



TO:	ALL BIDDERS	FROM:	Sally Alvarez de Schreiner Chief, Procurement Services Section
DATE:	21 October 2025	REF.:	RFP 2025-0137/SANZ <i>SAS</i>
		EMAIL:	procurement@ctbto.org
SUBJECT:	Clarifications No. 1 RFP 2025-0137/SANZ Ground Transportation Services on a Call-off basis for the On-Site Inspection Integrated Field Exercise in 2026 (IFE26) and Preparatory Activities in Namibia		

Dear Bidders,

In reference to the Commission's Request for Proposal No. RFP 2025-0137/SANZ pertaining to Ground Transportation Services on a Call-off basis for the On-Site Inspection Integrated Field Exercise in 2026 (IFE26) and Preparatory Activities in Namibia (the "RFP"), please find attached **Clarifications No. 1** to questions raised by bidders in respect to the afore-mentioned RFP.

The attached Clarifications No. 1 is an integral part of the RFP documents and shall be considered in the preparation and submission of the bid.

We are looking forward to receiving your proposal prior to the **submission deadline of 24 October 2025, 17:00 hours, Vienna (Austria) local time.**

Sincerely,

Sally *SAS* Alvarez de Schreiner
Chief, Procurement Services Section

Attachments

1. Clarifications No. 1

Item#	Bidders Question	CTBTO Answer
1	For Attachment 4 – Price Schedule Form, may we prepare and submit it in an Excel spreadsheet format, given that we need to reflect additional cost details that are easier to present in Excel?	Yes, Excel submission is acceptable.
2	Regarding the Pricing Schedule under Annex B, specifically point number 3 on scheduled activities — should our quotation be based on the prospective dates provided in the document, or do you only require the daily rate as part of the financial proposal?	Please provide only the daily or hourly rates as stated in the table.
3	For the Price Schedule Form under the financial proposal, should the costing be structured according to the lots provided in the request document?	Yes, please complete the Price Schedule Form according to the structure of the form and the Lots.
4	Should the entire request for proposal (RFP) document be included with the technical submission or with the financial proposal?	The entire RFP document is not required. Please refer to the RFP instructions (page 3-5) for the required documents and information for each parts of the proposal.