


REQUEST FOR PROPOSAL

To: ALL BIDDERS

Vienna, 1400
Austria

Attn:

Phone:
Fax:
Email:

CTBTO Ref. No.: 2026-0052/DRIGA 
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

E-mail: procurement@ctbto.org

Date: 8 May 26

Subject: Medical Services (Pre-hospital Care and Medical Evacuation) on a Call-off Basis for the On-Site Inspection Integrated Field Exercise in 2026 (IFE26) in Namibia

Deadline for Submission: 21 May 26

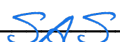
Vienna Local Time: 17:00

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: 2026-0052 Title: Medical Services (Pre-hospital Care and Medical Evacuation) on a Call-off Basis for the On-Site Inspection Integrated Field Exercise in 2026 (IFE26) in Namibia	Closing Date: 21 May 26 Vienna Local Time: 17:00
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Procurement Staff: Olga Driga

CTBTO Req. No.: 0010029429

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)	
<input type="checkbox"/> our current workload does not permit us to take on additional work at this time; <input type="checkbox"/> we do not have the required expertise for this specific project; <input type="checkbox"/> insufficient time to prepare a proper submission; <input type="checkbox"/> 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 in our website at www.ctbto.org

The Commission is seeking capabilities, which will ensure that the work as described in the attached documentation, is accomplished in accordance with the Terms of Reference and the Model Contract and at a reasonable cost (hereinafter referred to as the “Work”/“Project”).

The Proposal shall meet all requirements stated in the Model Contract and the Terms of Reference. You may also present an alternative technical and related Financial Proposal, which would result in higher performance, better quality and a more economical execution of the Work, provided that the required technical performance specifications are fully met.

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 Form and the following attachments:
 - Attachment 1: Minimum Content of the Technical Proposal and Technical Compliance Matrix
 - Attachment 2: Evaluation Criteria and Method
 - Attachment 3: Financial Proposal Form
- (c) Statement of Confirmation
- (d) Vendor Profile Form
- (e) The Commission’s Model Contract and its Annexes A – B;
 - o The Commission’s General Conditions of Contract (Annex A)
 - o The Commission’s Terms of Reference (Annex B)

Note: In the event of award, the Proposal will be incorporated as Annex C to the Contract.

3. Amendment of 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

- (a) 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.
- (b) The Proposal shall be submitted electronically in **two separate pdf files**, one containing a Financial Proposal, and one containing a Technical Proposal.

No pricing/financial information shall be included in the Technical Section of the Proposal. Note however that a complete list of the items being offered (without the prices) shall be included in the Technical Section of the Proposal.

- (c) The Proposal shall be submitted to procurement@ctbto.org. The Proposal shall be clearly marked as follows:

NAME OF PROJECT: [Description indicated in the Letter of Invitation]

CLOSING DATE: [Date indicated in the Letter of Invitation]

CTBTO REF. NO.: [Number indicated in the Letter of Invitation]

6. Closing Date and Time

The Proposal shall be submitted to procurement@ctbto.org no later than the closing date and time indicated in the Letter of Invitation.

7. 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 5 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 re RFP No. 2026-0052

The Commission will make all reasonable efforts to issue the clarifications not later than 3 business days prior to the Closing Date.

Except in case of responding to a request for clarification from the Commission, 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 contract award decision may result in the rejection of the Proposal.

8. Eligible Goods and Services

The goods and services (if any) to be rendered under the Contract shall have their origin in the States Signatories of the CTBT, a list of which is available in our 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.

9. Type of Contract and Payment

The Commission intends to conclude a Call-off Contract with firm fixed unit prices based on the attached Model Contract. The terms and conditions of payment are described in Clause 13 of the attached Model Contract.

10. Content of the Proposal

The Proposal shall contain, but not necessarily be limited to, the information described below. Also any additional tasks that are considered needed besides those required in the Terms of Reference and the Model Contract shall be addressed, providing justification, timetables and associated costs for each of these new tasks, as appropriate. The Commission may choose to accept them or not, in whole or in part, or modify them, at its own discretion.

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.

The Technical Proposal shall contain, at the minimum:

Point of Contact

The Proposal shall state the contact details and address (name, telephone 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 as part of the Technical Proposal.

Description of Services

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 by providing a section-by-section response to the requirements in the Terms of Reference and:

- (i) The information required in **Attachment 1, Part I (Minimum Content of the Technical Proposal)**; and
- (ii) The complete **Attachment 1, Part II "Technical Compliance Matrix"**, which shall be submitted it as part of the Technical Proposal.

Commission's Inputs

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

Qualifications

Documentary evidence of your 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.

Personnel

The Proposal shall include:

- (a) A statement that the capacity of the bidder, in terms of qualified manpower resources, is adequate to conduct the Work.
- (b) A statement of availability of the personnel, and the minimum period required before starting the work under the Contract;
- (c) A list of capable and experienced personnel, including their function and duration of assignment as key staff;
- (d) Curriculum vitae of the key staff proposed for this contract, including experience with standards and 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.

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 Proposal shall provide a statement that the bidder shall be fully responsible for the performance of their sub-contractors. All sub-contractors shall be legally established in one of the CTBT States Signatories (the list is available at www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#)).

