

(RFP) 2025-0112 “Accommodation, Catering and Meeting Facilities Services for the On-Site Inspection Integrated Field Exercise (IFE26) and Preparatory Activities in Swakopmund, Erongo Region, Namibia, on a call-off basis”

### Minutes of Bidders Conference

Date: 31 July 2025 at 1000Hrs UTC+1 held online via Teams.

The bidders conference was held by Commission on 31 July 2025 and was intended to provide bidders with information on RFP 2025-0112 for the provision of “*Accommodation, Catering and Meeting Facilities Services for the On-Site Inspection Integrated Field Exercise (IFE26) and Preparatory Activities in Swakopmund, Erongo Region, Namibia, on a call-off basis*”

The Commission’s Procurement Officer welcomed potential bidders, introduced the Commission, presented the meeting agenda and explained key points of the RFP process. It was emphasized that the **RFP closure deadline is 20 August 2025 at 17:00hrs (Vienna time)** and that the bidders proposal must be submitted electronically as per RFP instructions (sealed bids procedure).

The following key information were provided to bidders:

- Proposals must be submitted on time as if submitted late the proposal will not be considered.
- Technical and Financial proposal must be submitted separately.
- All documents completed and signed to be included in the proposal.
- All questions during the RFP process must be addressed to [procurement@CTBTO.ORG](mailto:procurement@CTBTO.ORG)
- Bidders have the right to ask questions related to the RFP - all questions must be sent 7 business days prior to the Closing date, as indicated under point 7 of the RFP – Instructions for preparation and submission of proposals.
- Evaluation model used in this RFP is Cumulative Analysis which is Technical 60% and Financial 40%.

In addition to the RFP Instructions, the Commission’s Technical Representative explained the RFP Technical Part and confirmed the main requirements specified in RFP Annex B – Terms of Reference.

The following clarifications were requested and provided with regards to the TOR:

### Clarifications No. 1 .

Item#	Question	Answer
1	TOR #25. LOT2 Conference Catering. Offsite delivery (Optional):  Will there be a space/tent where the service provider can set up this catering?	Yes, the Commission will set up a 30m2 tent as a refreshment area.  Limited tables and chairs will be provided but we welcome additional furniture from the provider, if available.  The setup should be similar to a coffee break setup provided outside conference rooms.

## Site visit Minutes and Clarifications

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		<p>Power and air-conditioning will be provided by the Commission.</p> <p>The Commission shall ensure access to the refreshment tent will be provided for a small van or cart.</p>
2	<p>LOT2 Conference Catering. Offsite delivery (Optional):</p> <p>Will be BOO catering tent have electricity?</p>	<p>Yes there will be 2 generators onsite providing stable power and air-conditioning</p>
3	<p>LOT2 Conference Catering. Offsite delivery (Optional):</p> <p>Coffee breaks offsite- do you require staff present thought the day?</p>	<p>The coffee breaks will not occur at fixed times, the catering can be set up in the morning and remove at the end of the day, regular checks will be sufficient as stated under TOR point 26.</p>