

REQUEST FOR PROPOSAL

To: ALL BIDDERS

CTBTO Ref. No.: 2025-0137/SANZ 
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

E-mail: procurement@ctbto.org

Date: 14 October 2025

NOTE: The RFP has been reopened with no changes in the solicitation documents. Any proposal already submitted shall be resubmitted in compliance with the RFP instructions.

Subject: Ground Transportation Services on a Call-off basis for the On-Site Inspection Integrated Field Exercise in 2026 (IFE26) and Preparatory Activities in Namibia.

Deadline for Submission: 24 October 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,

Sally Alvarez  de Schreiner
Chief, Procurement Services Section

ACKNOWLEDGEMENT FORM

Solicitation No: 2025-0137 Title: Ground Transportation Services on a Call-off basis for the On-Site Inspection Integrated Field Exercise in 2026 (IFE26) and Preparatory Activities in Namibia.	Closing Date: 24 Oct 25 Vienna Local Time: 17:00
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Procurement Staff: Eileen Sanz

CTBTO Req. No.: 0010027414

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 is for the provision of ***Ground Transportation Services on a Call-off basis for the On-Site Inspection Integrated Field Exercise in 2026 (IFE26) and Preparatory Activities in Namibia*** (hereinafter referred to as the "Services" and/or the "Work") as described in the attached Terms of Reference ("TOR").

The Commission intends to establish a Call-Off Contract for the Services with the Contractor offering the Proposal that 'most effectively satisfies the technical and operational requirements' for this Request for Proposal (hereinafter referred to as the "RFP"). The Work will be called-off by the Commission under separate Formal Requests for Delivery (FRD), each detailing the requested Services respectively.

The Proposal shall meet all requirements stated in these Instructions and the Terms of Reference and be submitted in accordance with these Instructions for Preparation and Submission of Proposals. However, the Commission reserves the right to consider proposals with minor modifications or upgrades to the specifications.

In case of an award, the following documents shall govern the Contract and in case of discrepancies or inconsistencies, the documents to prevail shall be given precedence in the following order:

- (a) The Contract;
- (b) The Commission's General Conditions of Contract (Annex A to the Contract);
- (c) The Commission's Terms of Reference (Annex B to the Contract);
- (d) The Contractor's Proposal (Annex C to the Contract);
- (e) The respective FRD.

2. Documents included in this Request for Proposal (RFP)

This RFP consists of the following documents:

- (a) Letter of Invitation
- (b) These Instructions for Preparation and Submission of Proposals, including the Bidder's Statement and its Attachments:
 - Attachment 1: Technical Compliance Matrix
 - Attachment 2: Evaluation Criteria and Method

- Attachment 3: Procedure for submission of electronic offers in 2 sealed files
- Attachment 4: Price Schedule Form
- (c) The Commission's Model Contract
- (d) The Commission's General Conditions of Contracts (Annex A) available at [Microsoft Word - CTBTO General Conditions of Contract 08-10-2021 final clean.docx](#) and incorporated hereby by reference;
- (e) The Commission's Terms of Reference (Annex B):
- (f) Statement of Confirmation
- (g) Vendor Profile Form

3. Amendment of the 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 in order 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 organization. The Proposal shall not contain any interlineation, erasures or overwriting except as necessary to correct errors, in which case such corrections shall be initialed by the authorized person(s) signing the Proposal.

The Proposal shall be submitted electronically according to the attached "PROCEDURE FOR SUBMISSION OF ELECTRONIC OFFERS IN 2 SEALED FILES".

Proposals sent by regular e-mail, unless clearly submitted as electronically sealed offers as indicated above and following the instructions outlined in the attached instructions will not be considered and may lead to the rejection of the offer.

The Proposal shall be received 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 entertained after this time. Questions will only be accepted via e-mail and should be sent to:

E-mail: procurement@ctbto.org
Subject: Request for Clarifications RFP No. 2025-0137/SANZ

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

Except in the 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 award decision may result in rejection of the Proposal.

7. Eligible Goods and Services

The goods and services to be rendered under the Contract shall have their origin in the States Signatories of the Comprehensive Nuclear-Test-Ban Treaty (CTBT) which is available in the CTBTO website at www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#). For purposes of this paragraph, "the origin" means the place from where the materials, goods and/or from which the services are supplied.

8. Type of Contract and Payment

The Commission intends to conclude a firm fixed unit price Call-Off Contract, based on the Commission's Model Contract attached hereto. The terms and conditions of payment are provided in the attached Model Contract.

9. Content of the Proposal

Bidders may opt to bid for LOT 1: Vehicles for Personnel Transportation and/or, LOT 2: Vehicles for Equipment Transportation, and/or LOT 3: Provision of Drivers for Lot 1 and Lot 2 Vehicles, and/or LOT 4: One-way Transfers or all LOTs, as defined in the Terms of Reference. Bidder shall indicate clearly the LOT or LOTs for which they bid and submit separate offers for each LOT. Proposals for multiple Lots are preferred.

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

The Proposal shall be composed of the following separate parts:

- 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.

No pricing/financial information shall be included in the Technical Section of the Proposal. Note however that the list/catalogue of the shall also be included in the Technical Section of the Proposal.

Point of Contact

The Proposal shall state the contact details and address (name, telephone and fax numbers, and e-mail address) of the person/point of contact in your company dealing with this RFP.

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

The attached Bidder's Statement, Statement of Confirmation and Vendor Profile Form shall be duly filled-in, signed and submitted together with the Proposal.

Description of Services, Minimum Content and Compliance Matrix for Technical Proposal

An explanation of the bidder's understanding of the services to be provided and an overall preliminary operational plan for the execution of the services following the attached Minimum Content and Mandatory Requirements of the Technical Proposal and including the Technical Compliance Matrix, all provided in Attachment 1.

In the event that a Contractor cannot provide a service (e.g. vehicle) meeting the specified criteria (e.g. capacity), the Contractor may submit a quotation for a similar, alternative vehicle, indicating the variation from those stated in the ToR.

The Commission reserves the right to consider proposals with minor modifications or upgrades to the specifications.

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.

Qualifications

Documentary evidence of the bidder's qualifications to provide the Services, which shall establish to the Commission's satisfaction that the bidder has technical capability necessary to perform the Contract and other necessary ongoing services as required in compliance with all the requirements and qualifications set forth in the Terms of Reference (for each LOT) (see Attachment 1 to this RFP – Technical Compliance Matrix).

Commission's Inputs

A description of the expected inputs/resources to be made available by the Commission and at what stage of the services

Personnel

Curriculum vitae of key personnel proposed for this contract, including technical experience to perform the Work.

Please note that it is the bidder's responsibility alone to obtain **work permits or visa or similar** for the personnel proposed to implement this project. The Commission will make no effort nor accept any responsibility for obtaining work permits or visa or similar for the Contractor's personnel.

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

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 Quotation 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.

Sub-Contractors

The Proposal shall include names, legal status, address and qualifications of subcontractor(s), if any, involved in the Project and the scope of the subcontracted services. The bidder shall provide a statement that its organization shall be fully responsible for the performance of sub-contractors. All sub-contractors shall be legally established in one of the CTBT States Signatories. The list is available on the CTBTO website at www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#).

Insurance

Insurance to be included in the Proposal must be for All Risk, covering 110% of the cost of the equipment proposed, and from the date/place of the shipment to the date/place the delivery is completed. The insurance shall be in the name of the supplier and the Commission. You are requested to confirm that you will provide this insurance coverage.

References

- 1) Potential bidders shall include a minimum of 3 client references with their offer.
- 2) If after reasonable efforts, the Commission is unable to contact the client references provided by the bidder, the Commission may take the decision not to further consider the offer provided by the bidder.

PART II: FINANCIAL PROPOSAL

- (a) The Proposal shall provide bill of quantities for all requirements set forth in the attached Terms of Reference using the using **Attachment 4 (Price Schedule Form)** as applicable, attached to these Instructions for Preparation and Submission of Proposals. All individual costs shall be stated in EURO or US Dollars.

In presenting the cost for each item, adequate justification and calculation must be included in the cost. Note that clear and detailed explanations would enable us 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.

In principle the Commission is exempt from taxes. Since the arrangement under which such exemption is respected varies from country-to-country, the selected bidder will be informed by the Commission whether tax exemption will occur at source or whether taxes paid by the selected bidder will be reimbursed by the Commission upon submission of the original supporting documentation.

For European Union (EU) Companies

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 goods/services shall be quoted separately or separately identified on the Proposal together with information on the nature of the Tax and its method of calculation. Due to the VAT exemption applicable to the Commission, no VAT will be charged to the Commission by the EEC Suppliers under the Contract (Ref. EU VAT Council Directive 2006/112/EC, Article 151).

For Non-EU Companies

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 goods/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. For deliveries to Vienna, Austria, and due to the tax exemption at source applicable to the Commission, no Taxes shall be charged to the Commission under the Contract.

10. Completeness and Correctness of the Proposal

The Commission reserves the right to verify all information furnished in the Proposal through a source of its choice. Any inaccurate information so given may lead to the rejection of the Proposal.

11. Evaluation of the Proposal

- (a) The Commission will conduct the evaluation based on the criteria and method specified in Attachment 2 “Evaluation Criteria and Method”.
- (b) 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.

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. Validity of the 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.

14. Negotiations of the Proposal and Award

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. If and when the Proposal, including any amendment resulting from such negotiations, is fully agreed, the Commission will notify the bidder in writing.

The Commission also reserves the right to split the award for this project if so deemed desirable.

15. Modification and Withdrawal of the Proposal

Bidders may modify or withdraw their Proposals after its 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 subsequent to the closing date.

16. Right to Vary Requirements at the Time of Award

At the time of award of the Contract, the Commission reserves the right to vary the quantity of services by up to a maximum of twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

17. 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 award without having to inform the affected party of the grounds therefore, without thereby incurring any liability to the affected party.

18. Costs of preparation and submission of the Proposal

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

19. 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 RFP or otherwise without prior written agreement of the Commission.