Additional information

Please provide any additional information required for the preparation of the Contract, such as registered name and address of your organization (first paragraph of the model contract), contact information for notices (Clause 22 to the Model Contract) and name and position of the person(s) authorized to sign the contract on behalf of your organization, in the event of award.

Insurance

You are requested to confirm that you will provide the insurance(s) coverage as requested in the Model Contract and its annexes.

References

The Proposal shall include a minimum of 3 client references with relevant contact details. 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.

Specific Requirements

The Proposal shall contain the following information.

- A. For each **ambulance resources** proposed under the Contract:
 - Copy/details of operational licenses/registrations (as applicable).
 - Company profile and experience references (3 recent comparable deployments).
 - Description of the 24/7 dispatch arrangement (number(s), escalation, how they log and coordinate, redundancy).
 - Evidence of receiving facility coordination (contact list and letters/agreements where available).
 - Vehicle details (make, model, year of manufacture, mileage, 4x4 capability where relevant, evidence of roadworthiness and licensing in Namibia).

- Crew composition and qualifications for each service line, including HPCNA registration and confirmation of scope of practice.
 - Detailed equipment and consumables inventory for each ambulance (aligned to EN 1789 Type B/C as applicable), including monitoring, airway management, trauma and resuscitation equipment.
 - Medication list and controlled-drug management arrangements (where applicable), including storage, chain-of-custody and replenishment processes.
 - Description of clinical governance, medical direction and quality assurance arrangements (including incident review and infection prevention and control).
 - Proposed mobilisation and response times for BOO standby, accommodation coverage and on-call activations.
 - Proof of insurance coverage (vehicle, professional indemnity/medical malpractice where applicable, third-party liability) and any other documentation requested in the Instructions to Bidders.
- B. For **Medical Evacuation, Transfer and Coordination Services** specifically:
- For aeromedical capability:
 - aircraft type(s), base/location, operational hours, dispatch/activation process, required clearances, landing site requirements, and in-flight medical capability (crew and equipment).
 - Evidence the operator holds the required Air Operator Certificate (AOC) (or equivalent approval) and permissions to operate/land as proposed.
 - Aircraft details, maintenance/airworthiness evidence, insurance, dispatch/activation process, landing site requirements.

PART II: FINANCIAL PROPOSAL

- The Financial Proposal shall be prepared in United States Dollars or Euro.
- Firm fixed unit prices shall be quoted in the format set out in Attachment 3 “Financial Proposal Form” attached herewith. Bidders shall provide all the information requested in this matrix but may provide additional related content as attachments.
- The Financial Proposal shall provide a proper breakdown, details, justifications and explanations of each of the cost items. Note that clear and detailed explanations would enable us to evaluate the Proposal promptly and proceed with less request for clarifications/justifications in a later stage. This is also a factor influencing the decision for contract award.
- The price quoted shall be net of Taxes. “**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 Contract, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission’s official use.

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 in the Proposal together with information on the nature of the Tax and its method of calculation.

11. Evaluation of the Proposal

- (a) The Commission will evaluate the Proposals 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. 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.

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. 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.

15. Negotiations of the Proposal

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 you in writing.

16. Modification and Withdrawal of the Proposal

Bidders may modify or withdraw the Proposal after their submission, provided that written notice of the modification or withdrawal is received by the Commission by the closing date and time for the submission of the Proposal. The Proposal may not be modified subsequent to the closing date and time without the consent of the Commission.

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 the award of contract without having to inform the bidders of the grounds therefore, without thereby incurring any liability to the bidders.

18. Right to Vary Requirements at the Time of Award

At the time of award, the Commission reserves the right to vary the quantity of the items (goods and/or services), by up to a maximum of ten per cent (10%) of the total offer, without any change in the unit price or other terms and conditions.

19. Costs of preparation and submission of the Proposal

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

20. 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.

21. Use of former employees of the Commission in the preparation of Proposals

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 the Proposal or the procurement process if the person, at any time:

- (a) During the 12 months immediately preceding the date of issue of the RFP was an official or employee of, or otherwise engaged by the Commission;
- (b) During the 24 months immediately preceding the date of issue of the RFP was an official or employee of, or otherwise engaged by the Commission personally, directly or indirectly, in the definition of the requirements, project or activity to which the RFP relates.

22. Data Privacy Notice

Any personal data provided to the Commission as part of this procurement exercise, via an offer or otherwise, and required for assessing the bidder's offer will be treated by the Commission as confidential information and used on a 'need to know basis'.

The personal data that a bidder provides will be processed by the Commission for the specific purpose of assessing any offer submitted in response to this solicitation and, in the event of award, contract implementation. This personal data forms an integral part of the offer and to any ensuing contracting arrangement and cannot be accessed, verified, rectified or deleted following the offer's submission other than through your express notification to the Commission of any changes or errors or clarifications requested by the Commission during the evaluation process. This data includes, but is not limited to, the following:

- First and last name;
- Contact information, such as telephone numbers, or mailing addresses;
- Email addresses; and
- Information on skills, expertise and work experience.

In the event of award, Clause 49 (Personal Data Protection) of the attached Commission's General Conditions of Contract shall apply.

Nothing in this RFP shall constitute a waiver, either express or implied, of the privileges and immunities of the Commission and its employees, which are specifically reserved.

