



TO:	All Bidders	FROM:	Sally Alvarez de Schreiner Chief, Procurement Services Section
DATE:	22 April 2024	REF.:	RFP No. 2024-0074/ SANZ
TEL. NO.:		TEL. NO.:	+43 1 26030 6350
EMAIL:		EMAIL:	procurement@ctbto.org

SUBJECT: RFP No. 2024-0074/SANZ – Hotel Services for Integrated Field Exercise (IFE25) – **Clarifications No. 1**

Dear Bidders,

In reference to request for proposal (RFP) No. 2024-0074/SANZ concerning Hotel Services for Integrated Field Exercise (IFE25) in Pasikudah, Eastern Province, Sri Lanka, please find attached the Clarifications No. 1 in response to questions raised by interested bidders and which shall be considered in the preparation and submission of proposals.

We are looking forward to receiving your proposal prior to the deadline for the submission of proposals on 6 May 2024 at 17:00 hrs Vienna (Austria) local time.

Sincerely,

Sally Alvarez de Schreiner
Chief, Procurement Services Section

Attachments:

1. *Questions and Answers – Clarifications No. 1*
2. *Format of Financial Proposal*

Item#	Question	Answer
1	Can you advise whether the Bidders Statement on p.10 must be completed? It seems not to be tailored for the provision of hotel services.	<p>Please kindly complete the relevant sections and particularly:</p> <ul style="list-style-type: none">-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.-Confirmation that the bidder has reviewed the Commission's General Conditions of Contract and Model Contract and agreed to all terms and conditions. <p>And signing the last section including name, title and date.</p>
2	Assuming Attachment 4: Format of Financial Proposal on p.17 should serve as a template for our quotation, can you also share this file in Excel to enable us to complete this?	Yes, Excel document is now available in the CTBTO and UNGM websites.

Attachment 4: Format of Financial Proposal				Currency _____ please specify (EUR or USD)	
RFP 2024-0074 Hotel Services for Integrated Field Exercise (IFE25) in Pasikudah, Eastern Province, Sri Lanka					
TORS	Description	Quantity	Nights	Unit Price *	Total Price *
	Full board accomodation				
3	Full board hotel room with ensuite bathroom, secure safe, air-conditioning, hi speed wifi, single occupancy as specified in the TORs during the requested dates as follows:				-
	Monday 12 May to Friday 16 May 2025	60	4		-
	Friday 16 May to Sunday 18 May 2025	20	2		
	Sunday 18 May to Wednesday 25 June 2025	120	38		
	Wednesday 25 June to Monday 30 June 2025	15	5		
3	Laundry, one bag per guest per week	Quantity	Weeks		
	Monday 12 May to Friday 16 May 2025	60	1		-
	Friday 16 May to Sunday 18 May 2025	20	1		-
	Sunday 18 May to Wednesday 25 June 2025	120	6		-
	Wednesday 25 June to Monday 30 June 2025	15	1		-
4	Meeting facilities	Quantity	Nights		
	Monday 12 May to Wednesday 25 June 2025 - Up to 50 participants conference/meeting room, layout to be confirmed	1	45		-
	Sunday 18 May to Wednesday 25 June 2025- Up to 50 participants conference/meeting/banquet room, layout to be confirmed	1	39		-
	Subtotal accomodation & meeting facilities				-
5	Optional Requirements				
	Cafe at the Base of Operations- Monday 19 May to Wednesday 25 June 2025	LOT/Quantity	Days		
	Unlimited tea and coffee for up to 100 participants and up to 240 x 0.51 litre bottles of still water, per day as specified in the TORs	1	38		-
	Hotel Shuttles - Monday 19 May to Wednesday 25 June 2025				
	2 (two) minivans with drivers, up to 8 seats, available 08:00-18:00	2	38		
	Airport Transfers - Various dates in May and June 2025 (**)				
	1 Minivan for up-to six passengers including luggage. Between Batticaloa Airport and Hotel in Pasikudah, and vice-versa.	1			
3	Special celebratory dinner(s) including entertainment as per options proposed.	Per person			
	Additional costs if any (please specify):				
	Subtotal optional requirements				
Total Price in EUR or USD (excluding taxes*)					-

* Specify either EUR or USD

(**) Estimate provided for the purpose of quotation. Final requirement will be arranged with the selected contractor.
The price quoted shall be net of Taxes