BIDDER'S STATEMENT PLEASE FILL THIS FORM & SUBMIT WITH THE PROPOSAL	
Delivery Time:	
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 services as required. Included in this Proposal : Yes ☐ No ☐	
Confirmation that the bidder has reviewed the Commission's General Conditions of Contract and the Commission's Model Contract and agreed to all terms and conditions. Yes ☐ No ☐ Remarks:	
Name: Name & Title of Contact Person: Signature & date:	

Attachment 1: Minimum Content of the Technical Proposal and Technical Compliance Matrix

RFP 2025-0137

Ground Transportation Services on a Call-off basis for the OSI -IFE26 and Preparatory Activities in Namibia

Bidders are requested to demonstrate compliance with the requirements and add any further information in support of their Proposal. Please refer to the relevant section of the Terms of Reference for further explanation of the requirements. The information provided will form an integral part of the technical evaluation process

Part II of this document must be completed and returned as part of the Proposal.

PART I MINIMUM CONTENT OF THE TECHNICAL PROPOSAL

Item		Minimum content
1. Executive Summary		• Provide an overview of proposal
2. Experience, Resources and Project Management		
2.1 Corporate Profile and Values		• Background of company, ownership, size, location, profile • Company business structure and its authority to execute all Work under the Contract. • If a consortium, provide a clear explanation of the business relationship between the members and governance for the execution of this project. • In case the Bidder requires the services of subcontractors, the Proposal shall include: a) Relationship of the Bidder's business to any subcontractor(s) that will be used. b) Names, addresses, legal status, and qualifications of major sub-contractor(s) proposed by your organization. • The scope of work and nature of subcontracting.
2.2 Corporate Experience		• The proposal should detail the Bidder's experience in executing work of similar scope and complexity.
2.3 Requirements for the Contractor		• The Proposal should address and describe all Contractor's requirements set forth under each lot (LOT 1, 2, 3 and 4) of the Terms of Reference (ToR).
3. Meeting the Requirements		
3.1 Understanding of the ToR		• Please describe your understanding of the services that are to be provided under the ToR, detailing key assumptions, by giving a section-by-section response to the tasks and requirements listed in Section 4 (Scope of Work) of the ToR.
4. Contractor's key staff		
4.1. Visa & Work Permits		Provide written confirmation that the Bidder understands and agrees to take responsibility for obtaining any Visa and/or work permits, which may be required to perform the Work under the Contract. The CTBTO does not sponsor work permits for contractors.
5. Documentation and Reporting		
		Provide written assurance that all documentation and communication (written and oral) supplied to the Commission shall be in English and submitted in electronic form.
6. Model Call-off Contract		
		Provide a statement that the bidder has carefully reviewed the Model Call-off Contract and its Annexes and agrees with all its terms and conditions.

Attachment 1: Minimum Content of the Technical Proposal and Technical Compliance Matrix

RFP 2025-0137

Ground Transportation Services on a Call-off basis for the OSI -IFE26 and Preparatory Activities in Namibia

Part II – Compliance Matrix – Please return duly filled-in together with the Technical Proposal

Ref No. of ToR	Requirements <i>A section-by-section response to each section of the Terms of Reference is included in the Proposal</i>	Bidder's Compliance		Section in the Proposal (ensure each requirement is sufficiently described in the Proposal)
		Yes	No	
4	Required services			
4.1	Lot 1: Vehicles for Personnel Transportation (daily hire rate)			
4.2	Lot 2: Vehicles for Equipment Transportation (daily hire rate)			
4.3	Lot 3: Provision of Drivers for Lot 1 and Lot 2 Vehicles (daily hire rate)			
4.4	Lot 4: One-way Transfers (with Driver)			
5	Contractor requirements			
5.1	Contractor requirements for all ots			
5.1.1	The Contractor shall be able to demonstrate experience working with United Nations, international organisations or comparable firms in providing similar services at a similar scale to those outlined in these TOR, within the last five years.			
5.1.2	The Contractor shall be able to nominate an individual resident in either Swakopmund or Walvis Bay.			
5.2	Contractor requirements Lots 1 & 2			
5.2.1	The Contractor shall be able to demonstrate at least 10 years of experience of the provision of vehicles similar to those outlined in the ToR.			

Attachment 1: Minimum Content of the Technical Proposal and Technical Compliance Matrix

RFP 2025-0137

Ground Transportation Services on a Call-off basis for the OSI -IFE26 and Preparatory Activities in Namibia

Ref No. of ToR	Requirements <i>A section-by-section response to each section of the Terms of Reference is included in the Proposal</i>	Bidder's Compliance		Section in the Proposal (ensure each requirement is sufficiently described in the Proposal)
		Yes	No	
5.2.2	The Contractor shall: a. ensure that all vehicles are roadworthy, equipped with functioning seat belts and fully insured; b. ensure that all vehicles are clean and are air-conditioned; c. promptly attend to any breakdown or servicing requirement; d. promptly arrange a substitute vehicle and/or driver, if required; e. ensure regular refuelling of vehicles out of working hours, the cost of which shall be invoiced to the Commission; f. ensure all vehicles are provided with first aid kits, warning triangles, high-visibility vests, fire extinguishers and other mandatory items in accordance with national laws and regulations.			
5.3	Contractor requirements Lot 3			
5.3.1	The Contractor shall be able to demonstrate at least 10 years of experience of the provision of drivers with experience of driving vehicles similar to those outlined in Lots 1 and 2 of the ToR.			
5.3.2	The Contractor shall ensure that all drivers provided: a. are experienced in the vehicle category being driven; b. are available to work between up to 10 hours per day; c. shall possess clean driving licences, including public transport licences if required; d. are familiar with principal routes in the Erongo Region; e. can communicate in English and adhere to instructions or guidance provided; f. drive in a safe manner and adhere to all national laws and regulations; g. are briefed on the rules of convoy driving. h. are experienced in "off-road" driving.			
5.3.3	Contractor and/or driver shall ensure that they have sufficient water and food for the duration of their working hours in order that they are able to			

Attachment 1: Minimum Content of the Technical Proposal and Technical Compliance Matrix

RFP 2025-0137

Ground Transportation Services on a Call-off basis for the OSI -IFE26 and Preparatory Activities in Namibia

Ref No. of ToR	Requirements <i>A section-by-section response to each section of the Terms of Reference is included in the Proposal</i>	Bidder's Compliance		Section in the Proposal (ensure each requirement is sufficiently described in the Proposal)
		Yes	No	
	remain with their vehicle during field activities.			
5.4	Contractor requirements Lot 4			
5.4.1	The Contractor shall be able to demonstrate at least 10 years of experience of the provision of transportation services similar to those outlined in the ToR.			
5.4.2	The Contractor shall: a. ensure that all vehicles are roadworthy, equipped with functioning seat belts and fully insured; b. ensure that all vehicles are clean and are air-conditioned; c. promptly arrange a substitute vehicle and/or driver, if required; d. ensure all vehicles are provided with first aid kits, warning triangles, high-visibility vests, fire extinguishers and other mandatory items in accordance with national laws and regulations.			

Attachment 2 - Evaluation Criteria and Method
RFP 2025-0137 Ground Transportation Services on a Call-off basis for the
On-Site Inspection Integrated Field Exercise in 2026 (IFE26)
and Preparatory Activities in Namibia

LOT 1: VEHICLES FOR PERSONNEL TRANSPORTATION (DAILY RATE HIRE)		
Ref No. in TOR	1. QUALIFICATION REQUIREMENTS (1st stage)	PASS/FAIL
5.1.1	The Contractor shall be able to demonstrate experience working with United Nations, international organisations or comparable firms in providing similar services at a similar scale to those outlined in these TOR, within the last five years	PASS/FAIL
5.1.2	The Contractor shall be able to nominate an individual resident in either Swakopmund or Walvis Bay to: a. Act as the local point of contact for logistical and commercial matters; b. Oversee transportation arrangements and to promptly respond to any incidents.	PASS/FAIL
5.2.1	The Contractor shall be able to demonstrate at least 5 years of experience of the provision of vehicles similar to those outlined in this ToR.	PASS/FAIL

The technical proposals that have passed stage 1 of the technical evaluation process, will be evaluated against the evaluation matrix below:				
Ref No. in TOR	2. TECHNICAL REQUIREMENTS - 2nd stage	Points		
	Quality of the Proposal	Max Points	Factor	Weighted score
All	Understanding of the Scope of Work and Requirements demonstrated in the Proposal	5	2	10
4.1/5.2	Ability to provide all services requested under this LOT or alternative vehicles offered otherwise.	5	2	10
5.3	Ability to provide comparable additional services not indicated in the TOR.	5	1	5
2.2	Submission by bidder of offers for additional Lots	5	1	5
TOTAL - Technical Evaluation		20		30
<i>The minimum number of scores to pass the technical evaluation is 18</i>				

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 **a total score of at least 18**, 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 weight of the technical and financial components is 60% and 40% respectively. The Contract will be awarded to the bidder(s) obtaining the highest combined score resulting from the technical and financial evaluations and subject to commercial and contractual acceptability.

Attachment 2 - Evaluation Criteria and Method
RFP 2025-0137 Ground Transportation Services on a Call-off basis for the
On-Site Inspection Integrated Field Exercise in 2026 (IFE26)
and Preparatory Activities in Namibia

LOT 2: VEHICLES FOR EQUIPMENT TRANSPORTATION (DAILY RATE HIRE)		
Ref No. in TOR	1. QUALIFICATION REQUIREMENTS (1st stage)	PASS/FAIL
5.1.1	The Contractor shall be able to demonstrate experience working with United Nations, international organisations or comparable firms in providing similar services at a similar scale to those outlined in these TOR, within the last five years	PASS/FAIL
5.1.2	The Contractor shall be able to nominate an individual resident in either Swakopmund or Walvis Bay to: a. Act as the local point of contact for logistical and commercial matters; b. Oversee transportation arrangements and to promptly respond to any incidents.	PASS/FAIL
5.2.1	The Contractor shall be able to demonstrate at least 5 years of experience of the provision of vehicles similar to those outlined in this ToR.	PASS/FAIL

The technical proposals that have passed stage 1 of the technical evaluation process, will be evaluated against the evaluation matrix below				
Ref No. in TOR	2. TECHNICAL REQUIREMENTS - 2nd stage	Points		
	Quality of the Proposal	Max Points	Factor	Weighted score
All	Understanding of the Scope of Work and Requirements demonstrated in the Proposal	5	2	10
4.2/5.2	Ability to provide all services requested under this LOT or alternative vehicles offered otherwise.	5	2	10
5.3	Ability to provide comparable additional services not indicated in the TOR.	5	1	5
2.2	Submission by bidder of offers for additional Lots	5	1	5
	TOTAL - Technical Evaluation	20		30
<i>The minimum number of scores to pass the technical evaluation is 18</i>				

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 **a total score of at least 18** 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.

