


## REQUEST FOR QUOTATION

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THIS IS NOT AN ORDER

**To:** ALL BIDDERS

**CTBTO Ref. No.:** 2023-0055/Poggio   
(PLEASE QUOTE ON ALL COMMUNICATIONS)

**Tel. No.:** +43 (1) 26030-6350  
**E-mail:** procurement@ctbto.org

**Attn.:**

Phone:  
Fax:  
Email:

**Date:** 28 Apr 23

**Title of Request:** Promotional Items for CTBTO SnT2023 Conference

**Deadline for Submission:** 05 May 23

**Vienna Local Time:** 17:00

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The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the 'Commission') hereby invites you to quote the following items as per conditions listed below.

<b>Item</b>	<b>Description and Requirements</b>	<b>Quantity</b>	<b>U/M</b>
1	SnT2023 CLOTH COTTON BAGS	1,200	each
2	SnT2023 WIRELESS EAR-BUDS	1,200	each
3	SnT2023 BAMBOO BALLPENS	1,200	each

When preparing your quotation, please follow the attached instructions. You are kindly requested to complete and return the acknowledgement form by e-mail as soon as possible. If you have any questions you should contact the e-mail address indicated above. We look forward to receiving your quotation.

Yours sincerely,



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Nodira ALIMDJANOVA  
Procurement Officer  
Team Leader

**ACKNOWLEDGEMENT FORM**

<b>Solicitation No:</b> 2023-0055	<b>Closing Date:</b> 05 May 23
<b>Title:</b> Promotional Items for CTBTO SnT2023 Conference	<b>Vienna Local Time:</b> 17:00

**Procurement Staff:** Davide Poggio

**CTBTO Req. No.:** 0010021749

 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)**

- \_\_\_ our current workload does not permit us to take on additional work at this time;
- \_\_\_ we do not have the required expertise for this specific project;
- \_\_\_ insufficient time to prepare a proper submission;
- \_\_\_ other (please specify) \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email/Tel: \_\_\_\_\_

## INSTRUCTIONS TO BIDDERS

<b>OTHER REQUIREMENTS:</b>	
Electricity:	
Volt: Europe standard	Hz: Europe standard                      phase AC: Europe standard
Language:	
LCD display, Operating System and all documentation, including Installation and Operating Manuals, shall be in the English language.	
Spare Parts:	
If spare parts are normally delivered with the equipment but are not mentioned in our list, please include in your quotation the minimum quantity required for one year of operation, keeping in mind that their value shall not exceed 10 per cent of the value of the equipment.	

<b>CONDITIONS</b>	
Delivery Terms (INCOTERMS 2020) and Destination	DAP (Delivered at Place duty unpaid, VAT paid) door-to-door delivery to CTBTO, Vienna International Centre (VIC), Vienna, Austria.  Please note that all deliveries must include insurance for the equipment/goods.
The Price	The price quotation shall include the costs of the goods as well as delivery costs, including packing, handling, insurance, shipment, customs clearance and delivery to Vienna, Austria to the office of CTBTO above.  Provide unit price and total price for each Item. Please use the attached sample Price Schedule.  Define any applicable quantity discount.  NOTES: <ul style="list-style-type: none"> <li>a) Bidders can submit a quotation for one or more Items.</li> <li>b) If a Bidder cannot provide a specific item as described in the Terms of Reference, an alternative item can be proposed, provided that it is similar to the one requested.</li> <li>c) The wireless earphones shall be on the low-end price (i.e. no expensive products).</li> <li>d) A sample picture of the items proposed and a brief description shall be provided.</li> <li>e) Define the delivery date. Please note the all items shall be delivered no later than <b>2 June 2023</b></li> </ul> <p style="background-color: yellow;">Please note that the Commission reserves the right to award one Purchase Order to a single Supplier for all items, or to split the orders for each item with various Suppliers.</p>

