


REQUEST FOR QUOTATION

THIS IS NOT AN ORDER

To: ALL BIDDERS

CTBTO Ref. No.: 2025-0177/SANZ 
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

E-mail: procurement@ctbto.org

Date: 2 December 2025

Title of Request: Hotel Services for Integrated Field Exercise (IFE26) in Walvis Bay, Erongo Region, Namibia.

Deadline for Submission: 16 December 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 quote the following items as per conditions listed under Annex B- Terms of Reference attached.

Item	Description and Requirements	Quantity	U/M
1	IFE26 Point of Entry Accommodation	1	Lot

When preparing your quotation, please follow the attached instructions. You are kindly requested to complete and return the acknowledgement form by e-mail as soon as possible. If you have any questions you should contact the e-mail address indicated above. We look forward to receiving your quotation.

Yours sincerely,

Selma Bukvic 
Senior Procurement Officer, Unit Head
Procurement Services Section

ACKNOWLEDGEMENT FORM

Solicitation No: 2025-0177 Title: Hotel Services for Integrated Field Exercise (IFE26) in Walvis Bay, Erongo Region, Namibia.	Closing Date: 16 December 25 Vienna Local Time: 17:00
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Procurement Staff: Eileen Sanz

CTBTO Req. No.: 0010027462

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 TO BIDDER

CONDITIONS	
The Price	<p>The Contractor shall provide a quotation with a cost breakdown based on the attached ToR requirements and scope.</p> <p>The price quotation shall include costs and expenses incurred by the Supplier for the full and proper performance of all obligations under the contract and in line with a scope provided in the ToR (including allowances, management and remuneration of the personnel, national income tax, medical, insurance and social security contribution, if applicable).</p> <p>The quoted prices shall be firm and fixed.</p> <p>Applicable taxes, when authorized prior to the award of the order, will be reimbursed by the Commission on the basis of actual amounts paid and documented.</p>
Currency	Please quote in EURO or US\$ only
Taxes	<p>In principle the Commission is exempt from taxes. Since the arrangement under which such exemption is respected varies from country-to-country, the bidder will be informed by the Commission whether tax exemption will occur at source or whether taxes will be reimbursed by the Commission upon submission of the original supporting documentation. “Taxes” means 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 purchase order, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission’s official use.</p> <p><i>For Non-EU Companies</i></p> <p>The price quoted shall be net of Taxes. All applicable Taxes payable by the selected bidder at the conclusion or implementation of the Purchase Order 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 Purchase Order.</p>
Insurance	Insurance to be included in the quotation 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 bidder and the Commission.
Validity of Quotation	Minimum 60 days as of the Closing Date
General Conditions	<p>General Conditions of Contract (See Annex A) incorporated herein by reference:</p> <p>https://www.ctbto.org/sites/default/files/2022-09/CTBT_General_Conditions_of_Contract_08-10-2021_final.pdf</p>

Privileges & Immunities	Nothing in or relating to the Purchase Order shall be deemed to constitute an express or implied waiver of any Privileges and Immunities of the Commission.
Payment Terms	<p>Within 30 days of receipt and acceptance of the goods/services and of the following documents:</p> <ol style="list-style-type: none"> (1) Invoice(s) showing the firm fixed price of the goods/services and delivery costs. The Supplier shall submit the invoice/s electronically, from the Supplier's official e-mail address in PDF format, duly signed and stamped by the Supplier and submitted to Payable_Invoices@ctbto.org. The invoice shall contain detailed banking instructions, including the name and address of the Supplier's bank, account number, account holder's name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer and actual pre-paid transportation and insurance cost (if applicable); (2) Acknowledgement Copy of the Commission's Purchase Order with Supplier's signature; and (3) Any other relevant documents. <p>Applicable Taxes payable by the Supplier and/or its subcontractor(s) 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 Purchase Order, bank statements (or equivalent) showing the exchange rate used for the conversion shall be submitted to the Commission, in addition to any other supporting documentation.</p>
Other Documents	<p>Please submit, jointly with the Quotation, the following documents (attached hereto):</p> <ul style="list-style-type: none"> - the Bidder's Statement (see below), duly completed; - the Statement of Confirmation, duly signed; - the Vendor Profile Form, duly signed. - Price Schedule Form