Attachment 2 - Evaluation Criteria and Method
RFP 2025-0137 Ground Transportation Services on a Call-off basis for the
On-Site Inspection Integrated Field Exercise in 2026 (IFE26)
and Preparatory Activities in Namibia

LOT 3: PROVISION OF DRIVERS FOR LOT 1 AND 2 VEHICLES (DAILY RATE HIRE)		
Ref No. in TOR	1. QUALIFICATION REQUIREMENTS (1st stage)	PASS/FAIL
5.1.1	The Contractor shall be able to demonstrate experience working with United Nations, international organisations or comparable firms in providing similar services at a similar scale to those outlined in these TOR, within the last five years	PASS/FAIL
5.1.2	The Contractor shall be able to nominate an individual resident in either Swakopmund or Walvis Bay to: a. Act as the local point of contact for logistical and commercial matters; b. Oversee transportation arrangements and to promptly respond to any incidents.	PASS/FAIL
5.3.1	The Contractor shall be able to demonstrate at least 5 years of experience of the provision of drivers with experience of driving vehicles as described in the ToR.	PASS/FAIL

The technical proposals that have passed stage 1 of the technical evaluation process, will be evaluated against the evaluation matrix below				
Ref No. in TOR	2. TECHNICAL REQUIREMENTS - 2nd stage	Points		
	Quality of the Proposal	Max Points	Factor	Weighted score
All	Understanding of the Scope of Work and Requirements demonstrated in the Proposal	5	2	10
4.3/5.3	Ability to provide all services requested under this LOT or alternative vehicles offered otherwise.	5	2	10
5.3	Ability to provide comparable additional services not indicated in the TOR.	5	1	5
2.2	Submission by bidder of offers for additional Lots	5	1	5
TOTAL - Technical Evaluation		20		30
The minimum number of scores to pass the technical evaluation is 12				

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 a total score of at least 18, 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.

Attachment 2 - Evaluation Criteria and Method

**RFP 2025-0137 Ground Transportation Services on a Call-off basis for the
On-Site Inspection Integrated Field Exercise in 2026 (IFE26)
and Preparatory Activities in Namibia**

LOT 4: ONE-WAY TRANSFERS (WITH DRIVER)		
Ref No. in TOR	1. QUALIFICATION REQUIREMENTS (1st stage)	PASS/FAIL
5.1	The Contractor shall be able to demonstrate experience working with United Nations, international organisations or comparable firms in providing similar services at a similar scale to those outlined in these TOR, within the last five years	PASS/FAIL
5.2	The Contractor shall be able to nominate an individual resident in either Swakopmund or Walvis Bay to: a. Act as the local point of contact for logistical and commercial matters;	PASS/FAIL
5.4	The Contractor shall be able to demonstrate at least 5 years of experience of the provision of transportation services similar to those outlined in this ToR.	PASS/FAIL

The technical proposals that have passed stage 1 of the technical evaluation process, will be evaluated against the evaluation matrix below				
Ref No. in TOR	2. TECHNICAL REQUIREMENTS - 2nd stage	Points		
	Quality of the Proposal	Max Points	Factor	Weighted score
All	Understanding of the Scope of Work and Requirements demonstrated in the Proposal	5	2	10
4.4/5.4	Ability to provide all services requested under this LOT or alternative vehicles offered otherwise.	5	2	10
5.3	Ability to provide comparable additional services not indicated in the TOR.	5	1	5
2.2	Submission by bidder of offers for additional Lots	5	1	5
	TOTAL - Technical Evaluation	20		30
	<i>The minimum number of scores to pass the technical evaluation is 18</i>			

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 **a total score of at least 18**, 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.

“Procedure for Submission of Electronic Offers in 2 Sealed Files”

The Commission invites you to submit your sealed offer (Bid, or Proposal) in response to the solicitation forming part of this request.

Please be sure to follow the instructions below very carefully, so that the documents you submit are encrypted, and cannot be opened without an encryption key (password). If the documents are not encrypted, they will not be accepted as part of this tender process.

CRITICAL INFORMATION:

Create separate zip files for the technical offer and the financial offer (labelling them clearly in the title) with different encryption keys. Instructions for how to do this are provided below.

Step 1: You provide the encryption key (password) for the *Technical Offer only* (in accordance with the below instructions)!

Step 2: After the Commission has performed the evaluation of the Technical Offer, if your Technical Offer is considered to be acceptable, the Commission will request the encryption key (password) for the Financial Offer you have already submitted by the tender Deadline.

Should you have any questions, please send an email to procurement@ctbto.org.

We recommend that you leave yourself plenty of time to complete the below process (including getting any necessary assistance from the Commission), as late offers will not be accepted.

INSTRUCTIONS:

1. In a **WINDOWS** environment, one way of meeting the requirements is as follows.

We recommend using the open-source, free software **7-zip**, but if you are comfortable with other tools, the result should be the same, as long as you can apply encryption to the archive. In the below, we'll use 7-zip as an example. (You can download the 7-zip code for Windows at: 7-zip.org)

2. In **LINUX** environment, you can use, for instance, “sha1sum” on the command line.

Creating the archives for submission

Regardless of whether the offer is a single file, or a collection of files, the files are easier to manage if delivered as a single, compressed file. Compressing the archive is a common way to meet size limitations in email systems.

As an example of how to submit your offer in the required format: assuming you are supplier “SOFTCOMP” and have the following files related to the offer for “RFP 2020-0010/EDWALD”. (*You will need to replace these elements with the real information for your actual offer in line with the relevant Instructions for Preparation and Submission of Proposals/Bids.*) Assuming further that you have installed the 7-zip software on the Windows system you are using.

We will only go through the creation of the Technical Offer (Proposal/Bid) component; the Financial Offer (Proposal/Bid) component is similar.

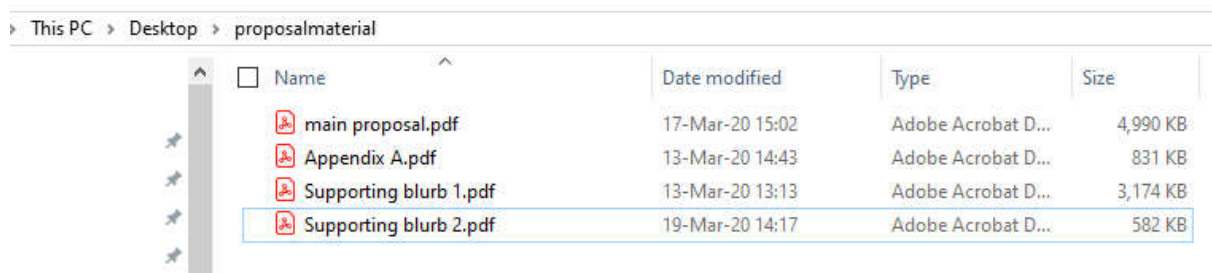


Figure 1 An example set of files to be submitted

Select the four files and right-click; a Dialog box pops up, with one of the options being “7-ZIP >”. Hover your cursor over the “>” part and a few more options appear, select the “Add to archive” option.

Another dialog box pops up (see ‘Figure 2, Creating an Archive’, next page):

Using the standard Windows methods, select a suitable location for the archive (if you don’t change it, the archive gets created right where the selected files are), and give it a name in the form of: “SOFTCOMP-2020-0010-EDWALD-TECHNICAL-BID”, of course replacing all the elements with the true values for the offer in question: the actual company indicator, and the actual RFP/ITB identification string. Note that it is not possible to put a slash “/” in the file name, and therefore put a dash “-” instead. Leave the file extension “.zip” as is.

Leave all the other settings as is, except: **add a password to the encryption** (see figure 2 below). This is done by typing the same password (of your choosing) twice in the two text fields in the lower right hand corner.

Make a note of this password. You must choose different passwords for the two zip archives, that is, the Technical and the Financial Proposal/Bid.

Add to Archive

Archive: C:\Users\edwald\Desktop\proposalmaterial\SOFTCOMP-2020-0010-EDWALD-TECHNICAL-BID.zip

Archive format: zip

Compression level: Normal

Compression method: Deflate

Dictionary size: 32 KB

Word size: 32

Solid Block size:

Number of CPU threads: 4 / 4

Memory usage for Compressing: 131 MB

Memory usage for Decompressing: 2 MB

Split to volumes, bytes:

Parameters:

Update mode: Add and replace files

Path mode: Relative pathnames

Options

- ☐ Create SFX archive
- ☐ Compress shared files
- ☐ Delete files after compression

Encryption

Enter password: *****

Reenter password: *****

☐ Show Password

Encryption method: ZipCrypto

OK Cancel Help

Figure 2 Creating an Archive

Now, we seek the “SHA1 Hash”, and electronic fingerprint of the archive you have just created. The hash is a string calculated from your file(s) and can be used to guarantee that the file has not been modified since you created it. Any change to the file will result in a different hash value.

There are many ways of calculating this; two common options are described below.

If the appropriate functionality is available in your Windows environment: Select the compressed archive in the Windows file manager, (eg. SOFTCOMP-2020-0010-EDWALD-TECHNICAL-BID.zip) and right click. One of the options to select is “CRC SHA >”. Hovering over the “>” brings a few more options to light, select the **SHA-1** option. A smaller dialog pops up: (see Figure 3, *SHA1* below). Clicking Ctrl-C grabs the contents of this box. You can close the box after copying the contents. (You can paste the contents into a mail message, for instance.)

