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TO: All Bidders

DATE: 26 June 2025

FROM: Sally Alvarez de Schreiner  
Chief, Procurement Services Section

REF.: RFP No. 2025-0057/MOGAPI *l.m.*

*[Signature]*

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SUBJECT: **Site Visit and Extension of Deadline**  
**RFP 2025-0057/MOGAPI - Establishment of Infrastructure Related to the Installation of the Radionuclide Station RN12, Recife, Brazil**

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Dear Bidders,

In reference to request for proposal (RFP) No. 2025-0057/MOGAPI concerning “Establishment of Infrastructure Related to the Installation of the Radionuclide Station RN12, Recife, Brazil”:

1. A **non-mandatory Site Visit** will be held on **10 July 2025 at 10:00 hours** (Recife, Brazil, local time). In this regard:
  - a. The location of the Site Visit will be at the site where the IMS Radionuclide Station RN12, Recife, Brazil, will be established. The specific address/location will be provided to interested bidders who confirm their participation.
  - b. Please submit your response on whether you will attend the Site Visit attendance electronically through the following link by not later than 8 July 2025:  
  
<https://forms.office.com/e/grdxm8xspV?origin=lprLink>
  - c. Please find attached the General Guidelines for the Site Visit with further details for the Site Visit. Please be guided accordingly. These guidelines are hereby incorporated as an integral part of the RFP documentation and shall.
2. The **closing date and time for the submission of proposals is hereby extended** from 30 June 2025 to **Friday, 25 July 2025, 17:00 hours, Vienna (Austria) local time.**

The Commission looks forward to receiving your confirmation of participation in the Site Visit and receiving your proposal prior to the extended deadline for the submission of proposals on **25 July 2025, 17:00 hours, Vienna (Austria) local time.**

Sincerely,

Sally Alvarez de Schreiner  
Chief, Procurement Services Section

**Attachment:**  
***General Guidelines for Site Visits***



## GENERAL GUIDELINES FOR SITE VISITS

1. The purpose of the Site Visit is to allow prospective bidders to acquaint themselves with the work site and the related requirements.
2. Bidders' participants are required to arrive 15-30 mins in advance of the planned Site Visit time, 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 Station Operator. Only those participants pre-registered with the Commission to attend the Site Visit will be allowed to enter the site.
3. The Station Operator's representative(s) will meet and gather all bidders' participants at the entrance of the site 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, if provided, in a visible manner and remain close to the Station Operator's 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 site or invited to leave the premises, as appropriate.
5. Each participant will be required to sign an attendance record.
6. Bidders may make measurements of the site. Bidders shall not take photos or 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. Bidders wishing to pose a question at the Site Visit shall do so in an orderly manner, following the lead from the Station Operator's representative(s). The questions shall be heard by all, attendees, and, unless otherwise permitted by the Station Operator's representative(s), only during the Q&A session.
9. Questions posed at the Site Visit shall be made in public to be heard by all participants. No bidder shall ask questions and the Station Operator's representative(s) will not provide a response on individual/separate basis.
10. Under no circumstances shall the Station Operator's representative(s) enter into an open-ended discussion with 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.
11. Fraternization between bidders, with the Station Operator's representative(s) and any other participants is strictly prohibited. The Station Operator's representative(s) will not hold personal or separate meetings/discussions with bidders, including during any break(s) time.



12. Responses/clarifications/information provided to bidders will be limited to the RFP requirements.
13. Any attempt to influence the Station Operator's representative(s) may result in the bidder's disqualification or the rejection of the Proposal.
14. Upon completion of the Site Visit, bidders' participants will be guided back to the exit of the site. No bidder shall remain at the premises after the Site Visit is concluded.
15. Following the Site Visit, no bidder shall contact directly the CTBTO or the Station Operator's representative(s) on any matter relating to this procurement process. Any request for clarifications shall be submitted exclusively to [procurement@ctbto.org](mailto:procurement@ctbto.org) in accordance with the RFP.

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