



TO: All BIDDERS FROM: Sally Alvarez de Schreiner  
DATE: 16 September 2025 REF.: RFP No. 2025-0117/MAEDA <sup>ym</sup>  
EMAIL: n/a EMAIL:

[procurement@ctbto.org](mailto:procurement@ctbto.org)

SUBJECT: **Clarifications No.2**  
**RFP No. 2025-0117/MAEDA: Commercial Risk Insurance Policy Coverages and Services**

Dear Bidders,

Reference is made to the Request for Proposal No. 2025-0117/MAEDA pertaining to “Commercial Risk Insurance Policy Coverages and Services” (the “RFP”).

Please find attached **Clarifications No. 2** to questions raised by interested bidders.

The attached clarifications No. 2 is an integral part of the RFP documents and shall be considered in the preparation and submission of the proposal.

We are looking forward to receiving your proposal prior to the deadline for the submission of **Tuesday 30 September 2025 17:00 hours, Vienna (Austria) local time.**

Sincerely,

Sally Alvarez de Schreiner  
Chief, Procurement Services Section

**Attachments:**

1. Clarifications No. 2



## Clarifications No. 2

(Please note, the shaded questions/answers were already sent out as Clarifications No. 1)

Commercial Risk Insurance Policy Coverages and Services RFP No. 2025-0117/MAEDA	
Clarifications	
Question	Answers from the Commission
<p><u>Question 1</u></p> <p>Requesting clarification with respects to transit exposures, please advise estimated annual values for the 2026/2027 period.</p>	<p><u>Answer 1</u></p> <p>For 2024 the values were as follows and can be used as estimates:</p> <p>Transit: USD 19 million</p> <p>Shipment of Household Goods: USD 309K</p> <p>Cash Holder : USD 136K</p> <p>Some increases in transit shipment values are foreseen in 2026 in connection with an anticipated field exercise for on-site inspections scheduled to take place in 2026. However, no major variations are expected in terms of shipment of household goods or cash holder requests.</p>
<p><u>Question 2</u></p> <p>Please can we have a 5-year loss record for each class of business</p>	<p><u>Answer 2</u></p> <p>Please refer to Appendix 4 to Annex B Terms of Reference (Rev. 1 September 2025).</p>
<p><u>Question 3</u></p> <p>For the USD 10M limit required on the exhibition / training equipment – please advise what type of equipment this typically consists of.</p>	<p><u>Answer 3</u></p> <p>Technical equipment related to field exercise or exhibits.</p>
<p><u>Question 4</u></p> <p>Please confirm the frequency for the past 12 months of all</p>	<p><u>Answer 4</u></p> <p>For calendar year 2024:</p>



transits - cash, household and other.

Marine (Cash Holder):  
10

Marine (Shipment of household goods):  
4 shipments

Marine (Transit)  
287 shipments

### Question 5

Please advise destination of Insured transits in the past 12 months (including cash and value of cash for each transit)

### Answer 5

See answer 4; in addition, kindly note the following data for calendar year 2024:

#### **Marine (Cash Holder)**

Overall insured value of cash: USD 137K

Destinations:

Europe	Central and South America	Africa	Asia Pacific	North America
\$33,808	\$0	\$62,398	\$23,277	\$17,075

#### **Marine (Shipment of household goods)**

Overall insured value of shipment of household goods: USD 309K

Destinations:

Europe	Central and South America	Africa	Asia Pacific	North America
\$209,000	\$0	\$0	\$100,000	\$0

#### **Marine (Transit)**

Overall insured value of transit shipment: USD 19 million

Destinations:

Europe	Central and South America	Africa	Asia Pacific	North America
\$15,052,192	\$1,301,646	\$604,823	\$1,245,560	\$913,783