Currency	Please quote in EURO or US\$ only.
Taxes	<p>In principle the Commission is exempt from taxes. Since the arrangement under which such exemption is respected varies from country-to-country, the <b>(selected)</b> bidder will be informed by the Commission whether tax exemption will occur at source or whether taxes will be reimbursed by the Commission upon submission of the original supporting documentation. <b>“Taxes”</b> 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 purchase order, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission’s official use.</p> <p><i>(1) For Austrian companies</i></p> <p>The price quoted shall be net of Taxes. All applicable Taxes payable by the (selected) bidder at the conclusion or implementation of the Purchase Order 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.</p> <p><i>(2) For European Union (EU) Companies [FOR PURCHASE FROM EU COUNTRIES]</i></p> <p>The price quoted shall be net of Taxes. All applicable Taxes payable by the <b>(selected)</b> bidder at the conclusion or implementation of the Purchase Order in respect of the goods/services shall be quoted separately or separately identified on the Proposal together with information on the nature of the Tax and its method of calculation. Due to the VAT exemption applicable to the Commission, no VAT will be charged to the Commission by the EEC Suppliers under the Contract (Ref. EU VAT Council Directive 2006/112/EC, Article 151).</p>
Insurance	Insurance to be included in the quotation must be for All Risk, covering 110% of the cost of the equipment proposed, and from the date/place of the shipment to the date/place the delivery is completed. The insurance shall be in the name of the bidder and the Commission.
Validity of Quotation	Minimum 90 days as of the <b>Closing Date</b>
Applicable Contract Conditions	CTBTO General Conditions for Goods (See Annex A)
Privileges & Immunities	Nothing in or relating to the Purchase Order shall be deemed to constitute an express or implied waiver of any Privileges and Immunities of the Commission.
Payment Terms	<p>Within 30 days of receipt and acceptance of the goods and of the following documents:</p> <ol style="list-style-type: none"> <li>(1) Invoice(s) showing the firm fixed price of the goods and delivery costs (door-to-door) to the CTBTO in Vienna, Austria. The Supplier shall submit the invoice(s) electronically, from the Supplier’s official e-mail address in PDF format, duly signed and stamped by the Supplier and submitted to <a href="mailto:Payable_Invoices@ctbto.org">Payable_Invoices@ctbto.org</a>. The invoice shall contain detailed banking instructions, including the name and address of the Supplier's bank, account number, account holder’s name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer and actual pre-paid transportation and insurance cost <i>(if applicable)</i>;</li> <li>(2) Air Way Bill and Packing List <i>(if applicable)</i>;</li> <li>(3) A copy of the invoice(s) from the forwarding agent supporting the actual delivery costs indicated on the Supplier’s invoice<i>(if applicable)</i>;;</li> <li>(4) Delivery Notice acknowledged by VIC Receiving Area staff, showing all the items delivered;</li> <li>(5) Acknowledgement Copy of the Commission’s Purchase Order with Supplier’s signature;</li> <li>(6) A copy of the documents reporting the result of equipment Acceptance Testing, approved and counter-signed by the Commission and/or the end-user <i>(if applicable)</i>;</li> <li>(7) Any other relevant documents.</li> </ol>

	<p>Applicable Taxes payable by the Supplier and/or its subcontractor(s) 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 Purchase Order, bank statements (or equivalent) showing the exchange rate used for the conversion shall be submitted to the Commission, in addition to any other supporting documentation.</p>
Other Documents	<p>Please submit, jointly with the Quotation, the following documents (attached hereto):</p> <ul style="list-style-type: none"> <li>- the Bidder's Statement, duly completed;</li> <li>- the Vendor Profile Form, in case you haven't submitted to the Commission in the past two years; and</li> <li>- the Statement of Confirmation, duly signed.</li> </ul>

