



TO: All Bidders FROM: Ms. Selma Bukvic
OiC, Procurement Services Section

DATE: 14 April 2025 REF.: RFP No. 2025-
0054/POLONSKAYA 

EMAIL: n/a EMAIL: procurement@ctbto.org

SUBJECT: **Extension of the Deadline and Amendment to the RFP No. 2025-0054/POLONSKAYA:
Provision of Venue and Catering for the Expert Meeting in Vienna, Austria, from 20 to 24
October 2025**

Dear Bidders,

Reference is made to the Request for Proposal RFP No. 2025-0054/POLONSKAYA: Provision of Venue and Catering for the Expert Meeting in Vienna, Austria, from 20 to 24 October 2025 (the “RFP”).

1. Further, please find attached **Clarifications No. 1** to the questions raised by interested Bidders in respect to the above-mentioned RFP.
2. **Terms of Reference (ToR)** are hereby replaced with the attached amended version of the document (Rev.14 April 2025) (revisions are highlighted in yellow for easy reference).
3. The deadline for the submission of proposals is hereby extended from 16 April 2025 to **23 April 2025, 17:00 hours, Vienna (Austria) local time.**

The attached Clarifications No.1 and revised ToR are an integral part of the RFP documents and shall be considered in the preparation and submission of proposals.

In case you have already submitted your bid, you are kindly requested to submit a revised bid as per amended ToR.

We are looking forward to receiving your proposal prior to the extended submission deadline of 23 of April 2025, 17:00 hours, Vienna (Austria) local time.
Sincerely,

Selma Bukvic
OiC, Procurement Services Section

Attachments

- Clarifications No. 1
- Terms of Reference (TOR) – Rev. 14 April 2025

Clarifications to the questions received from potential bidders

#	Bidders' Question	Answer
1	We can offer the two big meeting spaces (100 + 50 people) but for the breakout session we would need to use the main halls as well.	Yes, this is fine. We are flexible with the spaces for breakout sessions. It doesn't have to be 8 separate rooms, we only need to have 8 spaces for group discussions, so they can set up 8 spaces by dividing the main conference room or/and second conference room or using other spaces in the hotel.
2	Unfortunately, we don't have the capacity to offer all the meeting rooms you requested. The challenge is the eight breakout rooms.	As described, it can be 8 spaces for the group discussion, so a hotel divide the main conference room or/and the second conference room into eight spaces.
3	We have already booked many rooms for the dates Would an offer with fewer rooms suit you?	As 30 rooms (for accommodation) are an optional requirement, fewer rooms (around 20) can be considered.
4	Would an offer from another hotel suit you, if the hotel is further away than the desired distance?	No, this is not an option.
5	Should the proposal be based on 80 or 100 participants as actually both is mentioned	The main conference room (size - for 80 - 100 people), but the lunches and coffee breaks should still be for 80 people. This means an offer for a 80 people room is enough to satisfy our needs. Please see attached revised ToR
6	Apart from the main meeting room, there is a conference room for 50 participants, can you please advise its purpose and whether it is needed also for five days.	For the event we need an additional room for side meetings (size - for 30-50 people)
7	As per our t&c we require a 50% pre-payment, please advise whether this is possible	For Commissions consideration kindly include all comments concerning the contractual and payment conditions. This must be clearly stated in the Bidder's Statement under part "Remarks on General Conditions of Contract." This Bidder's Statement forms an integral part of the Instructions to Bidders.
8	As the event is already in autumn, should a contract be signed, it will no longer be possible to cancel the entire event but certainly there is the possibility of attrition, thank you for your consideration	If applicable, the potential bidders should provide all possible cancellation terms in their offer (for example cancellation policy for early, before or on arrival date and other late cancellations etc).
9	I would like to double check the bedrooms requirements – for me to be able to send you our offer, we will need 100 bedrooms guaranteed.	Please note that Terms of Reference Section II point 1 - specify this as Optional requirement of maximum 30 rooms.

TERMS OF REFERENCE

(revised on 14 April 2025)

Provision of Venue and Catering for the Expert Meeting on Special Studies (SS) and Expert Technical Analysis (ETA) with RN and ATM Methods, and Expert Meeting on Special Studies (SS) and Expert Technical Analysis (ETA) with Waveform Methods Vienna, Austria, from 20 to 24 October 2025

I. INTRODUCTION

These Terms of Reference describe the requirements for the Provision of Venue and Catering (coffee breaks, lunches and reception) for the **Expert Meetings, Vienna, Austria 20 to 24 October 2025**, (hereinafter referred to as the “Services”), organized by the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as “the Commission”). The requirements also include **option for accommodation** of 30 participants.

The Contractor shall carry out the Services in accordance with the requirements specified in these ToR in the most cost-effective manner possible. More information about the Commission can be found www.ctbto.org.

II. REQUIRED SERVICES

1. The following table outlines the minimum requirements:

Location	Vienna, preferably in the area close to the Vienna International Centre, within a radius of 6km, and close access to subway
Standard	Minimum 4 star
Dates (days) for Venue and catering	20 to 24 October 2025, 8:00 am to 6:30 pm
Venue/ Meeting facilities from 20 to 24 October 2025	The Contractor shall provide following venues: Main Conference Room: 1. One (1) room, (size: for 80-100 participants) - Conference/meeting room, classroom setup, with projector.



