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TO: All Bidders

FROM: Sally Alvarez de Schreiner  
Chief, Procurement Services Section

DATE: 22 May 2025

REF.: RFP No. 2025-0057/MOGAPI *Wm*

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SUBJECT: **Invitation to Bidders' Conference for RFP 2025-0057/MOGAPI - Establishment of Infrastructure Related to the Installation of the Radionuclide Station RN12, Recife, Brazil**

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Dear Bidders,

In reference to request for proposal (RFP) No. 2025-0057/MOGAPI concerning "Establishment of Infrastructure Related to the Installation of the Radionuclide Station RN12, Recife, Brazil":

1. The Commission will hold a Bidders' Conference on **27 May 2025 at 15:00 hours (Vienna, Austria local time) or 10:00 hours (Recife, Brazil local time)**.
2. The Bidders' Conference shall be held via a virtual Platform, **Microsoft Teams**.
3. Please **submit your confirmation at the Bidder's Conference electronically through the following link: <https://forms.office.com/e/HkySf0pGxD> by not later than 25 May 2025.**
4. Please find attached the **Instructions for Bidders' Conference** with further details for the Bidders' Conference. These instructions are hereby incorporated as an integral part of the RFP documentation.

We look forward to receiving your confirmation of participation in the Bidders' Conference.

Sincerely,

*SAS*

Sally Alvarez de Schreiner  
Chief, Procurement Services Section

**Attachments:**

1. *Instructions for the Bidders' Conference*
2. *Bidder's Conference Confirmation Form Link (point 3 above)*



### INSTRUCTIONS FOR BIDDERS' CONFERENCE

1. A non-mandatory virtual Bidders' Conference (meeting with suppliers) will take place **via Microsoft Teams on 27 May 2025 at 15:00 hours Vienna, Austria, local time or 10:00 hours Recife, Brazil, local time**. The Commission, at its sole discretion, will provide an access link for the virtual Bidders' Conference to bidders who express their interest in attending the Bidders' Conference and confirmed for participation by the Commission.
2. Bidders shall **confirm their participation electronically through the following link: <https://forms.office.com/e/HkySf0pGxD> by not later than 25 May 2025**.
3. A **maximum of 3 participants per supplier** shall be permitted. Only those listed in the Bidder's Participation Form will be admitted.
4. **Bidders shall not take photos/screenshots or make voice/video recordings**. After the Bidders' Conference, the Commission will share and publish on its website (at <https://www.ctbto.org/work-with-us/procurement/business-opportunities>) and on the United Nations Global Marketplace website ([Procurement opportunities](#)) (under the RFP of reference) the presentation and clarifications provided during the conference.
5. Participants shall behave in a professional manner and adhere to the highest ethical standards. For more details, kindly refer to the RFP documentation.
6. The Bidders' Conference will be conducted in the English language.
7. Bidders shall bear all costs associated with attending the Bidders' Conference; the Commission will not be responsible or liable for these costs, regardless of the conduct or outcome of the RFP.
8. Following the Bidders' Conference, no bidder shall contact directly any Commission's staff or representatives of the Station Operator, including those who participated in the Bidders' Conference, on any matter relating to this procurement process. Any request for clarifications shall be submitted strictly to in accordance with Section 6 "Request for Clarifications and Contacting the Commission".
9. Participation in the Bidders' Conference is not mandatory for the submission of a Proposal.