## OTHER INFORMATION

1. The Commission reserves the right to accept or reject bidder's quotation, partially or entirely, and to annul this procurement process at any time prior to award of the Purchase Order, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Commission's action.
2. The bidder shall include in its quotation documentary evidence of its qualifications to perform the Purchase Order which shall establish to the Commission's satisfaction that the bidder has the financial, technical and production capability necessary to perform the Purchase Order in its entirety and to provide spare parts and other necessary on-going services as required.
3. The bidder shall bear all the costs associated with the preparation and submission of the quotation and the Commission shall not be responsible or liable for those costs, regardless of the conduct or outcome of this RFQ.
4. The bidder's price quotation shall be submitted in the English language, together with relevant technical literatures in duplicate, which shall also be in English.
5. The bidder's quotation shall be typed or written in indelible ink and signed by an official legally authorized to enter into contracts on behalf of their organization. The quotation shall not contain any inter-lineation, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the quotation.
6. The goods and services (if any) to be rendered under the Purchase Order shall have their origin in the States Signatories of the Comprehensive Nuclear-Test-Ban Treaty (CTBT), the list of which is attached to this RFQ. For purposes of this paragraph, "the origin" means the place from where the materials, goods and/or from which the services are supplied.
7. Not later than 5 working days before the deadline for submission of the quotations, any request for clarifications relating to the RFQ documents shall be emailed to [procurement@ctbto.org](mailto:procurement@ctbto.org), attention to Procurement Staff in charge of this matter referred to in the RFQ cover letter. If such requests are addressed to others or if additional information is obtained from others, it may lead to disqualification of the bidder. No requests for clarifications will be entertained after this time.
8. From the deadline for submission of quotation until the written notification of award, no bidder shall contact the Commission on any matter relating to its quotation, except when responding to a request from the Commission for clarification. Any effort to influence the Commission in its evaluation of the quotation(s) or its award decision shall result in the rejection of the quotation.
9. The Commission shall evaluate the compliance of the quotations with the RFQ requirements. Subject to its technical compliance, the quotations shall be examined for its contractual compliance and commercial acceptability. Based on the mentioned evaluation, the Commission will determine the quotation which is the "least costly technically acceptable". Deviation, if any, from the Commission's terms and conditions might be a factor in the decision of award.
10. In case of an award, the following documents shall govern the Purchase Order and in case of discrepancies or inconsistencies, the documents to prevail shall be given precedence in the following order:
  - (a) The Purchase Order
  - (b) The Commission's General Conditions for Goods (Annex A)
  - (c) Terms of Reference (Annex B), if applicable
  - (d) The bidder's quotation (Annex D), if applicable

### **Use of former Preparatory Commission for the CTBTO ("Commission") employees in the preparation of Quotations:**

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:

- 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.

The quotation shall be submitted in writing to the email address below:

[procurement@ctbto.org](mailto:procurement@ctbto.org)

Bidders shall take note of the attached price schedule instructions when submitting the quotation.

Should there be items on our list that you cannot include in the quotation, we would appreciate you marking them, and returning the information to us, together with the names of any potential bidder(s) known to you. Please do this even if you cannot submit a quotation for any of the items and kindly don't forward the RFQ to any other parties without our knowledge.

Please confirm, within 5 working days, the receipt of this RFQ and your confirmation whether you will submit a quotation by the closing date mentioned herein.

Attachments:

- The Commission's General Conditions for Goods
- The Commission's Terms of Reference
- CTBT State Signatories
- Statement of Confirmation
- Vendor Profile Form

**BIDDER'S STATEMENT**  
**PLEASE STATE BELOW & SUBMIT WITH PROPOSAL**

Delivery Time:
Shipping weight (kg) and Volume (m <sup>3</sup> ) – if applicable:
List of recommended consumables and spares including prices and details on local availability, if applicable (please tick): <input type="checkbox"/> For one year period <input type="checkbox"/> For a period of .....
Warranty period applicable (it shall be for a <b>minimum of 24 months</b> , starting from the acceptance of the goods/services by the Commission) – please tick below:  <input type="checkbox"/> For a two year period <input type="checkbox"/> For a period of .....
Note: The provisions of article 28 of the Commission's General Conditions of Contract apply to the services to be provided under the Purchase Order, 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 : <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Confirmation that the bidder has reviewed the Commission's Model License Agreement (if attached), the Commission's General Conditions for Goods (if attached), the Commission's General Conditions of Contract (if attached), Draft Contract (if attached), and the Special Conditions (if attached), and agreed to all terms and conditions.</b>  <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Remarks:</b>
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).  <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Not applicable</b> <input type="checkbox"/>
<b>Remarks:</b>
<b>Name:</b>
<b>Name &amp; Title of Contact Person:</b>
<b>Signature &amp; date:</b>