BIDDER'S STATEMENT
PLEASE STATE BELOW & SUBMIT WITH PROPOSAL

Delivery Time:

Shipping weight (kg) and Volume (m³) – if applicable:

List of recommended consumables and spares including prices and details on local availability, if applicable (please tick):

For one year period For a period of

Warranty period applicable (it shall be for a **minimum of 24 months**, starting from the acceptance of the goods/services by the Commission) – please tick below:

For a two year period For a period of

Note: The provisions of article 33 of the Commission's General Conditions of Contract apply to the services to be provided under the Contract, wherever it is referred to "Goods" it shall read "Services".

Availability of local service in Vienna, Austria (if any):

State country of origin or assembly of all items quoted:

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 reviewed the Commission's Model Contract including the Commission's General Conditions of Contract and other annexes and agreed to all terms and conditions.

Yes **No**

Remarks:

With regards to the software provided with the equipment, state and confirm whether the software licenses are transferable to third parties, i.e. the Commission or the Commission's State Signatories (Member States).

Yes No Not applicable

Remarks:

Name:

Name & Title of Contact Person:

Signature & date:

ATTACHMENT 1
MINIMUM CONTENT OF TECHNICAL PROPOSAL AND TECHNICAL COMPLIANCE MATRIX

RFP 2026-0052/DRIGA: Medical Services (Pre-hospital Care and Medical Evacuation) on a Call-off Basis for the On-Site Inspection Integrated Field Exercise in 2026 (IFE26) in Namibia.

Instructions: Bidders shall submit their Technical Proposal in conformity with the Minimum Content of Technical Proposal described below. This format is established to ensure that all required aspects of the Terms of Reference are considered by the bidders and also to facilitate evaluation of the submission by the Commission. Bidders can also provide additional related content as they deem necessary in corresponding Annexes or Attachments.

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

Part I - Minimum Content of the Technical Proposal

Item	Minimum expected points of discussion
1. Executive Summary	- Provide an overview of proposal
2. Company Overview	
2.1 Corporate Profile and Values	<ul style="list-style-type: none"> - Brief background of the company, mission/vision, ownership, size, location, number of personnel by type profile, etc. - Company business structure and its authority to execute all Services under the Terms of Reference. - 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: <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> - Experience in managing and executing projects of similar scope as described in the Terms of Reference. - Experience in providing Insurance to International Organizations (i.e. United Nations agencies or organizations, and/or international non-governmental organizations). - Provide a minimum of 3 client (International Organizations) references for the services offered to the Commission.
2.3 Management Team and Staffing	<ul style="list-style-type: none"> - Provide management structure to demonstrate the ability to effectively conduct the specified services and manage the overall project. - Provide named individuals and resumes for management team and all proposed key staff.

Item	Minimum expected points of discussion
3. General Requirements	<ul style="list-style-type: none"> - Demonstrate its capacity and technical expertise to provide the medical services, as described and requested in the Terms of Reference. Relevant certificates should be included in the proposal. - State in its proposal its normal working hours and describe how it will ensure that responses (24/7) are provided for the dispatch/coordination function.

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>	Compliance		Indicate the section in your Proposal and ensure that it is sufficiently described in the Proposal
		Yes	No	
4.	INDICATIVE SCHEDULE OF ACTIVITIES			
	Indicative period for the planned activities: 5 October to 23 November 2026.			
5.	LOCATIONS			
	The primary location for the delivery of services is anticipated to be the Base of Operations (BOO) in the vicinity of Swakopmund (Erongo Region), unless otherwise specified in an FRD. The BOO location is expected to be approximately at coordinates 22°40'27.3"S 14°31'49.2"E. Field operations may occur across a wide geographical area including unsealed and off-road routes and remote sites.			
6.	REQUIRED MEDICAL SERVICES			<i>Provide the information as requested in the “Instructions for Preparation and submission of Proposals” art. 10 “Content of the Proposal”, para. “Specific Requirements”.</i>
6.1	Exercise Support Medical Services			

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>	Compliance		Indicate the section in your Proposal and ensure that it is sufficiently described in the Proposal
		Yes	No	
6.1.1	<p>Standby emergency road ambulance (daytime).</p> <ul style="list-style-type: none"> Positioned at the Base of Operations (BOO) between 08:00 and 18:00 (exact timings TBC) each day <p>Scope: Provide Basic and Advanced Life Support, stabilisation and transport to the designated receiving facility.</p>			
6.1.2	<p>Standby emergency road ambulance(s) for field coverage (daytime).</p> <ul style="list-style-type: none"> Positioned at a field location up to approximately 100 km from Swakopmund between 09:00 and 17:00 (exact timings TBC) each day <p>Scope: Provide Advanced Life Support at remote locations and during transport from field locations to the designated receiving facility.</p>			
6.1.3	<p>Pre-hospital provider(s) to be embedded with a field team.</p> <ul style="list-style-type: none"> Individual to accompany field teams. Provider(s) shall be equipped with a trauma pack, AED. Where the Commission determines that the operating environment requires dedicated mobility support, the relevant FRD may request an off-road capable vehicle suitable for the operating environment. <p>Scope: Provide rapid on-scene care, advise field team leaders on casualty management and support safe extraction to ambulance pick-up points.</p>			
6.1.4	After-hours emergency response.			