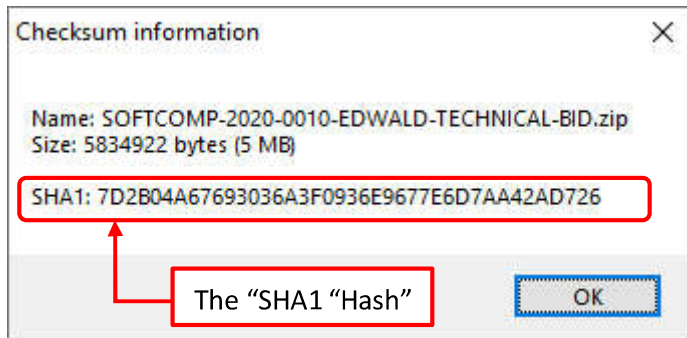


Figure 3 *SHA1*

If this CRC SHA function is not available by ‘right-click’ on your Windows version, you can also do this from ‘the command line’, a slightly more complicated way. Open a CMD window (see sidebar below), move to the folder where your archive is, and execute the command: `“certutil -hashfile SOFTCOMP-2020-0010-EDWALD-TECHNICAL-BID.zip sha1”` where you obviously replace the name of the file with your real file name. The output of this command is the SHA1 “hash”. You can copy-and-paste the string for use in the email (below).

Sidebar: How to open a CMD window in Windows:

The way to open a Command window (or ‘terminal’) depends on the version of Windows you have. The different methods are very clearly described in the following article, but a quick internet search will find multiple descriptions.

<https://www.lifewire.com/how-to-open-command-prompt-2618089>

Finally,

1. Create a new email, Subject: example- “SOFTCOMP-2020-0010-EDWALD”. Add the two compressed archives, that is, the Technical Offer and the Financial Offer archives as attachments. The text of the email should contain the SHA1 information for both archives.
SEND THIS TO: sealed_bids@ctbto.org (note that there is an underscore “_” between “sealed” and “bids”). (Should the email become larger than your mail system allows, you can

try sending the two archives in separate emails. Take care to include the right SHA1 information with each file.)

2. Create a new email, Subject: example- "SOFTCOMP-2020-2010-EDWALD-Technical Offer" the contents of which must contain the Encryption Key for the Technical Offer (the password you used when creating the Technical Offer). (Again, note the underscore between 'bid' and 'keys'.)

SEND THIS TO: bid_keys@ctbto.org

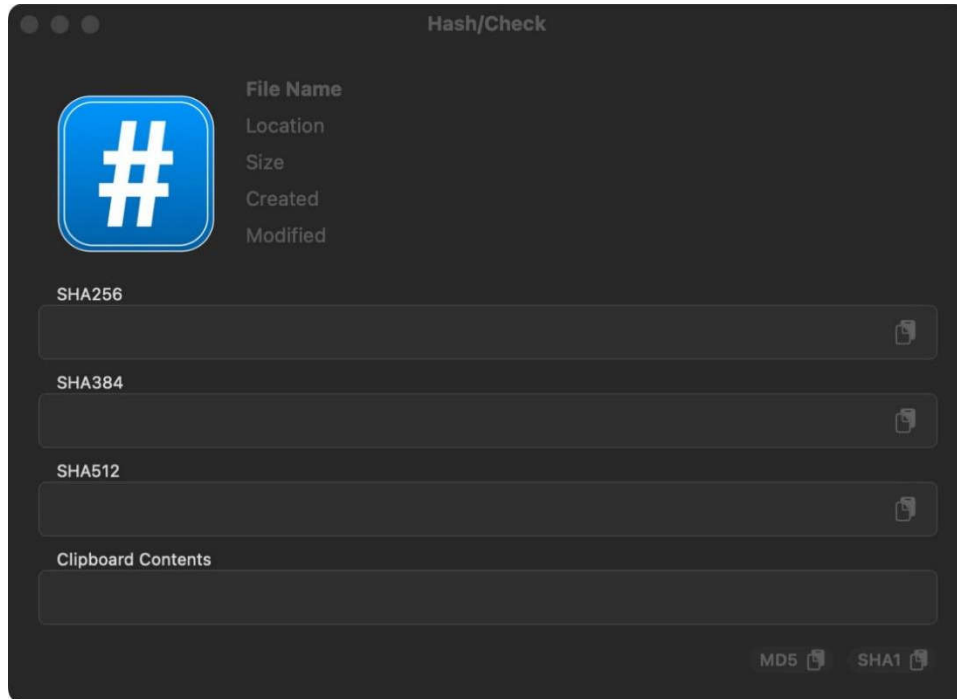
IMPORTANT NOTE: As stated above, only send the Encryption Key for the Technical Offer to the bid_keys@ctbto.org mailbox when sending your Technical and Financial Offer to the sealed_bids@ctbto.org mailbox. **You shall only send the Encryption Key for the Financial Offer to the Commission if and when informed by the Commission that your Technical Offer had been evaluated as "technically acceptable".**

The Financial Offer Encryption Key will need to be provided by you to the same e-mail (bid_keys@ctbto.org) within 48 hours of the Commission's request, clearly marked in Subject: Encryption Key for (example): "SOFTCOMP 2020-2010 EDWALD-Financial Offer". If your Offer is not considered "technically acceptable", the Commission will not request an Encryption Key for your Financial Offer, and it will remain unopened.

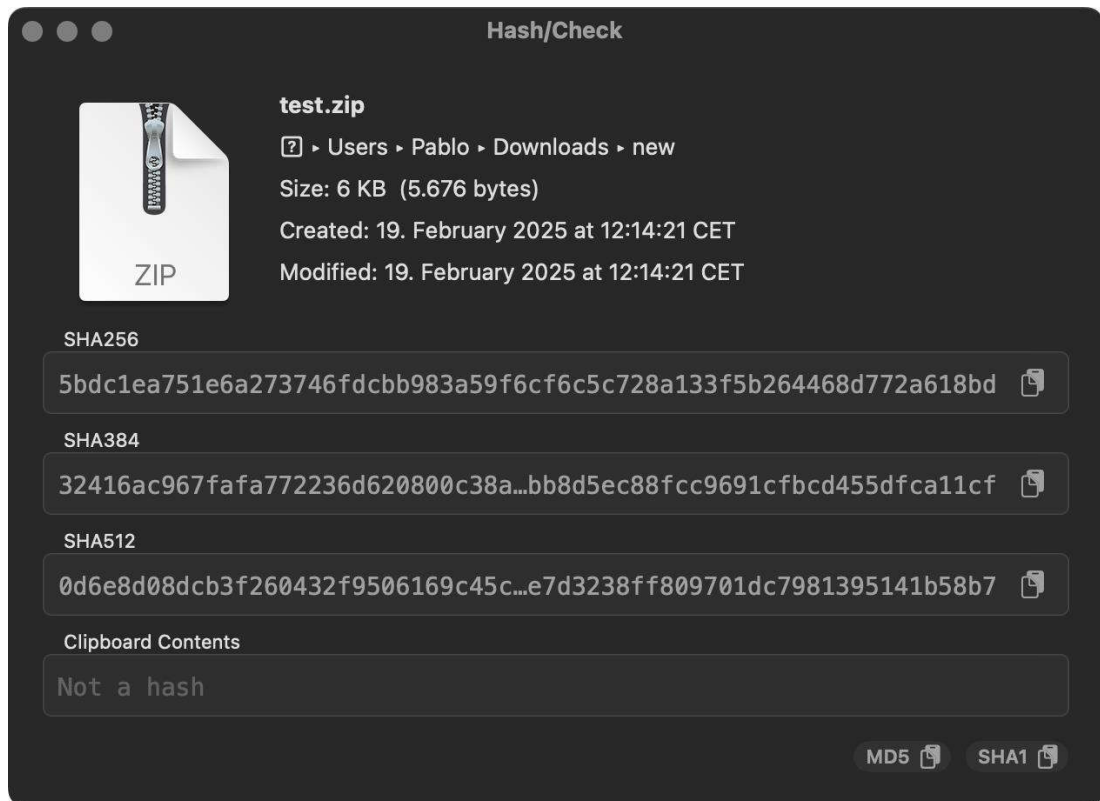
As mentioned above, should you have questions or difficulties, please send an e-mail to procurement@ctbto.org.

For MAC users:

1. Please download Hash/Check app:
<https://apps.apple.com/at/app/hash-check/id1550525767?l=en-GB&mt=12>
2. It is very simple to use. After installing, just open the app and click on “File” to open the zip file you want to inspect.