## SAMPLE OF PRICE SCHEDULE

1. The Price Schedule must provide a detailed cost breakdown for each item. Delivery costs, and other estimated costs (e.g. customs duties, VAT, etc.) shall be quoted separately.
2. Technical descriptions for each proposed item must provide sufficient detail to allow the Commission to determine compliance of Bid with specifications as per Terms of Reference and/or Technical Specifications of this RFQ.
3. Currency: Please quote in EURO or US\$ only.
4. **The format shown below shall be used in preparing the price quotation. The format uses a specific structure that may or may not be applicable but is indicated to serve as an example only.**

Price Schedule: RFQ for Goods/Equipment					
Item No.	Description of Item	Qty.	Unit	Cost per Unit	Total Cost per item
	Item 1				
	Item 2				
	Item X				
	Item Y				
	Item Z				
	EQUIPMENT TOTAL				
	OTHER COSTS (if any)				
	SUBTOTAL				
	Estimated or Firm Fixed Delivery Costs*				
	Estimated Taxes, if applicable*				
	GRAND TOTAL (DDU or DDP as per the RFQ)				

SAMPLE ONLY

Signature of Bidder:

Date:

**\*Note:**

1. Please show costs for delivery and taxes separately.
2. Delivery costs shall include packing, handling, insurance, shipment, custom clearance and local delivery to final destination.
3. Applicable taxes, when authorized prior to the award of the order, will be reimbursed by the Commission on the basis of actual amounts paid and documented.
4. Make it clear that the quoted charge is an estimate, by indicating “*Estimate*” or “*Approx.*” or “*Firm Fixed*”
5. Estimated costs (other than taxes) shall mean that the Commission shall pay the actual cost, not to exceed the estimate by more than ten (10) percent, in the event of an order.

**Please be informed that all open competitive tenders of the CTBTO are available on the Web.**

**For more information, please visit <http://www.ctbto.org/procurement>**

**1. DEFINITIONS**

- (a) "The Commission" shall mean the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization acting as buyer.
- (b) "Goods" shall mean all goods, equipment, materials and/or other supplies including its packaging to be provided by the Seller under a Purchase Order.
- (c) "Seller" shall mean the provider of the Goods as specified in the Purchase Order, having the legal status of an independent contractor vis-à-vis the Commission.
- (d) "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.

**2. WARRANTY**

- (a) The Seller warrants that the Goods are new, free from defect and fit for its purpose.
- (b) This warranty shall remain valid for twenty-four (24) months after the Goods have been delivered and accepted. If the Commission transfers the title of the Goods to a third party during the warranty period, the right to enjoy the warranty shall be transferable to the new title holder.
- (c) If, during the warranty period mentioned in Sub-clause 2(b) above, the Goods are found to be defective or not in conformity with the specifications under the Purchase Order, the Seller shall, upon notification, promptly and at its own expense correct them. If it cannot be corrected, the Commission shall have the right, at the Seller's expense, to either demand replacement of the defective item, or receive appropriate reimbursement, or have the defective item repaired or otherwise procured from a third party.

**3. PACKING**

The Seller shall comply with the packing instructions listed in the Purchase Order.

**4. INSURANCE**

- (a) All Goods shall be fully insured in a currency acceptable to the Commission, against lost or damage incidental to manufacture or acquisition, transportation, storage and delivery. It shall cover 110 percent of the cost of the Goods, and from the date and place of shipment to the date and place of delivery, unless otherwise specified in the Purchase Order.
- (b) The Seller shall arrange and pay for the insurance, naming the Commission and the Seller as beneficiaries.

**5. DELIVERY, TRANSPORTATION AND TAKEOVER/HANDOVER**

- (a) Delivery of the Goods shall be made by the Seller in accordance with the terms of the Purchase Order, and the Goods shall remain at the risk of the Seller until delivery has been completed.
- (b) Transport of the Goods to the port of discharge or such other point in the country of destination and/or forwarding to the consignee, if any, door-to-door specified in the Purchase Order shall be arranged and paid for by the Seller.
- (c) Upon successful completion of delivery or of installation and a testing and evaluation period, as specified in the Purchase Order, responsibility for the Goods will be handed over to the consignee or other designated entity.