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>	Compliance		Indicate the section in your Proposal and ensure that it is sufficiently described in the Proposal
		Yes	No	
	Guaranteed out-of-hours emergency response. Scope: Maintain 24/7 emergency response capability for incidents occurring outside planned activity hours.			
6.2	Medical Evacuation, Transfer and Coordination Services			
6.2.1	Aeromedical evacuation (medevac) capability (rotary and/or fixed wing) on a call-off basis <ul style="list-style-type: none"> ▪ Activation criteria and authorisation arrangements will be defined by the Commission and specified in FRDs. ▪ For the purposes of quotation, bidders should assume Walvis Bay / Swakopmund area to Windhoek. Scope: Provide rapid evacuation where clinically indicated and as authorised by the Commission.			
6.2.2	Inter-facility medical transfer capability (road and/or air as appropriate) <ul style="list-style-type: none"> ▪ For transfer to higher level of care, including critical-care capable transport where proposed (e.g., ventilated patient transport, infusion pumps), as clinically indicated and as authorised by the Commission. ▪ For the purposes of quotation, bidders should assume Swakopmund to Windhoek. Scope: Provide safe, monitored transfer between healthcare facilities when escalation of care is required.			
6.3	It is the responsibility of the Contractor to ensure that deployed personnel have sufficient water and food for the duration of their working hours, and reliable means of communication			

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>	Compliance		Indicate the section in your Proposal and ensure that it is sufficiently described in the Proposal
		Yes	No	
	with the Contractor and/or the designated Commission focal point during an event.			
7	CONTRACTOR REQUIREMENTS			
7.1	General requirements:			
	<p>a. The Contractor shall be able to nominate an individual in either Swakopmund or Walvis Bay to (i) act as the local point of contact for logistical and commercial matters and (ii) oversee transportation arrangements and to promptly respond to any issues or incidents as required.</p> <p>b. All services shall be consistent with Namibian law and regulations and aligned, as far as reasonably practicable, with recognised international standards and guidance for pre-hospital care and road ambulances (including EN 1789 as a reference).</p> <p>c. The Contractor (and any sub-contractor for any service line) shall be legally established and authorised to provide the proposed emergency medical services in Namibia (or otherwise demonstrate legal authority to operate in Namibia for the period of performance).</p> <p>d. The Contractor shall demonstrate relevant experience delivering comparable pre-hospital and/or medical evacuation services (e.g., minimum 5 years), including remote/off-road operations where proposed.</p> <p>e. The Contractor shall maintain a 24/7 reachable operations point of contact and a dispatch and coordination function /control centre (in-house or via subcontracting arrangement) capable of receiving activations, tasking assets, maintaining logs, and coordinating with the Commission’s Exercise Command Post (ECP), OSI Health and Safety Officer and exercise management as appropriate. The 24/7 dispatch/coordination function (“control centre”) described above is the Contractor’s baseline activation and tasking capability.</p> <p>f. All personnel deployed as paramedics or emergency medical technicians (EMTs)</p>			

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>	Compliance		Indicate the section in your Proposal and ensure that it is sufficiently described in the Proposal
		Yes	No	
	<p>shall be registered, if appropriate, with the Health Professions Council of Namibia (HPCNA) or equivalence, in the appropriate emergency care category and shall work strictly within their nationally defined scope of practice.</p> <p>g. The Contractor shall demonstrate established referral/receiving facility pathways (e.g., prior working relationships, letters of coordination/intent, or equivalent) with appropriate hospitals/clinics able to receive patients during the exercise period.</p>			
7.2	Specific requirements (in addition to the above):			
	<p><i>For Exercise Support Medical Services :</i></p> <p>a. Ambulance vehicles shall be roadworthy, appropriately licensed/insured in Namibia, and suitable for the operating environment. Where off-road operations are anticipated, 4x4 capability shall be proposed where appropriate.</p> <p>b. Ambulance vehicles shall be configured broadly in accordance with EN 1789 Type B (or equivalent) and equipped as per the Contractor's submitted equipment list.</p> <p>c. Ambulance minimum staffing shall be (i) one advanced pre-hospital provider (Emergency Care Technician or Paramedic – ALS) registered with HPCNA; and (ii) one second crew member registered such as an Emergency Care Practitioner (Basic/Intermediate) or equivalent.</p> <p>d. Pre-hospital Medical Providers shall be, preferably: Emergency Care Technician or Paramedic – ALS and registered with HPCNA.</p>			
	<p><i>For Medical Evacuation, Transfer and Coordination Services:</i></p> <p>a. Contractor shall comply with all applicable civil aviation laws and approvals, including those of the competent Civil Aviation Authority (CAA) in Namibia and the CAA(s) of the State of Operator and/or State of Registry, and the International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs), as applicable.</p>			

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>	Compliance		Indicate the section in your Proposal and ensure that it is sufficiently described in the Proposal
		Yes	No	
	<p>b. The Contractor shall hold (or obtain for the period of performance) all required authorisations (e.g., AOC/equivalent approvals, operating permissions/clearances), maintain aircraft airworthiness and insurance, and provide appropriately qualified flight and medical crew.</p> <p>c. Aeromedical evacuation (medevac) aircraft must include appropriately qualified flight crew and medical crew, patient packaging and in-flight care within scope of practice, and coordination with relevant aviation/airport/landing permissions.</p>			

2026-0052/DRIGA: Medical Services (Pre-hospital Care and Medical Evacuation) on a Call-off Basis for the On-Site Inspection Integrated Field Exercise in 2026 (IFE26) in Namibia.