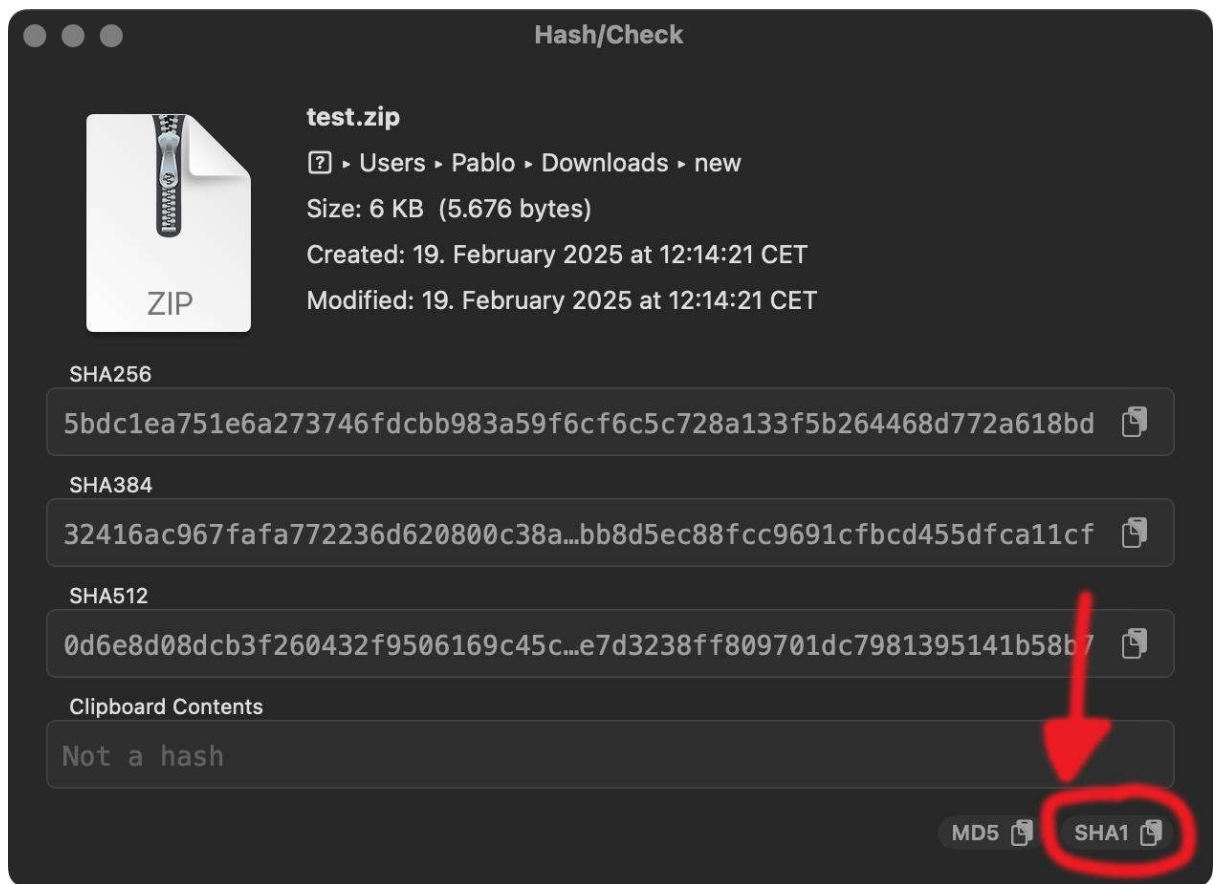


3. Please use your submitted technical and financial proposals

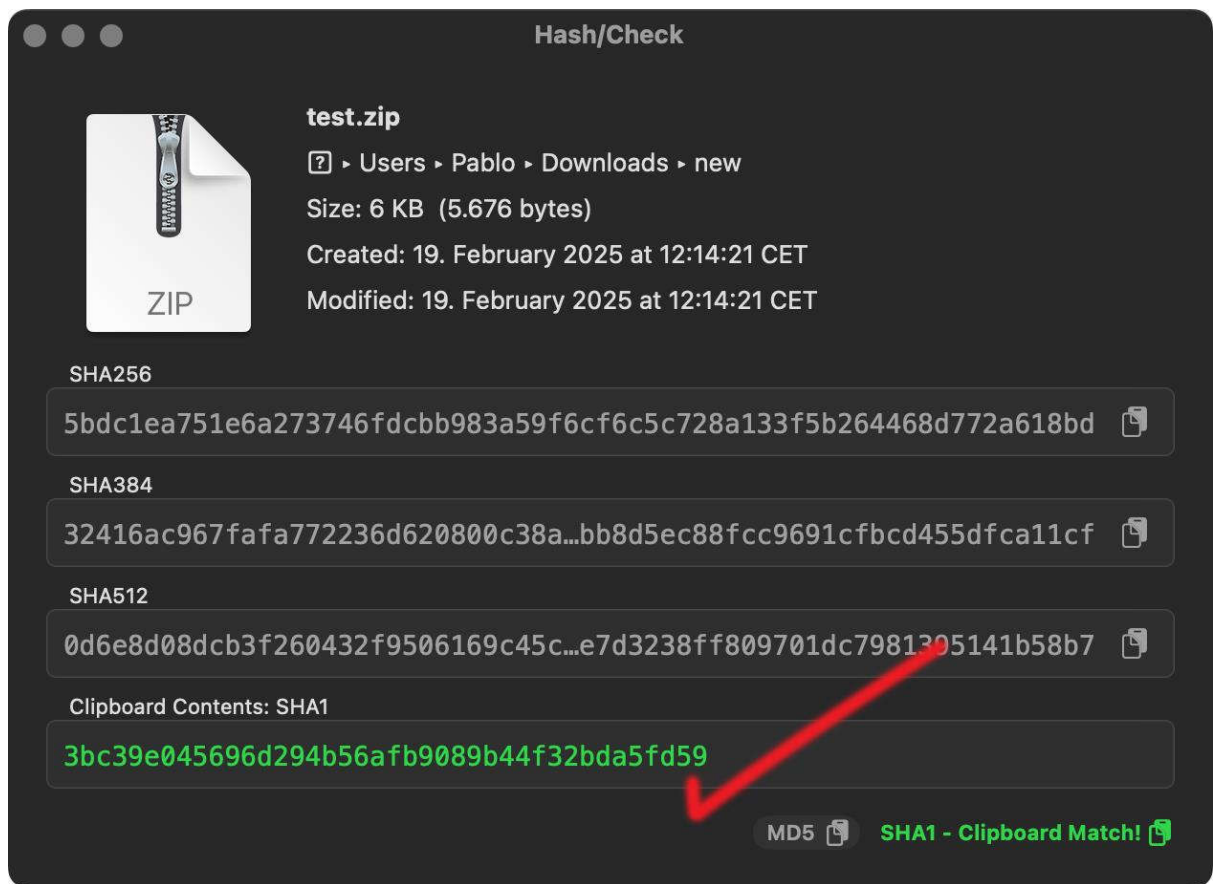


4. And it automatically creates several different hash values ... --- But the one we need SHA1 is not there ...

So you press on the little SHA1 icon on the bottom right ...



5. The SHA1 hash is calculated and copied to the clipboard automatically for further use.



-----OR-----

Another alternative would be to use the terminal and the command: `shasum /path/to/file`
Here is a little tutorial on how to use it. It is strait forward and simple to use. Please see
attached the instructions as a pdf as well.

<https://osxdaily.com/2012/02/05/check-sha1-checksum-in-mac-os-x/>

Finally,

1. Create a new email, Subject: example- "SOFTCOMP-2020-0010-EDWALD". Add the two compressed archives, that is, the Technical Offer and the Financial Offer archives as attachments. The text of the email should contain the SHA1 information for both archives.
SEND THIS TO: sealed_bids@ctbto.org (note that there is an underscore "_" between "sealed" and "bids"). (Should the email become larger than your mail system allows, you can try sending the two archives in separate emails. Take care to include the right SHA1 information with each file.)

2. Create a new email, Subject: example- "SOFTCOMP-2020-2010-EDWALD-Technical Offer" the contents of which must contain the Encryption Key for the Technical Offer (the password you used when creating the Technical Offer). (Again, note the underscore between 'bid' and 'keys'.)

SEND THIS TO: bid_keys@ctbto.org

IMPORTANT NOTE: As stated above, only send the Encryption Key for the Technical Offer to the bid_keys@ctbto.org mailbox when sending your Technical and Financial Offer to the sealed_bids@ctbto.org mailbox. **You shall only send the Encryption Key for the Financial Offer to the Commission if and when informed by the Commission that your Technical Offer had been evaluated as "technically acceptable".**

The Financial Offer Encryption Key will need to be provided by you to the same e-mail (bid_keys@ctbto.org) within 48 hours of the Commission's request, clearly marked in Subject: Encryption Key for (example): "SOFTCOMP 2020-2010 EDWALD-Financial Offer". If your Offer is not considered "technically acceptable", the Commission will not request an Encryption Key for your Financial Offer, and it will remain unopened.

As mentioned above, should you have questions or difficulties, please send an e-mail to procurement@ctbto.org.

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Attachment 4 (Price Schedule Form)

Ground Transportation Services on a Call-off basis for the On-Site Inspection Integrated Field Exercise in 2026 (IFE26)			
Cat	Description	Unit	Quoted Price (USD/EURO_please specify)
LOT 1: VEHICLES FOR PERSONNEL TRANSPORTATION (daily rate hire)			
1.1	Standard Sedan or Medium-SUV, e.g. Toyota Corolla	Per vehicle, per day	
1.2	4WD DC Pickup 4 pax, e.g. Toyota Hilux, Ford Ranger	Per vehicle, per day	
1.3	4WD 4 pax, e.g. Toyota Fortuner	Per vehicle, per day	
1.4	4WD 10 pax, e.g. Toyota Land Cruiser	Per vehicle, per day	
1.5	4WD 22 pax, e.g. Iveco Coach	Per vehicle, per day	
1.6	Minivan up to 8 pax, e.g. Toyota Quantum, Hyundai Staria	Per vehicle, per day	
1.7	Minivan up to 12 pax, e.g. Mercedes Sprinter	Per vehicle, per day	
1.8	Coach 25 pax	Per vehicle, per day	
1.9	Coach 40 pax	Per vehicle, per day	
LOT 2: Vehicles for equipment transportation (daily rate hire)			
2.1	Cargo truck/mini lorry-van with c. 10m3, e.g. Isuzu Elf4X2	Per vehicle, per day	
2.2	A vehicle transporter with integrated roll-on roll-off flatbed trailer capable to carry a total of 5 tons	Per vehicle, per day	
2.3	A standalone roll-on roll off flatbed trailer capable to carry a total of 5 tons	Per trailer, per day	
LOT 3: Provision of Drivers for LOT 1 and 2 vehicles (daily rate hire)⁶			
3.1	Qualified Driver in Windhoek	Per driver, per day	
3.2	Qualified Driver in Swakopmund	Per driver, per day	
3	Additional hourly overtime cost	Per driver, per hour	
LOT 4: One-way Transfers (with driver)			
4.1	Standard Sedan or Medium-SUV: WDH-Windhoek	Per trip	
4.2	Minivan 6 pax: WDH-Windhoek	Per trip	
4.3	Minivan 10 pax: WDH-Windhoek	Per trip	
4.4	Standard Sedan or Medium-SUV: WVB-Swakopmund	Per trip	
4.5	Minivan 6 pax: WVB-Swakopmund	Per trip	
4.6	Minivan 10 pax: WVB-Swakopmund	Per trip	
4.7	Standard Sedan or Medium-SUV: Windhoek-Swakopmund	Per trip	
4.8	Minivan 6 pax: Windhoek-Swakopmund	Per trip	
4.9	Minivan 10 pax: Windhoek-Swakopmund	Per trip	
4.1	Coach 25 pax: Windhoek-Swakopmund	Per trip	
4.11	Coach 25 pax: Walvis Bay-Swakopmund	Per trip	
4.12	Coach 40 pax: Walvis Bay-Swakopmund	Per trip	
Any Additional Items (please explain)⁵			

Notes:

- 1) Please complete all applicable columns.
- 2) Please specify currency (USD or Euro only). The rates shall be firm and fixed throughout the term of the Contract.
- 3) Additional Services, not indicated in the TOR, may be required by the Commission during the Contract Period. If prices are not included in the offer as per above, a quote shall be provided by the contractor within 48h of the Commission's request based on same rates for same or similar items as quoted in the table above.
- 4) The Commission reserves the right to consider proposals with minor modifications or upgrades to the specifications listed above.
- 5) For vehicle LOTS 1 and 2 please state any limitations with respect to mileage (e.g. maximum daily km) and any additional cost per kilometre.
- 6) For drivers LOT 3, drivers shall ordinarily be engaged for up to ten (10) hours per day, including rest breaks. Please state any additional hourly overtime cost.