**6. SPARE PARTS**

If in accordance with the Purchase Order, the Seller is required to provide spare parts, in the event of termination of production of those after delivery of the Goods, the Seller is also required:

- (a) to give advance notification to the Commission of the pending termination, in sufficient time to permit the Commission to place a final order; and
- (b) following such termination, to furnish at no cost to the Commission, the blueprints, drawings and specifications of the spare parts, if and when requested.

**7. INSPECTIONS AND TESTS**

- (a) The Commission and/or its designees shall have the right to inspect and/or to test the Goods to confirm their conformity to the technical specifications.
- (b) The inspections and tests may be conducted on the premises of the Seller, at a point of delivery designated by the Commission and/or at the Goods' final destination. The Seller shall give at no charge all reasonable facilities and assistance to the Commission and/or its designees.
- (c) Should any inspected or tested Goods fail to conform to the technical specifications, the Commission reserves the right to reject them and the Seller shall either replace them or make all alterations necessary to meet specification requirements free of cost to the Commission.
- (d) The Commission and/or its designees' right to inspect, test and reject at the point of delivery shall not be waived by reason of the Goods having previously been inspected, tested and passed by the Commission.

Nothing stated in this Clause shall release the Seller from any warranty under the Purchase Order.

**8. FAILURE TO PERFORM**

If the Seller fails to perform any of its obligations, the Commission may inform in writing of the nature of the failure and declare the Purchase Order void, or provide an

additional period for the Seller to perform its obligations. In that case, if the Seller has not remedied the failure within the given time, the Commission may, by written notice, declare the Purchase Order void.

**9. LIQUIDATED DAMAGES**

Without prejudice to Clause 14 below, if the Seller fails to deliver any or all of the goods within the time period specified in the Purchase Order, the Buyer may, without prejudice to any other rights and remedies, deduct from the contractual price a sum equivalent to 0.2 percent of the contractual price for each day until delivery, up to a maximum of 60 days.

**10. INDEMNIFICATION**

The Seller shall indemnify, hold and save harmless and defend at its own expenses the Commission from and against all suits, claims, demands and liability of any kind, including costs and expenses, arising out of acts or omissions of the Seller.

The Seller declares that it does not know of any proprietary or intellectual property rights of third parties, which might be infringed in the execution of the Purchase Order. The Seller shall also indemnify according to this Clause should, contrary to the Seller's expectations, claims be raised against the Commission charging it with infringement of intellectual property rights.

The obligations of this Clause shall not lapse upon termination of the Purchase Order.

**11. PUBLICITY**

The Seller shall not advertise, make public the fact that it is providing or has provided Goods for the Commission or use the name, emblem or official seal of the Commission or any abbreviation of the name of the Commission.

**12. EXPORT LICENCES**

The Seller shall obtain an export licence or other governmental authorization if required for the Goods. In the event of failure to obtain such a licence or authorization, the Commission may declare the Purchase Order void.

**13. ASSIGNMENT OR SUBCONTRACTING**

The Seller shall not assign, transfer, pledge, subcontract or make other disposition of the Purchase Order or any part thereof, except with the prior written consent of the Commission.

**14. FORCE MAJEURE**

In the event of force majeure, the Seller shall give immediate notice in writing to the Commission, if the Seller is thereby rendered unable, wholly or in part, to perform its obligations under the Purchase Order. On receipt of the notice, the Commission shall at its sole discretion grant the Seller a reasonable extension of time in which to perform its obligations or terminate the Purchase Order on the same terms as are provided for in Clause 16 "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

**15. INSOLVENCY AND BANKRUPTCY**

Should the Seller be insolvent, adjudged bankrupt, or make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Seller's insolvency, the Commission may, without prejudice to any other right under the Purchase Order, terminate it by giving the Seller written notice of such termination.

**16. TERMINATION**

The Commission may terminate the Purchase Order in whole or in part, and at any time, upon thirty (30) days' notice of termination to the Seller.