Attachment 2: Evaluation Criteria and Method

Ref No. in TOR	Stage 1: QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL
7	Contractor Requirements	
7.1	General requirements	
7.1.a	The Contractor shall be able to nominate an individual in either Swakopmund or Walvis Bay to (i) act as the local point of contact for logistical and commercial matters and (ii) oversee transportation arrangements and to promptly respond to any issues or incidents as required.	PASS/FAIL
7.1.b	All services shall be consistent with Namibian law and regulations and aligned, as far as reasonably practicable, with recognised international standards and guidance for pre-hospital care and road ambulances (including EN 1789 as a reference).	PASS/FAIL
7.1.c	The Contractor (and any sub-contractor for any service line) shall be legally established and authorised to provide the proposed emergency medical services in Namibia (or otherwise demonstrate legal authority to operate in Namibia for the period of performance).	PASS/FAIL
7.1.d	Minimum 5 years - Contractor shall demonstrate relevant experience delivering comparable pre-hospital and/or medical evacuation services, including remote/off-road operations where proposed.	PASS/FAIL
7.1.e	The Contractor shall maintain a 24/7 reachable operations point of contact and a dispatch and coordination function/control centre (in-house or via subcontracting arrangement) capable of receiving activations, tasking assets, maintaining logs, and coordinating with the Commission's Exercise Command Post (ECP), OSI Health and Safety Officer and exercise management as appropriate. The 24/7 dispatch/coordination function ("control centre") described above is the Contractor's baseline activation and tasking capability.	PASS/FAIL
7.1.f	All personnel deployed as paramedics or emergency medical technicians (EMTs) shall be registered, if appropriate, with the Health Professions Council of Namibia (HPCNA) or equivalence, in the appropriate emergency care category and shall work strictly within their nationally defined scope of practice.	PASS/FAIL
7.1.g	The Contractor shall demonstrate established referral/receiving facility pathways (e.g., prior working relationships, letters of coordination/intent, or equivalent) with appropriate hospitals/clinics able to receive patients during the exercise period.	PASS/FAIL
7.2	Specific requirements (in addition to the above)	
7.2.1	For Exercise Support Medical Services :	
7.2.1.a	Ambulance vehicles shall be roadworthy, appropriately licensed/insured in Namibia, and suitable for the operating environment. Where off-road operations are anticipated, 4x4 capability shall be proposed where appropriate.	PASS/FAIL
7.2.1.b	Ambulance vehicles shall be configured broadly in accordance with EN 1789 Type B (or equivalent) and equipped as per the Contractor's submitted equipment list.	PASS/FAIL
7.2.1.c	Ambulance minimum staffing shall be (i) one advanced pre-hospital provider (Emergency Care Technician or Paramedic – ALS) registered with HPCNA; and (ii) one second crew member registered such as an Emergency Care Practitioner (Basic/Intermediate) or equivalent.	PASS/FAIL
7.2.1.d	Pre-hospital Medical Providers shall be, preferably: Emergency Care Technician or Paramedic – ALS and registered with HPCNA.	PASS/FAIL
7.2.2	For Medical Evacuation, Transfer and Coordination Services :	
7.2.2.a	Contractor shall comply with all applicable civil aviation laws and approvals, including those of the competent Civil Aviation Authority (CAA) in Namibia and the CAA(s) of the State of Operator and/or State of Registry, and the International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs), as applicable.	PASS/FAIL
7.2.2.b	The Contractor shall hold (or obtain for the period of performance) all required authorisations (e.g., AOC/equivalent approvals, operating permissions/clearances), maintain aircraft airworthiness and insurance, and provide appropriately qualified flight and medical crew.	PASS/FAIL
7.2.2.c	Aeromedical evacuation (medevac) aircraft must include appropriately qualified flight crew and medical crew, patient packaging and in-flight care within scope of practice, and coordination with relevant aviation/airport/landing permissions.	PASS/FAIL

	Stage 2: Quality of the Proposal and Understanding the requirements	Max Points	Factor	Weighted Score
1	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity.	5	1	5
2	Understanding of the scope of Services and the responsibilities of the Contractor	5	2	10
3	Proposed approach and implementation plan/timeline	5	1	5
4	Organizational and staffing capacity of the bidder	5	1	5
Total technical evaluation		20		25

EVALUATION AND SELECTION METHOD

1. Technical Evaluation:

The technical evaluation process will be done in two stages:

Stage 1: Technical proposals will first be evaluated against the mandatory requirements outlined 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.

Stage 2: The technical proposals that have passed stage 1 will be evaluated against the weighted criteria set forth in the evaluation matrix above.

In order to pass this stage, bidders must obtain a minimum acceptable weighted score of at least **15** and 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 requirements of the criterion.
3	Good - Meets the minimum requirements of the criterion.
4	Very good - Exceeds the minimum requirements of the criterion in some areas.
5	Excellent - Exceeds the minimum requirements of 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. Selection

The weight of the technical and financial components is **60%** and **40%** respectively.

