

## 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.

This Request for Proposal (RFP) is for the provision of services as described in the Terms of Reference.

The Proposal shall meet all requirements stated in the Terms of Reference. For this project the Commission is seeking capabilities which will ensure that the services are delivered to a high standard and at a reasonable cost.

### 2. Documents included in this RFP

This RFP consists of the following documents:

- (a) General Instructions to Bidders
- (b) These Instructions for Preparation and Submission of Proposals, including the Bidder's Statement form, and the following Attachments:
  - Attachment 1: Technical Compliance Matrix
  - Attachment 2: Evaluation Criteria and Method
  - Attachment 3: Price Schedule Form
- (c) Bidder's Statement
- (d) Statement of Confirmation
- (e) Vendor Profile Form
- (f) Instructions for submission of offers via the CTBTO online SAP ARIBA Portal "OptiBuy" titled "Submitting an offer in OptiBuy"
- (g) The Commission's Model Contract and its Annexes A – B;
  - The Commission's General Conditions of Contract (Annex A);
  - 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**

The Proposal shall be submitted **electronically only via the CTBTO online SAP ARIBA portal “OptiBuy”**. Bidders can follow the attached instruction in the document “Submitting an offer in OptiBuy” for further clarification.

**Bidders must be a registered in OptiBuy to submit an offer.** Bidders who are not registered yet, can register by following the instructions found in the Commission’s webpage at [OptiBuy Supplier Manual](#). After registration, Bidders shall follow the instructions contained within the attached document “Submitting an offer in OptiBuy” to submit the offer.

The Proposal shall be received not later than the closing date indicated in OptiBuy.

The Proposal shall be typed, dated and signed by an official legally authorized to enter into contracts on behalf of the Bidder. The Proposal shall not contain any interlineation, erasures or overwriting except as necessary to correct errors, in which case such corrections shall be initialled by the authorized person(s) signing the Proposal.

**6. Request for Clarifications and Contacting the Commission**

The Commission will issue clarifications, if required. Bidders are requested to e-mail any questions pertaining to this RFP as soon as possible after receipt of the solicitation documents, but in any case no later than 7 business days prior to the Closing Date. No requests for clarifications will be entertained after this time. Questions will only be accepted via e-mail and should be sent to:

E-mail: [procurement@ctbto.org](mailto:procurement@ctbto.org)  
Subject: RFP No. 2026-0025 - Request for Clarifications

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

Except in case of responding to a RFP clarification, no Bidder shall contact the Commission on any matter relating to the Proposal after its submission and until the award of the Contract. Any attempt to influence the Commission in its evaluation of the Proposal or the contract award decision may result in the rejection of the Proposal.

**7. 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 Comprehensive Nuclear-Test-Ban Treaty (CTBT) which is available in the CTBTO website at [www.ctbto.org](http://www.ctbto.org) under [Status of Signatures and Ratifications | CTBTO](#). For purposes of this paragraph, "the origin" means the place from where the materials, goods and/or from which the services are supplied.

**8. Type of Contract and Payment**

The Commission intends to conclude a firm fixed price based on the attached Model Contract. The terms and conditions of payment for services are described in the attached Model Contract.

## **9. Preparation of the Proposal**

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.

#### **Point of Contact**

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

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

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

#### **Description of Services and Technical Compliance Matrix**

The Proposal shall include the dully filled Technical Compliance Matrix and explanation of the Bidder's understanding of the services to be provided and an overall preliminary operational plan for the execution of the services, including a section-by-section response to the requirements in the Terms of Reference explaining how these will be fulfilled.

The total amount of person-days/work-hours proposed and their respective activity shall be specified clearly in the Proposal. In any case it shall be the sole responsibility of the Contractor to fulfil and complete the scope of work as specified in these Terms of Reference regardless of the actual number of person-days dedicated to a specific task.

The Proposal shall also provide any other relevant issue which the Bidder would like to bring to the attention of the Commission whether or not having cost implications.

#### **Commission's Inputs**

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

#### **Sub-Contractors**

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

#### **Work permits and Visas**

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.

### **Time Schedule**

A bar chart indicating the estimation of the duration of each task required by the Terms of Reference and key staff to be involved in each task.

### **Qualifications**

Documentary evidence of the Bidder's (Contractor's) qualifications to provide the Services, which shall establish to the Commission's satisfaction that the Bidder has technical capability necessary to perform the Contract and other necessary ongoing services as required and in compliance with the requirements of the Terms of Reference (Section 8.1).

### **Personnel**

Curriculum vitae of key staff proposed for this contract, including technical experience to perform the Work demonstrating how these qualifications meet the requirements of the Terms of Reference (Section 8.2).

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.

## **PART II: FINANCIAL PROPOSAL**

In the Financial Proposal, Bidders are required to define the following:

The Financial Proposal shall be prepared in **United States Dollars or Euro** and the **total value of the Financial Proposal shall be entered into the OptiBuy field "Provision of Cleaning Services at the CTBTO TeST Centre- Total Amount" under the section "Envelope 2 Commercial/Financial Bid"**.

Separately, the Bidder shall provide the full breakdown of the costs for each task required by the Terms of Reference in accordance with **Attachment 4 (Price Schedule Form)** and upload the completed document using the "Comment and Attachment" field under the **"Envelope 2 Commercial/Financial Bid"** section heading.

In presenting the cost for each line item of Services, adequate justification and calculation must be included in the cost and this should be provided on the separate sheet. All individual costs shall be stated in EURO or US Dollars and be computed to constitute the total Contract Price. Note that clear and detailed explanations would enable us to evaluate the Bid promptly and proceed with fewer requests for clarifications/justifications in a later stage. This is also a factor influencing the decision for Contract award.

### **Taxes**

The price quoted shall be net of Taxes. All applicable Taxes payable by the selected Bidder at the conclusion or implementation of the Contract in respect of the goods/services shall be quoted separately or be separately identified on the Proposal together with information on the nature of the tax and its method of calculation.

**10. Completeness and Correctness of the Proposal**

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

**11. 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.

**12. Correction of Errors**

The Commission will check the Proposal for any arithmetic errors. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.

**13. Evaluation of the Proposal**

The Commission, based on the **evaluation criteria and method given in Attachment 2**, will determine the Proposal that ‘most effectively satisfies the technical and operational requirements set out in the solicitation documents’.

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.

**14. 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 a contract(s) under this RFP.

**15. Modification and Withdrawal of the Proposal**

Bidders may modify or withdraw their Proposals 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.

**16. 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.

**17. 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.

**18. 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 request for Proposal or otherwise without prior written agreement of the Commission.

**19. Use of former Preparatory Commission for the CTBTO (“Commission”) employees in the preparation of Offers**

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, at any time:

- a) 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) 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.

**20. 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 your offer will be treated by the Commission as confidential information and used on a ‘need to know basis’.

The personal data provided by Bidders 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 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 Commission’s General Conditions of Contract shall apply.

Nothing in these General Instructions to Bidders shall constitute a waiver, either express or implied, of the privileges and immunities of the Commission and its employees, which are specifically reserved.