MODEL CONTRACT

(SAP No. ____)

between

**THE PREPARATORY COMMISSION
FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY
ORGANIZATION**

and

NAME OF CONTRACTOR

For:

**Ground Transportation Services on a Call-off basis for the
On-Site Inspection Integrated Field Exercise in 2026 (IFE26)
and Preparatory Activities in Namibia**

This Contract comprises this cover page, a table of contents, [...] pages of text, a signatories page, a List of Annexes and 3 (three) Annexes (A to C)

September2025

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MODEL CONTRACT

This Contract is entered into between the **PREPARATORY COMMISSION FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION** (hereinafter referred to as the “Commission”), having its office located at Wagramer Strasse 5, 1400 Vienna, Austria, and (hereinafter referred to as the “Contractor”), having its principal office located at (both hereinafter individually referred to as the “Party” and collectively as the “Parties”).

The Parties hereto mutually agree as follows:

1. DEFINITIONS

In this Contract, words and expressions shall have the same meanings as respectively assigned to them in the General Conditions of Contract and the Terms of Reference. In addition, the following words and expressions shall have the meanings hereby assigned to them:

“**Annex A**” means the Commission’s General Conditions of Contract.

“**Annex B**” means the Commission’s Terms of Reference.

“**Annex C**” means the Contractor’s Proposal.

“**Contract**” means this document, its Annexes, FRD and any further modifications or such further documents as may be expressly incorporated in this Contract by the Parties in accordance with Clause 22 (Contract Amendment) below.

“**Contractor**” means the legal entity named in the preamble of this Contract or its successors. The Contractor shall be the only interface for all matters pertaining to execution of the Work under this Contract.

“**FRD**” means a Formal Request for Delivery to be issued by the Commission specifying goods and/or services to be provided by the Contractor upon request by the Commission in accordance with the provisions of the Contract and Annexes B and C.

“**Goods**” means the equipment items to be supplied and delivered by the Contractor under the Contract as requested by the Commission under FRDs.

“**Party(ies)**” means the Commission and/or the Contractor, as the context requires.

“**Rule(s)**” means any regulation(s), official directive(s), ordinance(s), guideline(s), customs and practices.

“Services” means services provided by the Contractor under this Contract as requested by the Commission under FRDs.

“Taxes” shall mean all direct and indirect taxes (including value added tax, general sales tax or goods and services tax), assessments, fees, customs duties, liens and charges in as much as they are levied in conclusion or implementation of the Contract, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission’s official use.

“Work” means all the Goods and/or Services to be provided by the Contractor, including its affiliates and/or subcontractors, in order to fulfil all its obligations under the Contract, and the remedying of any defects therein.

2. AIM OF THE CONTRACT

The aim of this Contract is to provide Ground Transportation Services on a Call-off basis for the On-Site Inspection Integrated Field Exercise in 2026 (IFE26) and Preparatory Activities in Namibia (hereinafter referred to as the "Services"), as and when required by the Commission.

3. ENTRY INTO FORCE AND DURATION OF THE CONTRACT

- (a) The Contract shall enter into force upon the date of the last signature by the authorized Representatives of the Parties (hereinafter referred to as the **“Effective Date”**) and shall be valid until the Parties fulfill all their obligations hereunder.
- (b) The Commission shall have the right to call-off the Work in the form of FRD until 31 December 2026 from the Effective Date (hereinafter referred to as the **“Call-off Period”**). The commencement and completion date for the performance of the Work (hereinafter referred to as **“Commencement Date”** and **“Completion Date”**, respectively) will be set out in the respective FRD.

4. RESPONSIBILITIES OF THE CONTRACTOR

- (a) The Contractor shall perform the Services as specified in Annexes B and C.
- (b) The Contractor shall provide qualified English-speaking personnel as necessary to perform the Work under this Contract. The key persons shall be available for possible tasks related to the Work throughout the duration of the Contract period. Any replacement of the key personnel shall be made in accordance with Clause 7 of Annex A.

5. FORMAL REQUESTS FOR DELIVERY

- (a) During the term of the Contract, the Commission has the right, but not the obligation, to initiate performance of Services through the issuance of individual FRD in accordance with Annex B based on the firm fixed unit prices set out in Annex C. The Contractor shall not perform any Work

if not requested by the Commission through FRD. However, the Contractor may propose FRD for Commission's evaluation.

- (b) The FRD issued by the Commission shall be the basis for acceptance, invoicing and payment of any Services performed by the Contractor.
- (c) The performance of Services shall be made in full in accordance with the respective FRD. Partial service performance of FRD will not be accepted and reimbursed without prior written agreement by the Commission.
- (d) The Services shall be performed at the place and within the approved Work Plan specified in the relevant FRD.
- (e) The Commission may revise FRD as and when it may deem necessary.
- (f) The Commission makes no commitment under the Contract to call-off any specific quantities of the Services specified in Annex B.
- (g) The Commission may, from time-to-time, need to hire additional vehicles or services do not form part of the list of Services in Annex C to the Contract. To this end, the Commission may request from the Contractor a quote for an item or items that are not contained in Annex C. The Contractor shall provide this information within two (2) days from the Commission's request.
- (h) The Commission may issue FRDs in accordance with this Clause 5, which may include the item or items in question. Such items, which may be ordered through FRDs and which do not form part of Annex C, shall henceforth be incorporated by reference into the list of prices in Annex C (hereinafter referred to as the "List of Prices"). The prices for such above mentioned items shall be firm and fixed from the date of issuance of the relevant FRD including such item(s) and henceforth remain valid in accordance with Clause 12 below and Annex C, until the expiry of the Contract.

6. STANDARD OF WORK

The Contractor shall perform the Work in a workmanlike manner in conformity with standard professional practices, using qualified personnel and in strict accordance with the Contract. The Contractor shall furnish the highest skill and judgement and cooperate with the Commission, including all the Commission's consultants and agents, in best furthering the interests of the Commission and the aim of this Contract. The Contractor shall provide efficient business administration and supervision, and it shall perform the Work in the best way and in the most expeditious and economical manner consistent with the requirements of the Contract.

7. INSURANCE

The Contractor shall provide appropriate insurance, as specified in Clause 9 of Annex A.

8. WARRANTY

The provisions of Clause 28 of Annex A shall apply to the Work performed by the Contractor.

Model Contract - Ground Transportation Services on a Call-off basis for the On-Site Inspection Integrated Field Exercise in 2026 (IFE26) and Preparatory Activities in Namibia – September 2025

9. PERMITS, NOTICES, LAWS AND ORDINANCES

- 9.1** The Contractor shall obtain and pay for all permits and inspections necessary for the proper execution and completion of the Work that are customarily obtained upon execution of this Contract and that are legally required at the time the Proposal is received by the Commission. This shall include, but not be limited to, work permits, visa, or similar documents.
- 9.2** The Contractor shall give all notices required by the nature of the Work.
- 9.3** If the Contractor notices that the Work or any part thereof required under this Contract is not in accordance with applicable laws and Rules, or with technical or safety standards, it shall promptly notify the Commission thereof in writing.

10. PROTECTION OF PERSONS AND PROPERTY

- 10.1** The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programmes in connection with the Work.
- 10.2** The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury and loss to:
- (i) all persons of the Commission who may be affected thereby.
 - (ii) property of the Commission.
- 10.3** The Contractor shall give all notices and comply with all applicable laws and Rules bearing on the safety of persons and property and/or their protection from damage, injury and loss.
- 10.4** In any emergency affecting the safety of persons or property, the Contractor shall promptly act to prevent threatened damage, injury and loss.
- 10.5** The Contractor shall promptly remedy all damage and loss to any property, referred to in sub-Clause 10.2 above, caused in whole or in part by the Contractor, any subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable and for which the Contractor is responsible under sub-Clause 10.2 above, except damage and loss attributable to the acts or omissions of the Commission or anyone directly or indirectly employed by it, or of anyone for whose acts the Commission may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to its obligations under Clause 9 of Annex A.

11. RESPONSIBILITIES OF THE COMMISSION

The Commission shall designate members of its staff to act as points of contact for the Contractor to ensure that the Work is carried out in accordance with Annexes B and C and shall promptly notify the Contractor thereof. The Commission shall respond promptly to requests for information by the Contractor regarding the Work

12. PRICES

- (a) The Commission shall pay to the Contractor for each FRD the firm fixed labor rates/fees and any other applicable costs set out in Annex C or as may be agreed pursuant to Clause 5 above (hereinafter referred to as the “Contract Price”).
- (b) The firm fixed unit prices set out in Annex C and that may be added by reference in accordance with Clause 5 above, shall be held fixed for the entire duration of the Contract.
- (c) The Contract Price shall cover all costs and expenses incurred by the Contractor for the full and proper performance of all relevant obligations under the Contract (including travel, allowances, management and remuneration of the personnel, national income tax, medical insurance, and social security contributions).