The classroom-like setup implies that each participant has a table in front of them and access to a power outlet at their seating.

2. Conference room shall have a podium with:

- Lectern or table for the speaker, including a presentation screen or laptop (the presenters should not have to turn their back to the audience), a wireless microphone, and a wireless presentation clicker to navigate their presentation.
- A table with at least 2 chairs for the session conveners and a wireless microphone. An extra presentation screen for the conveners would be an advantage.

3. Conference room shall have a:

- High-quality conference room projector
- Large display screen
- High-quality audio system
- Computer/laptop provided by the venue, which connects to the audio/visual system of the room
- At least 2 more wireless handheld microphones for the audience
- Wireless microphone for the presenter
- Wireless microphone for the conveners
- The laptop's audio must be connected to the room's sound system for online presentations and videos
- Wifi connection of minimum 100MB/s and unlimited access (enough bandwidth to allow 100 people using at the same time)



- Power outlet for the minimum number of participants in each respective room (for laptops, cell phones, etc.)
- 2 paper walls, including enough paper and pens for the whole week
- Set up for live streaming to make the meeting hybrid and record the sessions

Second Conference Room:

1. One (1) room, (size for 30 - 50 participants - Conference/meeting room, classroom setup, with projector

The classroom-like setup implies that each participant has a table in front of them and access to a power outlet at their seating.

2. Conference room shall have a podium with:

- Lectern or table for the speaker, including a presentation screen or laptop (the presenters should not have to turn their back to the audience), a wireless microphone, and a wireless presentation clicker to navigate their presentation.
- A table with at least 2 chairs for the session conveners and a wireless microphone. An extra presentation screen for the conveners would be an advantage.

3. Conference room shall have a:

- High-quality conference room projector
- Large display screen
- High-quality audio system
- Computer/laptop provided by the venue, which connects to the audio/visual system of the room
- At least 2 more wireless handheld microphones for the audience



- Wireless microphone for the presenter
- Wireless microphone for the conveners
- The laptop's audio must be connected to the room's sound system for online presentations and videos
- Wifi connection of minimum 100MB/s and unlimited access
- Power outlet for the minimum number of participants in each respective room (for laptops, cell phones, etc.)
- 2 flipcharts, including enough paper and pens for the whole week.
- Set up for live streaming to make the meeting hybrid and record the sessions

Breakout Session Spaces:

1. Eight (8) separate meeting rooms or group spaces shall be provided for group work and discussions. Each space shall be equipped with either a screen or a whiteboard/flipchart. Ideally, these should be separate rooms; however, flexible use of larger rooms (e.g. conference rooms) to host multiple groups is acceptable.
2. Each room or space shall comfortably accommodate approximately 10 people, with tables and chairs provided. If multiple group spaces are located within the same larger room, they shall be spaced far enough apart to allow for clear and comfortable discussions without interfering with one another.

Poster area :

The poster area shall be organized (20 posters for the whole week) close to the main conference room or coffee area.

Cleaning from 20 to 24 October 2025	The Contractor shall ensure daily cleaning of meeting facilities and supply mineral (sparkling/still) water and glasses as required.
Technical support from 20 to 24 October 2025	The Contractor shall ensure that all meeting facilities, and in particular technical equipment, are fully operational during the event, with a technician immediately available, if required.
Connectivity from 20 to 24 October 2025	Free wifi internet available in rooms and wifi and LAN internet in meeting facilities.
Coffee breaks from 20 to 24 October 2025	Provision of two (morning/afternoon) standard tea and coffee breaks including pastries for 80 persons on daily basis
Lunches from 20 to 24 October 2025	Provision of buffet lunches for 80 persons on daily basis
Reception/dinner on TBD October 2025, 18:00-20:00	Food proposal: Dinner or reception Drinks: non-alcoholic drinks, beer, white & red wine as well as sparkling wine
Dates (nights) Accommodation	<i>(Optional Requirement) For accommodation: 19 to 25 October 2025 (30 rooms, single occupancy, breakfast)</i>
Contractor's personnel	The Contractor shall appoint an Account Manager/Point of Contact for enquiries and technical support Staff shall be able to support participants in their requests in English

2. The following list outlines the additional (optional) requirements.

The Contractor shall be able to:

- a. Offer catering services meeting specific dietary requirements (gluten/dairy free, vegetarian, vegan, halal etc).

- b. Arrange separate payment of any extra charges directly from the Participant if a Participant requests other room features, access, services, or upgrades.
- c. Offer the possibility of cost-free late check-out upon request, subject to availability.

III. HEALTH & SAFETY REQUIREMENTS

The Contractor shall ensure that all services provided conform to national standards and regulations, in particular, in the areas of health, safety and security. This includes *inter alia*, functioning fire suppression systems, emergency access routes, evacuation procedures, food preparation and hygiene.