<p><u>Question 6</u></p> <p>Please confirm if there will be any exposure to radioactive material or if there are any visits to sites where this may be an issue?</p>	<p><u>Answer 6</u></p> <p>Only in exceptional circumstances. As part of verification mission under the Comprehensive Nuclear-Test-Ban Treaty (CTBT), the Commission may engage in activities that involve proximity to sites of potential radiological significance, while the possibility of exposure to radioactive material is minimal, there may be rare instances during on-site inspection training or field activities where personnel are in areas with historically elevated radiological backgrounds. In such cases, the Commission follows strict international safety protocols and implements rigorous risk mitigation measures to protect all personnel. This includes comprehensive safety briefings, the use of protective equipment where necessary, radiation monitoring, and adherence to IAEA and UNSCEAR guidelines.</p> <p>Health and safety is a top priority, and all activities are carefully planned and monitored to ensure that any radiological risks are minimized to the fullest extent.</p>
<p><u>Question 7</u></p> <p>Do CTBTO use a preferred carrier for all transits?</p>	<p><u>Answer 7</u></p> <p>No. The Commission uses a wide range of companies based on competitive procedures.</p>
<p><u>Question 8</u></p> <p>Do CTBTO use a logistics company to coordinate movements?</p>	<p><u>Answer 8</u></p> <p>No.</p>
<p><u>Question 9</u></p> <p>CTBTO Locations (including addresses)</p>	<p><u>Answer 9</u></p> <p>CTBTO Headquarters Vienna International Centre Wagramerstrasse 5 A-1400 Vienna Austria</p> <p>CTBTO TeST Centre Austria Institute of Technology A-2444 Seibersdorf Austria</p>



<u>Question 10</u>  Organisational chart (if available)	<u>Answer 10</u>  The Secretariat is composed of five divisions: the International Monitoring System Division, the International Data Centre Division, the On-Site Inspection Division, the Legal and External Relations Division, and the Division of Administration.  Please see currently used organizational chart on <a href="#">our website</a> .
<u>Question 11</u>  Overview/list of all existing insurance contracts (types of insurance, insurers, terms)	<u>Answer 11</u>  -Marine Cargo/Equipment -Public liability  There are other insurances which are not listed here since they are out of the scope of this RFP.
<u>Question 12</u>  Copies of policies or coverage overviews	<u>Answer 12</u>  This information cannot be disclosed.
<u>Question 13</u>  Insured sums and insured benefits	<u>Answer 13</u>  As described in Annex B, Terms of Reference.
<u>Question 14</u>  Insurance conditions, special agreements	<u>Answer 14</u>  As described in Annex B, Terms of Reference.
<u>Question 15</u>  Current premiums, if possible	<u>Answer 15</u>  This information cannot be disclosed.



<u>Question 16</u>  Overview of claims for the last 3–5 years (type, date, amount, history)	<u>Answer 16</u>  Please see response to Question 2 provided under Clarifications No. 1.
<u>Question 17</u>  Information on open or unresolved claims	<u>Answer 17</u>  This information cannot be disclosed.
<u>Question 18</u>  Description of main activities and risks	<u>Answer 18</u>  <u>Marine Cargo:</u>  Loss, theft, damages in situations of: <ul style="list-style-type: none"><li>• Staff Member's Household Goods and Personal Effects while in transit and storage.</li><li>• Equipment at the risk of the Commission (including Commission self-owned, loaned and leased) while in transit, storage, installation and deployment.</li><li>• Commission's equipment hand carried by its personnel whilst on mission travel.</li><li>• Cash, traveler checks or other similar valuables in the possession of a person employed by the Commission</li></ul> Risk locations would be Vienna and Seibersdorf (Austria) and worldwide.  <u>Public/Products/Pollution liability:</u>  Occurrences causing third party bodily injury and property damage caused for any reason by all persons associated with the Commission for whom the Commission may be liable towards third parties. This would cover all situations including duty travel, field exercises, conducting trainings and other workshops and events.