The Contract will be awarded to the bidder who receives the highest combined score resulting from the technical and financial evaluations, subject to contractual and commercial acceptability.

ATTACHMENT 2 : Financial Proposal Form

Instructions

1. The bidder is requested to fill in the cells in yellow.
2. Please specify currency (USD or Euro only) .
3. The proposed prices shall include all costs,allowances, management and remuneration of the personnel, national income tax, medical etc.
4. The bidder is requested to submit the dully signed Financial Proposal Form in PDF format and in Excel Format.
5. In principle the Commission is exempt from 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.
6. If there are any other fees/costs that are not covered by the table below, please indicate them in the Proposal.

1. Exercise Support Medical Services

No.	Service	Unit**		Unit Price *	Cost Breakdown / Comments
1.1	Standby emergency road ambulance (daytime)	Per unit, per day (incl. staffing)			
1.2	Standby emergency road ambulance(s) for field coverage (daytime)	Per unit, per day (incl. staffing)			
1.3	Pre-hospital provider(s) to be embedded with a field team	Per provider, per day			
1.4	After-hours emergency response	Call-out fee per activation	activation		
		+ mileage / time; retention fee	mileage or hour (please specify)		

2. Medical Evacuation, Transfer and Coordination Services

No.	Service	Unit**		Unit Price*	Cost Breakdown / Comments
2.1	Aeromedical evacuation (medevac) capability (rotary and/or fixed wing)	Per activation + flight hour (or as proposed)	activation		
			hour		
2.2	Inter-facility medical transfer capability (road and/or air as appropriate)	Per transfer			

*Please specify currency (USD or Euro only).

** The bidder may propose an appropriate unit.

Signature of Bidder:

Date:

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)***		
Organization:	Value in US\$ Equivalent:	Year:
Organization:	Value in US\$ Equivalent:	Year:

* Please see Privacy Disclaimer on page 3

** 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.

16. Summary of any changes in your company's ownership during the last 5 years:

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: _____

Bank Details	Beneficiary Details
Bank Name: Bank Address: Exact Account Holder Name:	Beneficiary Name: <small>(exactly as stated on bank statements)</small> IBAN: <small>(if applicable)</small> Account number: SWIFT/BIC: ABA/Sort Code:

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:

Data Privacy Notice *

Any personal data provided to the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (“CTBTO”), which is required for assessing your request for registration, will be treated by the CTBTO as confidential and used on a ‘need to know basis’.

The personal data that you provide within your company profile through the registration process will be processed by the CTBTO for the specific purpose of procurement activities in performance of the CTBTO mandate. This data includes, but is not limited to, the following:

- First and last name;
- Contact information, such as telephone numbers, or mailing addresses; and
- Email addresses.

Subsequent to registration, you may request information regarding the processing of your personal data at any time by sending a request to supplier.registration@ctbto.org. The CTBTO will assess such requests on a case-by-case basis, in accordance with its internal policies.

Nothing in this disclaimer shall constitute a waiver, either express or implied, of the privileges and immunities of the CTBTO and its employees, which are specifically reserved.

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>



CTBTO
PREPARATORY COMMISSION

COMPREHENSIVE
NUCLEAR-TEST-BAN
TREATY ORGANIZATION

MODEL CONTRACT

(SAP No.)

between

THE PREPARATORY COMMISSION

FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY

ORGANIZATION

and

NAME OF CONTRACTOR

for

**MEDICAL SERVICES (PRE-HOSPITAL CARE AND MEDICAL
EVACUATION) ON A CALL-OFF BASIS FOR THE ON-SITE INSPECTION
INTEGRATED FIELD EXERCISE IN 2026 (IFE26) IN NAMIBIA**

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

May 2026

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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 [Name of Contractor] (hereinafter referred to as the “Contractor”), having its principal office located at [address] (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 the Medical Services (Pre-hospital Care and Medical Evacuation) on a Call-off Basis for the On-Site Inspection Integrated Field Exercise in 2026 (IFE26) in Namibia, 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(s) within a period from the Effective Date and until 31 December 2026 (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 provide the Work as specified in Annexes B and C and the relevant FRD.
- (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 may, from time-to-time, need to purchase essential items that do not form part of Annex B and/or 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 Annexes B and/or C. The Contractor shall provide this information by the time agreed between the Parties. 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 purchased through FRD(s) and which do not form part of Annexes B and/or 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. In the event of any inconsistencies between the List of Prices and the FRD issued, the relevant FRD shall prevail.

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 33 of Annex A shall apply to the Work performed by the Contractor.

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 on the Commission's or the Station's premises, as applicable, who may be affected thereby.
- (ii) property of the Commission or the Station, as applicable.

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 The Contractor shall be responsible for the prevention of accidents on the Commission's or the Station's premises, as applicable, during the execution of the Work.

10.5 In any emergency affecting the safety of persons or property, the Contractor shall promptly act to prevent threatened damage, injury and loss.