OTHER INFORMATION

1. The Commission reserves the right to accept or reject bidder's quotation, partially or entirely, and to annul this procurement process at any time prior to award of the Purchase Order, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Commission's action.
2. The bidder shall include in its quotation documentary evidence of its qualifications to perform the Purchase Order which shall establish to the Commission's satisfaction that the bidder has the financial, technical and production capability necessary to perform the Purchase Order in its entirety and to provide spare parts and other necessary on-going services as required.
3. The bidder shall bear all the costs associated with the preparation and submission of the quotation and the Commission shall not be responsible or liable for those costs, regardless of the conduct or outcome of this RFQ.
4. The bidder's price quotation shall be submitted in the English language, together with relevant technical literatures in duplicate, which shall also be in English.
5. The bidder's quotation shall be typed or written in indelible ink and signed by an official legally authorized to enter into contracts on behalf of their organization. The quotation shall not contain any inter-lineation, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the quotation.
6. The goods and services (if any) to be rendered under the Purchase Order 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](http://www.ctbto.org/status-of-signatures-and-ratifications). For purposes of this paragraph, "the origin" means the place from where the materials, goods and/or from which the services are supplied.
7. Any request for clarifications relating to the RFQ documents shall be emailed to procurement@ctbto.org, attention to Procurement Staff in charge of this matter referred to in the RFQ cover letter. If such requests are addressed to others or if additional information is obtained from others, it may lead to disqualification of the bidder. No requests for clarifications will be entertained after this time.
8. From the deadline for submission of quotation until the written notification of award, no bidder shall contact the Commission on any matter relating to its quotation, except when responding to a request from the Commission for clarification. Any effort to influence the Commission in its evaluation of the quotation(s) or its award decision shall result in the rejection of the quotation.
9. The Commission shall evaluate the compliance of the quotation with the RFQ requirements. Subject to its technical compliance, the quotation shall be examined for its contractual compliance and commercial acceptability. Deviation, if any, from the Commission's terms and conditions might be a factor in the decision of award. The Commission also reserves the right to split the award for this project if so deemed desirable.
10. In case of an award, the following documents shall govern the Purchase Order and in case of discrepancies or inconsistencies, the documents to prevail shall be given precedence in the following order:
 - (a) The Purchase Order
 - (b) The Commission's General Conditions (Annex A) https://www.ctbto.org/sites/default/files/2022-09/CTBT_General_Conditions_of_Contract_08-10-2021_final.pdf
 - (c) Terms of Reference (Annex B)
 - (d) The bidder's quotation (Annex C)

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.

The quotation shall be submitted in writing to the email address below:

procurement@ctbto.org

Bidder shall take note of the attached price schedule instructions when submitting the quotation.

Should there be items on our list that you cannot include in the quotation, we would appreciate you marking them, and returning the information to us, together with the names of any potential bidder(s) known to you. Please do this even if you cannot submit a quotation for any of the items and kindly don't forward the RFQ to any other parties without our knowledge.

Attachments:

- Bidder's Statement
- The Commission's Terms of Reference
- Price Schedule Form
- Statement of Confirmation
- Vendor Profile form

Please be informed that all open competitive tenders of the CTBTO are available on the Web.

For more information, please visit <http://www.ctbto.org/procurement>

BIDDER'S STATEMENT
PLEASE STATE BELOW & SUBMIT WITH PROPOSAL

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 quotation : **Yes** ☐ **No** ☐

Confirmation that the bidder has, the Commission's General Conditions of Contract, and agreed to all terms and conditions.

Yes ☐ **No** ☐

Remarks:

Name:

Name & Title of Contact Person:

Signature & date:



Annex B TERMS OF REFERENCE

Hotel Services for Integrated Field Exercise (IFE26) in Walvis Bay, Erongo Region, Namibia

INTRODUCTION

1. 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/>
1. The On-Site Inspection Exercise Programme includes an Integrated Field Exercise (IFE) to be conducted in Republic of Namibia, tentatively between September and November 2026.
2. These Terms of Reference (hereinafter referred to as “ToR”) describe the estimated requirements for hotel services in Walvis Bay (accommodation, catering, meeting facilities, airport transfers) during IFE26, for the Commission. The Contractor(s) shall carry out the Services in accordance with the requirements specified in these ToR in the most cost-effective manner possible.

MINIMUM REQUIREMENTS

3. The Commission recognizes that it may be the case that no single potential contractor in Walvis Bay may be able to meet all its requirements outlined in these ToR. Therefore, interested contractors who meet the minimum requirements outlined below are encouraged to submit proposals covering all services they are able to provide, clearly indicating any capacity limitations (e.g., number of rooms available).
4. Contractors should note that:
 - Sub-contracting is permitted under this contract, subject to the sub-contracted facility/service provider also meeting the minimum requirements;
 - The Commission may opt to conclude multiple contracts in order to cumulatively meet its requirements.
5. The table below outlines the minimum requirements for a contractor of hotel services for IFE26.

Location	▪ Walvis Bay, Erongo Region, Namibia
Standard	▪ Minimum 3 star
Rooms	<ul style="list-style-type: none">▪ Minimum standard/deluxe room with ensuite bathroom, air-conditioning, secure safe▪ Unlimited high-speed wireless internet in rooms, included▪ Minimum 40 rooms in hotel
Meeting facilities	<ul style="list-style-type: none">▪ Unlimited high-speed wired and/or wireless internet in meeting facilities▪ Air-conditioning and daily cleaning of meeting facilities▪ Projector and sound system with microphones, as well as prompt technical support, if required
Parking	▪ Area for coach/minibus collection/drop-off available



Staff	▪ The Contractor shall appoint a Point of Contact for enquiries and coordination.
Payment for additional services	▪ Ability to arrange separate payment of any extra charges for additional services not covered by the Commission (e.g. laundry, minibar, room service, additional consumption) directly from the participant.