[PLEASE SELECT, AS APPLICABLE, ONE OF THE FOLLOWING AT THE TIME OF AWARD]

- (d) Taxes are applicable under this Contract. The Contractor shall be reimbursed by the Commission for such taxes on the basis of actual amounts paid and duly documented by the Contractor as per sub-Clause 13.2(d) below.

OR

- (e) No Taxes are applicable under this Contract.

13. PAYMENT TERMS

13.1 Upon satisfactory completion of each FRD the Contractor shall submit the following supporting documentation to the Commission for payment:

- (a) Original invoice submitted in accordance with sub-Clause 13.2(c) below reflecting the actual costs;
- (b) Documentation referred to in sub-Clause 13.2 (d) below supporting any Taxes paid; and
- (c) Any other documentation that might be required under the applicable FRD.

13.2 General Payment Provisions

- (a) The Commission shall make the payments to the Contractor on the basis of an invoice submitted by the Contractor. All payments shall be made within 30 (thirty) days of the receipt and acceptance of the original invoice, provided that the Work has been satisfactorily completed and has been accepted by the Commission.
- (b) The making of any payment hereunder by the Commission shall not be construed as an unconditional acceptance by the Commission of the Work accomplished by the Contractor up to the time of such payment.
- (c) The Contractor shall submit an invoice electronically, from the Contractor's official e-mail address in PDF format, duly signed and sealed by the Contractor and submitted to the Commission's email addressed specified under Clause 22 below. Each invoice shall contain the Contract number (CTBTO and SAP numbers), detailed banking instructions, including the name and address of the Contractor's bank, account number, account holder's name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer.
- (d) Applicable Taxes payable by the Contractor and/or its subcontractor(s) in respect of the Work shall be invoiced separately or be separately identified on the invoice. Actual payment of the Taxes must primarily be supported by original documentation such as invoices, bank account statements, transfer orders, or receipts issued by the local tax or customs authorities. If submission of such original documentation is not possible for justifiable reasons, their copies could be accepted by the Commission provided that they are duly signed and certified by local tax or customs authorities. In case the currency in which the Taxes are levied is not the currency of the Contract, bank statements (or equivalent) showing the exchange rate used for the conversion should be submitted to the Commission, in addition to any other supporting documentation.

14. TEMPORARY SUSPENSION OF WORK

The Commission may, at any time, temporarily suspend the Work, in whole or in part, being performed by the Contractor under this Contract by giving 30 (thirty) days' advance notice in writing to the Contractor. The Work so suspended shall be resumed by the Contractor on the basis of a revised time schedule and on terms and conditions to be mutually agreed upon between the Parties.

15. DELAYS AND EXTENSION OF TIME

15.1 If the Contractor is delayed at any time in the progress of the Work by any act or omission of the Commission or by any of its employees, or by any other contractor employed by the Commission, or by changes in the Work ordered by the Commission, or by any causes beyond the Contractor's reasonable control, or by any other cause which the Commission determines may justify the delay, then the time for completion of the Work shall be extended by an amendment to this Contract in accordance with Clause 21 below for such reasonable time as the Commission may determine.

15.2 Any request for extension of the time for reasons referred to in sub-Clause 15.1 above shall be submitted to the Commission not later than 20 (twenty) days after the commencement of the delay, otherwise said request shall be deemed to be waived. Such request shall state grounds for the delay and shall provide an estimate of the probable effect of such delay on the progress of the Work

16. CONTRACTOR'S CLAIMS AND REMEDIES

In no event shall the Contractor make any claim against the Commission for or be entitled to additional costs or compensation resulting from any delays in the progress or completion of the Work or any portion thereof, whether caused by the acts or omissions of the Commission, including, but not limited to, damages related to overheads, loss of productivity, acceleration due to delay and inefficiency. The Contractor's sole remedy in such event shall be an extension of time for completion of the Work, provided the Contractor otherwise meets the requirements and conditions set forth in this Contract.

17. ENTIRE AGREEMENT

This Contract represents the final agreement in respect of the Services and shall supersede all prior agreements and representations between the Parties in this respect. Annexes A to C and the relevant FRD(s) shall constitute integral parts of this Contract and shall be of full force and effect.

18. DISCREPANCIES

If there are discrepancies or conflicts between any of the documents that are part of this Contract, the document to prevail shall be given precedence in the following order:

- (i) This document;
- (ii) The Commission's General Conditions of Contract (Annex A);
- (iii) The Commission's Terms of Reference (Annex B);
- (iv) The Contractor's Proposal (Annex C);
- (v) The relevant FRD.

19. SEVERABILITY

If any term and/or provision of this Contract is or becomes invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions of this Contract shall not in any way be affected or impaired thereby.

20. NO WAIVER

Failure by a Party to enforce a right shall not be deemed to be a waiver of that right unless otherwise expressly provided in this Contract.

21. CONTRACT AMENDMENT

No modification of, or change in, this Contract, or waiver of any of its provisions, or additional contractual relationship with the Contractor shall be valid unless approved in the form of a written amendment to this Contract, signed by duly authorized Representatives of the Parties.

22. TRANSMISSION OF NOTICES AND OTHER DOCUMENTS

Notices, invoices, reports and other documentation under the Contract shall be delivered or sent to the relevant Party at the following address (or such address or email address as the Party may substitute by notice after the date of the Contract):

(a) The Commission:

For Contractual Issues:

Chief, Procurement Services Section

Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO)

Vienna International Centre

Wagramerstrasse 5, P.O. Box 1200

1400 Vienna, Austria

Tel: + (43 1) 26030 6350

E-mail: procurement@ctbto.org

For submission of invoices:

Accounts Payable

CTBTO Financial Services Section

Vienna International Centre

Wagramerstrasse 5, P.O. Box 1200

1400 Vienna, Austria

Tel: + (43 1) 26030 6292

E-Mail: Payable_Invoices@ctbto.org

For invoices and payment related enquiries:

Payments@ctbto.org

(b) The Contractor:

Name:

Address:

Tel:

Email:

23. EFFECTIVENESS

23.1 Except as provided below, any communication in connection with the Contract will be deemed to be given as follows:

- (i) if delivered in person, at the time of delivery;
- (ii) if by registered mail or courier, when received;
- (iii) if by electronic communication, when retrievable by the Commission in document form.

23.2 A communication given under sub-Clause 23.1 above that is received or becomes retrievable on a non-working day or after business hours at the seat of the Commission will only be deemed to be given on the next working day of the Commission.

IN WITNESS hereof, the duly authorized representatives of the Parties have executed this Contract in Vienna, Austria:

For and on behalf of the **PREPARATORY COMMISSION FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION**:

[Name and position]

Date: _____

Place: Vienna, Austria.

For and on behalf of **[THE CONTRACTOR]**:

[Name and Position]

Date: _____

Place: _____

LIST OF ANNEXES

ANNEX A: THE COMMISSION'S GENERAL CONDITIONS OF CONTRACT

ANNEX B: THE COMMISSION'S TERMS OF REFERENCE

ANNEX C: THE CONTRACTOR'S PROPOSAL

ANNEX B

TERMS OF REFERENCE

Ground Transportation Services on a Call-off basis for the On-Site Inspection Integrated Field Exercise in 2026 (IFE26) and Preparatory Activities in Namibia

1. BACKGROUND

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization with its headquarters in Vienna (hereinafter referred to as “the Commission”) 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 (OSI) to monitor compliance with the Treaty. Further information on CTBTO can be found at <https://www.ctbto.org/>

The On-Site Inspection Exercise Programme for 2022-2025 (CTBT/PTS/INF.1613) includes an Integrated Field Exercise to be conducted in Republic of Namibia, tentatively between September and November 2026. The Commission desires to engage supplier(s) (hereinafter referred to as a “Contractor”) for the provision of ground transportation services (hereinafter referred to as “Services”) on a call-off basis (hereinafter referred to as the “Call-off Contract”) in line with the requirements indicated in this Terms of Reference (hereinafter referred to as “ToR”).

These ToR describe the estimated requirements for ground transportation services in Namibia, for both the Integrated Field Exercise 2026 (IFE26) and related preparatory activities scheduled in 2025 and 2026.

The Services shall be called off by the Commission through individual Formal Request of Delivery (hereinafter referred to as “FRD”), issued by the Commission to the Contractor as and when required, specifying the requested Services as ordered.

The Contractor shall provide the Services in accordance with the requirements of these TOR and in the most cost-effective and environmentally responsible manner possible.

2. SCOPE

The Commission seeks to establish a Call-off Contract with a Call-off Period of up to eighteen (18) months. The estimated requirements are outlined in four separate Lots:

- Lot 1: Vehicles for Personnel Transportation (daily rate hire)
- Lot 2: Vehicles for Equipment Transportation (daily rate hire)
- Lot 3: Provision of Drivers for Lot 1 and Lot 2 Vehicles (daily rate hire)
- Lot 4: One-way Transfers (with Driver)

Any potential contractor meeting the **General Contractor Requirements** as well as the **Specific Requirements for each Lot**, may submit an offer for delivery of services outlined in that Lot. Contractors shall indicate any limitations where applicable. Proposals for multiple Lots are preferred.

The Commission anticipates that, based on the Call-off Contract, orders may be placed for up to the quantity specified in these TOR. The Commission, however, makes no commitment to procure any specific quantity of Services or at any specific time during the contract period; nevertheless, the Contractor shall be able to supply the Services as and when requested by the Commission.

3. INDICATIVE SCHEDULE OF ACTIVITIES

The table below outlines the planned activities for which the Commission expects to require Services, subject to final agreement with the Government of Namibia.

