1. One (1) room, up to 50 participants - Conference/meeting room, classroom setup, with projector <p>The classroom-like setup implies that each participant has a table in front of them and access to a power outlet at their seating.</p> <ol style="list-style-type: none">2. Conference room shall have a podium with:<ul style="list-style-type: none">• Lectern or table for the speaker, including a presentation screen or laptop (the presenters should not have to turn their back to the audience), a wireless microphone, and a wireless presentation clicker to navigate their presentation.• A table with at least 2 chairs for the session conveners and a wireless microphone. An extra presentation screen for the conveners would be an advantage.3. Conference room shall have a:<ul style="list-style-type: none">• High-quality conference room projector• Large display screen• High-quality audio system• Computer/laptop provided by the venue, which connects to the audio/visual system of the room• At least 2 more wireless handheld microphones for the audience• Wireless microphone for the presenter• Wireless microphone for the conveners• The laptop's audio must be connected to the room's sound system for online presentations and videos



	<ul style="list-style-type: none">• Wifi connection of minimum 100MB/s and unlimited access• Power outlet for the minimum number of participants in each respective room (for laptops, cell phones, etc.)• 2 flipcharts, including enough paper and pens for the whole week.• Set up for live streaming to make the meeting hybrid and record the sessions
	Breakout Session Spaces:
	<ol style="list-style-type: none">1. Eight (8) separate meeting rooms or group spaces shall be provided for group work and discussions. Each space shall be equipped with either a screen or a whiteboard/flipchart. Ideally, these should be separate rooms; however, flexible use of larger rooms (e.g. conference rooms) to host multiple groups is acceptable.2. Each room or space shall comfortably accommodate approximately 10 people, with tables and chairs provided. If multiple group spaces are located within the same larger room, they shall be spaced far enough apart to allow for clear and comfortable discussions without interfering with one another.
	Poster area : The poster area shall be organized (20 posters for the whole week) close to the main conference room or coffee area.
Cleaning from 20 to 24 October 2025	The Contractor shall ensure daily cleaning of meeting facilities and supply mineral (sparkling/still) water and glasses as required.
Technical support from 20 to 24 October 2025	The Contractor shall ensure that all meeting facilities, and in particular technical equipment, are



	fully operational during the event, with a technician immediately available, if required.
Connectivity from 20 to 24 October 2025	Free wifi internet available in rooms and wifi and LAN internet in meeting facilities.
Coffee breaks from 20 to 24 October 2025	Provision of two (morning/afternoon) standard tea and coffee breaks including pastries for 80 persons on daily basis
Lunches from 20 to 24 October 2025	Provision of buffet lunches for 80 persons on daily basis
Reception/dinner on TBD October 2025, 18:00-20:00	Food proposal: Dinner or reception Drinks: non-alcoholic drinks, beer, white & red wine as well as sparkling wine
<i>Dates (nights) Accommodation</i>	<i>(Optional Requirement) For accommodation: 19 to 25 October 2025 (30 rooms, single occupancy, breakfast)</i>
Contractor's personnel	The Contractor shall appoint an Account Manager/Point of Contact for enquiries and technical support
	Staff shall be able to support participants in their requests in English

2. The following list outlines the additional (optional) requirements.

The Contractor shall be able to:

- a. Offer catering services meeting specific dietary requirements (gluten/dairy free, vegetarian, vegan, halal etc).
- b. Arrange separate payment of any extra charges directly from the Participant if a Participant requests other room features, access, services, or upgrades.
- c. Offer the possibility of cost-free late check-out upon request, subject to availability.

III. HEALTH & SAFETY REQUIREMENTS

The Contractor shall ensure that all services provided conform to national standards and regulations, in particular, in the areas of health, safety and security. This includes *inter alia*, functioning fire suppression systems, emergency access routes, evacuation procedures, food preparation and hygiene.