10.6 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 the relevant FRD 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) For each FRD, the Commission shall pay to the Contractor, in consideration of the full and proper performance of its obligations under the Contract the amount(s) specified in the relevant FRD based on the firm fixed labor rates/fees set out in Annex C and/or approved in a FRD (for items added by reference in accordance with Clause 5 above) excluding any applicable Taxes, fees, duties and charges owed by the Contractor in respect to the Services at the conclusion or implementation of this Contract (hereinafter referred to as the “**Contract Price**”).
- (b) The firm fixed unit prices set out in Annex C and 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).
- (d) [Identify type [and amount] of Taxes] is/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

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 Goods and/or Services and shall supersede all prior agreements and representations between the Parties in this respect. Annexes A to C and FRDs 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 payments 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.

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 **[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

Medical Services (Pre-hospital Care and Medical Evacuation) on a Call-off Basis for the On-Site Inspection Integrated Field Exercise in 2026 (IFE26) in Namibia

1. BACKGROUND

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (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 bans any nuclear weapon test explosion or any other nuclear explosion. The Treaty provides for a global verification regime, including a network of stations worldwide, a communications system, an International Data Centre and On-Site Inspections to monitor compliance with the Treaty.

The On-Site Inspection Exercise Programme for 2022–2025 (CTBT/PTS/INF.1613) includes an Integrated Field Exercise (IFE26) to be conducted in the Republic of Namibia, in October and November 2026.

The Commission desires to engage supplier(s) (hereinafter referred to as a “Contractor”) for the provision of medical services on a call-off basis (hereinafter referred to as the “Call-off Contract”) in line with the requirements indicated in these Terms of Reference (ToR).

2. OBJECTIVE

The objective of this Call-off Contract is to ensure safe, reliable and timely pre-hospital emergency medical care and medical evacuation (medevac) support for Commission personnel, participants and visitors during IFE26 in Namibia, including coverage of the Base of Operations (BOO) and multiple field teams operating across a wide geographical area (including off-road locations). Total number of participants involved in and expected to travel to Namibia for the IFE is expected to be up to 300 (three hundred). This number includes rotations of staff, shorter visits by dignitaries and technical experts. We expect to have 105-120 participants in Namibia consistently (plus host country officials and participants). During the high-level visit that will swell to probably 175-200 participants total and reduce to 150-160 participants during the technical observers visit program.

3. SCOPE AND CALL-OFF PERIOD

The Commission seeks to establish a Call-off Contract with a call-off period until 31 December 2026. The services are for IFE26. The Commission will call off work through a Formal Request for Delivery (FRD) and the Contractor shall provide services only upon receipt of the relevant FRD.

4. INDICATIVE SCHEDULE OF ACTIVITIES

The table below outlines planned activities for which the Commission may request services, subject to final agreement with the Government of Namibia. The schedule is indicative and may be adjusted.



Activity	Indicative period	Location(s)	Notes
IFE26	5 October to 23 November 2026	Swakopmund / Erongo Region (including dispersed field sites)	Peak demand period; multiple simultaneous field teams

5. LOCATIONS

The primary location for the delivery of services is anticipated to be the Base of Operations (BOO) in the vicinity of Swakopmund (Erongo Region), unless otherwise specified in an FRD. The BOO location is expected to be approximately at coordinates 22°40'27.3"S 14°31'49.2"E.

Field operations may occur across a wide geographical area including unsealed and off-road routes and remote sites.

6. REQUIRED MEDICAL SERVICES

This section outlines the Commission’s requirements for medical services. Sub-contracting of services is permissible provided the Contractor remains responsible for performance and standards. If the Contractor cannot provide a required service, the Contractor may propose a clear alternative and associated costing.

#	Service	Unit	Purpose / Notes
Exercise Support Medical Services			
1.1	Standby emergency road ambulance (daytime). <ul style="list-style-type: none"> Positioned at the Base of Operations (BOO) between 08:00 and 18:00 (exact timings TBC) each day 	Per unit, per day (incl. staffing)	Provide Basic and Advanced Life Support, stabilisation and transport to the designated receiving facility.
1.2	Standby emergency road ambulance(s) for field coverage (daytime). <ul style="list-style-type: none"> Positioned at a field location up to approximately 100 km from Swakopmund between 09:00 and 17:00 (exact timings TBC) each day 	Per unit, per day (incl. staffing)	Provide Advanced Life Support at remote locations and during transport from field locations to the designated receiving facility.
1.3	Pre-hospital provider(s) to be embedded with a field team. <ul style="list-style-type: none"> Individual to accompany field teams. Provider(s) shall be equipped with a trauma pack, AED. Where the Commission determines that the operating environment requires dedicated mobility support, the relevant FRD may request an off-road capable vehicle suitable for the operating environment. 	Per provider, per day	Provide rapid on-scene care, advise field team leaders on casualty management and support safe extraction to ambulance pick-up points.
1.4	After-hours emergency response. <ul style="list-style-type: none"> Guaranteed out-of-hours emergency response. 	Call-out fee per activation +	Maintain 24/7 emergency response



		mileage / time; retention fee (as proposed)	capability for incidents occurring outside planned activity hours.
Medical Evacuation, Transfer and Coordination Services			
2.1	Aeromedical evacuation (medevac) capability (rotary and/or fixed wing) on a call-off basis <ul style="list-style-type: none"> ▪ Activation criteria and authorisation arrangements will be defined by the Commission and specified in FRDs. ▪ For the purposes of quotation, bidders should assume Walvis Bay / Swakopmund area to Windhoek. 	Per activation + flight hour (or as proposed)	Provide rapid evacuation where clinically indicated and as authorised by the Commission.
2.2	Inter-facility medical transfer capability (road and/or air as appropriate) <ul style="list-style-type: none"> ▪ For transfer to higher level of care, including critical-care capable transport where proposed (e.g., ventilated patient transport, infusion pumps), as clinically indicated and as authorised by the Commission. ▪ For the purposes of quotation, bidders should assume Swakopmund to Windhoek. 	Per transfer (as proposed)	Provide safe, monitored transfer between healthcare facilities when escalation of care is required.