Event	Dates (prospective)	Location(s)
Aerial Overflights Field Test	9 to 20 February 2026	Windhoek
Communications and Data Telemetry Field Test	16 to 27 February 2026	Erongo Region
Preparatory Visit-3	23 to 31 March 2026	Windhoek & Erongo Region
Host Country Preparation/Training	15 to 26 June 2026	Erongo Region
Preparatory Visit-4	22 June to 3 July 2026	Windhoek & Erongo Region
Integrated Field Exercise 2026	28 September to 13 November 2026	Walvis Bay & Erongo Region
IFE High-Level Observer Visit	12 to 16 October 2026	Erongo Region
IFE Technical Observer Visit	21 to 30 October 2026	Erongo Region

4. REQUIRED TRANSPORTATION SERVICES

This section outlines the Commission's requirements and is divided into four separate Lots as follows:

- Lot 1:** Vehicles for Personnel Transportation (daily hire rate)
- Lot 2:** Vehicles for Equipment Transportation (daily hire rate)
- Lot 3:** Provision of Drivers for Lot 1 and Lot 2 Vehicles (daily hire rate)
- Lot 4:** One-way Transfers (with Driver)

The tentatively estimated quantity of vehicles in each category in Lots 1 and 2 for the IFE and specific preparatory activities, is outlined in Annex 1.

Sub-contracting of services shall be permissible under this contract, subject to each service provided meeting the Commission's required standards and criteria.

In the event that a Contractor cannot provide a service (e.g. vehicle) meeting the specified criteria (e.g. capacity), the Contractor may submit a proposal for a similar, alternative vehicle, indicating the variation from those stated in these ToR.

LOT 1: VEHICLES FOR PERSONNEL TRANSPORTATION (DAILY RATE HIRE)

#	Category of vehicle	Max. required simultaneously	Purpose
1.1	Standard Sedan or Medium-SUV, e.g. Toyota Corolla	5	Transportation around Windhoek

1.2	4WD DC Pickup 4 pax, e.g. Toyota Hilux, Ford Ranger ¹	30	Transportation around Erongo Region
1.3	4WD 4 pax, e.g. Toyota Fortuner	5	High-Level or Observer transportation in Erongo Region
1.4	4WD 10 pax, e.g. Toyota Land Cruiser	2	
1.5	4WD 22 pax, e.g. Iveco Coach	1	
1.6	Minivan up to 8 pax, e.g. Toyota Quantum, Hyundai Staria	2	Transportation around either Windhoek or Erongo Region
1.7	Minivan up to 12 pax, e.g. Mercedes Sprinter	2	
1.8	Coach 25 pax	2	Transportation around Erongo Region
1.9	Coach 40 pax	1	

The Contractor shall, if necessary, state any limitations with respect to mileage (e.g. maximum daily km) and any additional cost per kilometre.

LOT 2: VEHICLES FOR EQUIPMENT TRANSPORTATION (DAILY RATE HIRE)

#	Category of vehicle	Max. required simultaneously	Purpose
2.1	Cargo truck/mini lorry-van with c. 10m ³ , e.g. Isuzu Elf 4X2.	4	For transportation of boxed equipment.
2.2	A vehicle transporter with integrated roll-on roll-off flatbed trailer capable to carry a total of 5 tons	1	To transport LTE trailer or Geoprobe to field locations.
2.3	A standalone roll- on roll off flatbed trailer capable to carry a total of 5 tons	1	To be <u>towed</u> by 4WD (Cat. 1.2) to transport LTE trailer or Geoprobe to field locations.

The Contractor shall, if necessary, state any limitations with respect to mileage (e.g. maximum daily km) and any additional cost per kilometre.

LOT 3: PROVISION OF DRIVERS FOR LOT 1 AND 2 VEHICLES (DAILY RATE HIRE)

#	Category	Max. required simultaneously
3.1	Licensed Driver based in Windhoek	8
3.2	Licensed Driver based in Swakopmund	35

Drivers shall ordinarily be engaged for up to ten (10) hours per day, including rest breaks. Contractors shall state any additional hourly overtime cost, if necessary.

LOT 4: ONE-WAY TRANSFERS (WITH DRIVER)

The below refers to requirements for one-way transfers including a driver, in a variety of different vehicles on different routes.

Airport Transfers

The Contractor shall ensure that vehicles provided for airport transfers, one-way trips from airport to hotel and vice-versa, have adequate capacity for both passengers and their luggage.

¹ At least one vehicle shall have a **standard tow hook** to enable coupling and towing of trailers (e.g. flatbed trailer or 2-ton CTBTO data transmission trailer)

#	Category of vehicle	Route
4.1	Standard Sedan or Medium-SUV	Hosea-Kutako Intl. Airport ⇔ Windhoek
4.2	Minivan 6 pax, e.g. Toyota Quantum	Hosea-Kutako Intl. Airport ⇔ Windhoek
4.3	Minivan 10 pax, e.g. Mercedes Sprinter	Hosea-Kutako Intl. Airport ⇔ Windhoek
4.4	Standard Sedan or Medium-SUV	Walvis Bay Airport ⇔ Swakopmund
4.5	Minivan 6 pax, e.g. Toyota Quantum	Walvis Bay Airport ⇔ Swakopmund
4.6	Minivan 10 pax, e.g. Mercedes Sprinter	Walvis Bay Airport ⇔ Swakopmund

City Transfers

#	Category of vehicle	Route
4.7	Standard Sedan or Medium-SUV	Windhoek ⇔ Swakopmund
4.8	Minivan 6 pax, e.g. Toyota Quantum	Windhoek ⇔ Swakopmund
4.9	Minivan 10 pax, e.g. Mercedes Sprinter	Windhoek ⇔ Swakopmund
4.10	Coach 25 pax	Windhoek ⇔ Swakopmund
4.11	Coach 25 pax	Walvis Bay ⇔ Swakopmund
4.12	Coach 40 pax	Walvis Bay ⇔ Swakopmund

5. CONTRACTOR'S REQUIREMENTS

General Requirement for all Lots

1. The Contractor shall be able to demonstrate experience working with United Nations, international organisations or comparable firms in providing similar services at a similar scale to those outlined in these TOR, within the last five years.
2. The Contractor shall be able to nominate an individual resident in either Swakopmund or Walvis Bay to:
 - a. Act as the local point of contact for logistical and commercial matters;
 - b. Oversee transportation arrangements and to promptly respond to any incidents.
3. Subject to availability, the Contractor shall endeavour to provide comparable additional services, based on same or similar rates as agreed for the other requirements under the Contract, if requested by the Commission.

Specific Requirements for Lot 1 and Lot 2

1. The Contractor shall be able to demonstrate at least 5 years of experience of the provision of vehicles similar to those outlined in this ToR.
2. The Contractor shall:
 - a. ensure that all vehicles are roadworthy, equipped with functioning seat belts and fully insured;
 - b. ensure that all vehicles are clean and are air-conditioned;
 - c. promptly attend to any breakdown or servicing requirement;
 - d. promptly arrange a substitute vehicle and/or driver, if required;
 - e. ensure regular refuelling of vehicles out of working hours, the cost of which shall be invoiced to the Commission;
 - f. ensure all vehicles are provided with first aid kits, warning triangles, high-visibility vests, fire extinguishers and other mandatory items in accordance with national laws and regulations.

3. Sub-contracting shall be permitted, subject to each vehicle provided meeting the criteria outlined above.

Specific Requirements for Lot 3

1. The Contractor shall be able to demonstrate at least 5 years of experience of the provision of drivers with experience of driving vehicles similar to those outlined in Lots 1 and 2 of this ToR.
2. The Contractor shall ensure that all drivers provided:
 - a. are experienced in the vehicle category being driven;
 - b. are available to work between up to 10 hours per day;
 - c. shall possess clean driving licences, including public transport licences if required;
 - d. are familiar with principal routes in the Erongo Region;
 - e. can communicate in English and adhere to instructions or guidance provided;
 - f. drive in a safe manner and adhere to all national laws and regulations;
 - g. are briefed on the rules of convoy driving.
 - h. are experienced in “off-road” driving.
3. It is the responsibility of the Contractor and/or driver to ensure that they have sufficient water and food for the duration of their working hours in order that they are able to remain with their vehicle during field activities. The majority of journeys shall be to remote areas with no opportunity to purchase food or water.

Specific Requirements for Lot 4

1. The Contractor shall be able to demonstrate at least 5 years of experience of the provision of transportation services similar to those outlined in this ToR.
2. The Contractor shall:
 - a. ensure that all vehicles are roadworthy, equipped with functioning seat belts and fully insured;
 - b. ensure that all vehicles are clean and are air-conditioned;
 - c. promptly arrange a substitute vehicle and/or driver, if required;
 - d. ensure all vehicles are provided with first aid kits, warning triangles, high-visibility vests, fire extinguishers and other mandatory items in accordance with national laws and regulations.

6. ORGANIZATION OF THE SERVICES

The Commission may ask for Services as described in Sections 3 to 5. The Commission will call-off Work through a formal request for delivery (FRD).

Initiating Services

1. The Commission will request the Services in the form of separate FRDs, each detailing the respective requirements.
2. The Commission will coordinate with the Contractor on the required Services preferably with a minimum of ten (10) working days' prior notice to the Contractor before the required execution of Services unless shorter notice is agreed to by both parties and without any financial implications/penalties to the Commission.
3. The respective FRD will include, inter alia, the following information:

- a. Dates and key timings for the ground transport service
 - b. Locations for the intended Services (point-of-origin, destination etc.)
 - c. Number of passengers and estimated associated luggage
 - d. Contact person
4. The Contractor shall provide the requested Services only upon receipt of the relevant FRD.

Completion and Acceptance

Upon the completion of the Services requested under an FRD, the Contractor shall provide the Commission with a certificate detailing the Services provided for review and acceptance by the Commission. Both documents (the respective FRD and the Contractors' corresponding certificate) are required as the basis for payment of the relevant invoices.

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 ☐ Sole Agent ☐ Supplier ☐ Other ☐ (please explain)		
13. Type of Business/Services/Work: Engineering ☐ Civil Work ☐ Governmental Institution ☐ Other ☐ (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)** Organization: Value in US\$ Equivalent: Year: Organization: Value in US\$ Equivalent: Year:		
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 **signed and stamped** by an official legally authorized to enter into contracts on behalf of your organization:

Name:	Title:	Signature:	Date:
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Bank Details Bank Name: Bank Address: Exact Account Holder Name:	Beneficiary Details Beneficiary Name: (exactly as stated on bank statements) IBAN: (if applicable) Account number: SWIFT/BIC: ABA/Sort Code:
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Additional Details (if applicable)

 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.