**17. ARBITRATION**

(a) In the event of any dispute arising out of the interpretation or application of the terms of the Purchase Order or any breach thereof it shall be settled in accordance with the arbitration rules established by UNCITRAL as at present in force. The number of arbitrators shall be one. The arbitration shall be in Vienna, Austria, and it shall be conducted in the English language. The governing law of the Purchase Order is the United Nations Convention on Contracts for International Sales of Goods (Vienna, 1980).

(b) The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

**18. PRIVILEGES AND IMMUNITIES**

Nothing in or relating to the Purchase Order shall be deemed a waiver of any of the privileges and immunities of the Commission and its employees.

**19. TAX EXEMPTION**

In principle, the Commission is exempt from all Taxes. Since the arrangement under which such exemption is respected varies from country-to-country, the Contractor shall collaborate with the Commission to achieve Tax exemption at source or to pursue reimbursement of Taxes paid by the Commission, as the case may be.

## ANNEX B

### TERMS OF REFERENCE

#### Provision of Promotional Items for CTBTO SnT2023 Conference

##### 1. GENERAL

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the “Commission”) is the international organization setting up the global verification system foreseen under the Comprehensive Nuclear-Test-Ban Treaty (hereinafter referred to as the “Treaty” and/or the “CTBT”), which is the Treaty banning any nuclear weapon test explosion or any other nuclear explosion. More information can be found under [www.ctbto.org](http://www.ctbto.org).

The Commission intends to procure goods to be used as promotional items for its [CTBT: Science and Technology Conference 2023 \(SnT2023\)](https://www.ctbto.org/news-and-events/events/snt2023) that will be taking place from 19 to 23 June 2023 in Vienna, Austria and online. More information can be found under <https://www.ctbto.org/news-and-events/events/snt2023>

This document describes the items that shall be provided by the Supplier.

The Supplier shall provide the Items defined in the Purchase Order.

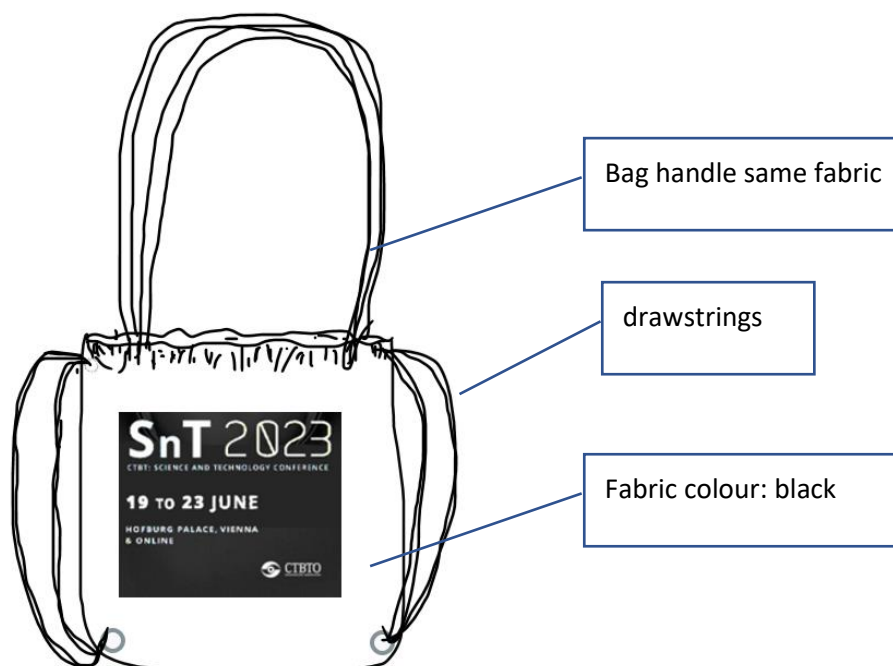
##### 2. REQUIREMENTS AND SPECIFICATIONS OF THE ITEMS

The Commission will provide the graphic files of the logo design to be printed on the items defined below. All intellectual property rights, including copyrights and all graphic files used in the production shall remain the property of CTBTO.