It is the responsibility of the Contractor to ensure that deployed personnel have sufficient water and food for the duration of their working hours, and reliable means of communication with the Contractor and/or the designated Commission focal point during an event.

7. CONTRACTOR REQUIREMENTS

7.1 General requirements

- a. The Contractor shall be able to nominate an individual in either Swakopmund or Walvis Bay to (i) act as the local point of contact for logistical and commercial matters and (ii) oversee transportation arrangements and to promptly respond to any issues or incidents as required.
- b. All services shall be consistent with Namibian law and regulations and aligned, as far as reasonably practicable, with recognised international standards and guidance for pre-hospital care and road ambulances (including EN 1789 as a reference).
- c. The Contractor (and any sub-contractor for any service line) shall be legally established and authorised to provide the proposed emergency medical services in Namibia (or otherwise demonstrate legal authority to operate in Namibia for the period of performance).
- d. The Contractor shall demonstrate relevant experience delivering comparable pre-hospital and/or medical evacuation services (e.g., minimum 5 years), including remote/off-road operations where proposed.
- e. The Contractor shall maintain a 24/7 reachable operations point of contact and a dispatch and coordination function /control centre (in-house or via subcontracting arrangement) capable of receiving activations, tasking assets, maintaining logs, and coordinating with the Commission’s Exercise Command Post (ECP), OSI Health and Safety Officer and exercise management as appropriate. The 24/7 dispatch/coordination function (“control centre”) described above is the Contractor’s baseline activation and tasking capability.
- f. All personnel deployed as paramedics or emergency medical technicians (EMTs) shall be registered, if appropriate, with the Health Professions Council of Namibia (HPCNA) or equivalence, in the appropriate emergency care category and shall work strictly within their nationally defined scope of practice.

- g. The Contractor shall demonstrate established referral/receiving facility pathways (e.g., prior working relationships, letters of coordination/intent, or equivalent) with appropriate hospitals/clinics able to receive patients during the exercise period.

7.2 Specific requirements (in addition to the above)

7.2.1 For *Exercise Support Medical Services*:

- a. Ambulance vehicles shall be roadworthy, appropriately licensed/insured in Namibia, and suitable for the operating environment. Where off-road operations are anticipated, 4x4 capability shall be proposed where appropriate.
- b. Ambulance vehicles shall be configured broadly in accordance with EN 1789 Type B (or equivalent) and equipped as per the Contractor's submitted equipment list.
- c. Ambulance minimum staffing shall be (i) one advanced pre-hospital provider (Emergency Care Technician or Paramedic – ALS) registered with HPCNA; and (ii) one second crew member registered such as an Emergency Care Practitioner (Basic/Intermediate) or equivalent.
- d. Pre-hospital Medical Providers shall be, preferably: Emergency Care Technician or Paramedic – ALS and registered with HPCNA.

7.2.2 For *Medical Evacuation, Transfer and Coordination Services*:

- a. Contractor shall comply with all applicable civil aviation laws and approvals, including those of the competent Civil Aviation Authority (CAA) in Namibia and the CAA(s) of the State of Operator and/or State of Registry, and the International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs), as applicable.
- b. The Contractor shall hold (or obtain for the period of performance) all required authorisations (e.g., AOC/equivalent approvals, operating permissions/clearances), maintain aircraft airworthiness and insurance, and provide appropriately qualified flight and medical crew.
- c. Aeromedical evacuation (medevac) aircraft must include appropriately qualified flight crew and medical crew, patient packaging and in-flight care within scope of practice, and coordination with relevant aviation/airport/landing permissions.

8. ORGANIZATION OF THE SERVICES AND CALL-OFF PROCEDURES

The Commission may request services through separate FRDs, each detailing the respective requirements. The Commission will coordinate with the Contractor on requirements, including variations in schedule, without financial implications or penalties to the Commission unless agreed in advance. Unless otherwise agreed, the Commission will provide reasonable notice prior to required execution of services.

Each FRD will include, inter alia, the following information:

- Dates and key timings for the requested service(s).
- Locations for the intended service(s) (point-of-origin, destination, BOO / accommodation site, field site, etc.).
- Estimated number of persons to be covered and any relevant operational context.
- Commission point of contact and communications arrangements.
- Any specific reporting or coordination requirements.

The Contractor shall provide the requested services only upon receipt of the relevant FRD.

The Commission shall not be held liable for the performance of any Service(s) or any other items or costs performed by the Contractor before the formal issuance of an FRD by the Commission to the Contractor.

9. COMPLETION AND ACCEPTANCE

Upon completion of the services requested under an FRD, the Contractor shall submit an invoice together with supporting documentation (e.g., service logs, activation records, mileage/time records, and any incident reports as required) for review and acceptance by the Commission, in accordance with the applicable payment terms.