REQUIRED ACCOMMODATION

6. Contractors are invited to provide a quotation for the provision of the rooms on a **single-occupancy bed-and-breakfast basis**:

Dates	Estimated Number of guests
Friday 9 October 2026	Up to 75
Saturday 10 October 2026	Up to 100
Sunday 11 October 2026	Up to 25

7. The indicated number of rooms are estimated to serve as a basis for the provision of quotations and blocking of rooms. The final, accurate requirements shall be communicated to the Contractor as flight/travel arrangements are subsequently made.
8. Booking flexibility: with advance notice to the Contractor, the Commission shall have the right to request variations to the quantities of the required booking/services, as may be agreed between the parties and ordered by the Commission by up to a maximum of fifteen per cent (15%) increase or decrease of the total initial Contract price, without any change in the unit price or other terms and conditions of the Contract. No additional bookings/services shall be provided unless ordered in writing by the Commission.

REQUIRED CATERING

9. Contractors are invited to provide a quotation for the provision of the following additional catering services:

Lunch Option 1	▪ Buffet lunch, standard offering to include a variety of western and international dishes, including a minimum of one non-alcoholic beverage per person.
Lunch Option 2	▪ Packed lunch, comprising a minimum of 2 sandwiches/salad, 1 fruit, 2 snacks (crisps/chocolate/cereal bar), 1 soft drink (e.g. Coke/Sprite/Fanta) and 1 bottle of water.
Dinner	▪ Buffet dinner, including a broad variety of western and international dishes, with a minimum of 3 starters/salad bar, 4 mains (incl. meat, fish/seafood, vegetarian), 3 desserts, including a minimum of one non-alcoholic beverage per person.

10. The Contractor shall be able to offer catering services for all meals that meet specific dietary requirements with appropriate and clear labels/markings (gluten/dairy free, vegetarian, vegan, halal etc.).
11. The Commission may provide advice or guidance on appropriate menu options to the Contractor or proposals based on extensive previous experience, in order to ensure that catering is suitable and satisfactory for all participants.



REQUIRED MEETING FACILITIES

12. Contractors are invited to provide daily rate quotations for the provision of any meeting facilities and conference catering on Saturday 10 and Sunday 11 October 2026 (two days), as outlined below.

Large Conference Room	Up to 120 participants (approx. 200m2) conference room, layout to be confirmed
Medium Conference Room	Up to 60 participants (approx. 140m2) meeting room, layout to be confirmed
Small Conference Room	Up to 40 participants (approx. 70m2) meeting room, layout to be confirmed
Small Boardroom	Up to 12 participants (approx. 40m2) meeting room, layout to be confirmed
Morning or afternoon coffee break, per person	Standard conference catering including coffee, tea and miscellaneous refreshments

AIRPORT TRANSFERS

13. Contractors are invited to provide a quotation for airport transfers as outlined below:

Dates	▪ Between 9 and 11 October 2026
Route	▪ Pick-up/Drop-off, to/from Walvis Bay Airport and Hotel
Quantity	▪ Up to 20 one-way transfers
Vehicle	▪ Minivan for up to six passengers including luggage
Description	▪ Transfer of individuals or small groups of participants and their luggage between Walvis Bay Airport and the hotel location.

HEALTH, SAFETY AND SECURITY REQUIREMENTS

14. The Contractor shall ensure that all services provided conform to national standards and regulations in the areas of health, safety and security. This includes inter alia, functioning fire suppression systems, emergency access routes, evacuation procedures, food preparation and hygiene.
15. The Contractor shall liaise with and adhere to any security guidance provided by the Commission, United Nations or responsible national authorities.

Attachment 3: Format of Financial Proposal
RFQ 2025-

TOR	Description	Unit	Price (USD/NAD)*
Accommodation			
1.1	Room on a single-occupancy bed-and-breakfast basis	Per night	
Catering			
2.1	Lunch Option 1 (Buffet lunch)	Per meal	
2.2	Lunch Option 2 (Packed lunch)	Per meal	
2.3	Dinner (Buffet)	Per meal	
Meeting Facilities			
3.1	Large Conference Room (120pax), no catering	Per day	
3.2	Medium Conference Room (60pax), no catering	Per day	
3.3	Small Conference Room (40pax), no catering	Per day	
3.4	Small boardroom (12pax), no catering	Per day	
3.5	Morning or afternoon coffee break	Per person	
Airport Transfers			
4.1	Minivan (6pax) airport transfer incl. luggage	Per trip	

* Specify either USD or NAD

The quoted unit prices shall be net of taxes and fixed .

Please include cancelation policy.

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 <input type="checkbox"/> Sole Agent <input type="checkbox"/> Supplier <input type="checkbox"/> Other <input type="checkbox"/> (please explain)		
13. Type of Business/Services/Work: Engineering <input type="checkbox"/> Civil Work <input type="checkbox"/> Governmental Institution <input type="checkbox"/> Other <input type="checkbox"/> (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)** <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Organization: Value in US\$ Equivalent: Year: </div> <div style="display: flex; justify-content: space-between;"> Organization: Value in US\$ Equivalent: Year: </div>		
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: <small>(exactly as stated on bank statements)</small> IBAN: <small>(if applicable)</small> 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.