	<p>Occurrences causing third party bodily injury and property damage caused for any reason by CTBTO stations, facilities, on-site field exercises, equipment and/or civil works anywhere in the world.</p> <p>Risk locations would be worldwide.</p> <p><u>Equipment</u></p> <p>All risk coverage for equipment, content and asset property against risks such as fire, explosion, lightning, water and liquid damages by way of flood, leakages, theft, terrorist acts, etc.</p> <p>Risk locations would be limited to CTBTO's location at the Vienna International Centre (VIC) located in Vienna, Austria and at the Commission's Technology Support and Training Centre (TeST Centre) located in Seibersdorf, Austria.</p>
<p><u>Question 19</u></p> <p>Location data: building description (year of construction, type of construction, use, security measures)</p>	<p><u>Answer 19</u></p> <p>Please note the buildings in the locations detailed below in response to this Question No. 19 are out of the insurance coverage requested in this RFP. Equipment and property in the locations shall be insured as detailed in Appendix 3 to Annex B Terms of Reference and are within the scope of this RFP. However, detailed descriptions of the buildings are provided below to explain the measures taken to safeguard the Commission's equipment and property further to the descriptions of the locations and security measures already provided in Section 4 of Appendix 3 to Annex B Terms of Reference.</p> <p>The Commission is based in the Vienna International Centre (VIC), Wagramer Strasse 5, in the 22nd district of Vienna. VIC was opened in 1979 and it houses numerous UN agencies among them, the International Atomic Energy Agency (IAEA), the United Nations Industrial Development Organization (UNIDO) and the United Nations Office at Vienna (UNOV). Around 4,000 employees from more than 150 countries work for the organizations at the VIC. The VIC has a total area of</p>



approximately 380,000 m<sup>2</sup> and contains 11 interconnected buildings: In addition, the complex contains two underground tri-decked parking facilities with parking for approximately 2,100 vehicles. The fence line covers 2,000 meters and has seven main access gates.

The CTBTO offices are mainly located in Building E, with some offices located in tower D.

The United Nations Security and Safety Service (UNSSS) operates as part of common services and is responsible for providing security and safety services for all Vienna International Centre (VIC) based international organizations.

All persons and vehicles entering the VIC go through security screening and UNSSS collaborate closely with local police on security matters.

The CTBTO Technology Support and Training Centre (TeST Centre) is a multipurpose facility for equipment storage, maintenance and testing as well as training, supporting the build-up and sustainment of the verification regime and providing the Provisional Technical Secretariat (PTS) with the operational capability and readiness required for entry into force.

The Test Centre is located in Seibersdorf in Lower Austria, and is situated within the compound of the Austrian Institute of Technology (AIT). The facility was commissioned in 2019 and officially handed over to the Commission in August 2021, it has roughly 2,000 m<sup>2</sup> of storage space with three maintenance workshops, one conference room, and six training rooms. Security is managed within a gated area inside the secured AIT premises, with controlled access via security cards and visitor sign-in at the main reception.

The whole compound is monitored 24/7 by various CCTV cameras. And there's also a police station at the gate and nearby fire brigade support, adding extra layers of safety and emergency response.





<u>Question 20</u>  Information on special risks (e.g. international activities, IT/EDP, cyber risks, travel, high-risk territories)	<u>Answer 20</u>  Please see response to Question 18.
<u>Question 21</u>  Preferred or prescribed insurers (e.g. minimum rating, international providers)	<u>Answer 21</u>  Reputable multinational insurance provider(s)/ broker(s) with proven portfolio of insurance/brokerage services to diverse entities in governmental, and UN Organizations/multilateral bodies. Please refer to Evaluation Criteria No.1 of each lots and Evaluation Criteria 9, 6 and 7 of Lot 1, Lot 2 and Lot 3 respectively in Attachment 2 – Evaluation Criteria and Method of the RFP.
<u>Question 22</u>  Special contract clauses or coverage extensions	<u>Answer 22</u>  Please refer to the Commission's General Conditions of Contract part of the RFP. Bidders are required to confirm their agreement with all its terms and conditions. Please refer to Attachment 1- Technical Proposal - Minimum Content of Technical Proposal of the RFP.
<u>Question 23</u>  after carefully reviewing the tender documents, we have gained the impression that the tender is not directed at insurance brokers, but rather at insurance companies or risk carriers directly. [...] We kindly ask you to confirm whether our understanding is correct and whether participation in the tender is reserved exclusively for insurers or risk carriers.	<u>Answer 23</u>  Submissions from broker(s) who can submit offers based on their insurance partners are also eligible to submit offers under this RFP.



Question 24

Enquiring about the Bidders Statement form on the above RfP. It appears as if the form applies to contractors/suppliers providing physical goods and not services. Given we're providing consulting services how would you like us to complete this form.

Answer 24

Please answer the questions on the form which are applicable to services such as agreement to the Commission's General Conditions of Contract, state country of origin of services etc.