###### **ITEM 1 CLOTH COTTON CANVAS BAGS WITH DRAWSTRINGS AND LONG HANDLES with customized single colour logo print**

- a) The print “CTBTO-SnT2023” logo on the bags shall be white (please see illustration 2.1 below).
- b) The printing area shall be 30 x 30 cm on the front side of the bag.
- c) The style of the bag is a hybrid shopper-backpack style with both drawstring and approx. 30 cm. long handles.
- d) The size of the cotton bag shall be L38cm x W42cm
- e) The fabric of the bag shall be cotton canvas with density of about 220 g/m<sup>2</sup>.
- f) The colour of the cotton bag shall be black.
- g) The carrying capacity shall be at least approx. 5 litre.
- h) The weight of the bag shall be approximately 127 g.
- i) The quantity of the customized cotton bags to be delivered shall be **1,200 pcs.**

Illustration 1 Cloth canvas bags with drawstrings and long handles



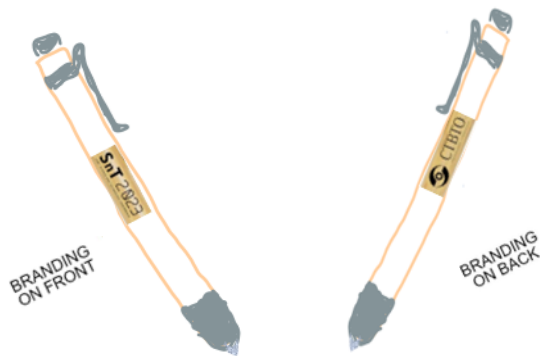
**ITEM 2 WIRELESS EAR-BUDS in box with customized single-color print**

- a) The logo “CTBTO-SnT2023” shall be printed on the box of the earbuds
- b) The earbuds shall have wireless Bluetooth 5.0 connection with a transmission of at least 10 m distance.
- c) The headphones shall have a control panel and microphone function for answering phone calls.
- d) The quantity of the customized eco-headphones to be delivered shall be **1,200 pcs.**

**ITEM 3 Ballpens of sustainable bamboo material with customized single colour print (CTBTO and SnT2023 logos) on the front and back**

- a) The logo “SnT2023” shall be printed on the front casing of the pen and the logo “CTBTO” shall be printed on the back. The logos shall be laser-engraved printed on the pen in black (please see illustration 2.3 below).
- b) The printing area for the logo for on the front and back sides of the pen shall be 65mm x 3.5 mm each.
- c) The pen shall be a ballpoint pen refill with ink in blue.
- d) The pen shall be push-button with a functional and practical clip.
- e) The housing of the pen should of sustainable bamboo material.
- f) The quantity of customized pens to be delivered shall be **1,200 pcs.**

Illustration 2 **Bamboo Ballpens with customized single colour print (CTBTO and SnT2023 logos) on front and back**



### 3. DELIVERY DATE & DESTINATION

The Contractor shall deliver the goods DAP Incoterms 2020 no later than **2 June 2023** to the following address:

The Commission (CTBTO)  
Receiving Area PTS/CTBTO  
Vienna International Centre (VIC)  
Wagramer Strasse 5, PO Box 1200  
A-1400 Vienna, Austria

Attn.: Mr Todd Vincent, Information Assistant, LEG/PI  
[todd.vincent@ctbto.org](mailto:todd.vincent@ctbto.org)  
+43 1 26030 6363

### 4. REQUIREMENTS FOR THE SUPPLIER

The Supplier shall meet the following requirements:

- A) Experience in supply of products similar to the items described above (provide at least three references).
- B) Standard Industry certifications to demonstrate quality and safety of products.
- C) Efficient Customer Service
- D) Working knowledge of English Language

## CTBTO Member States

Afghanistan	Ethiopia	Mozambique	Tuvalu
Albania	Fiji	Myanmar	Uganda
Algeria	Finland	Namibia	Ukraine
Andorra	France	Nauru	United Arab Emirates
Angola	Gabon	Nepal	United Kingdom
Antigua and Barbuda	Gambia	Netherlands (Kingdom of the)	United Republic of Tanzania
Argentina	Georgia	New Zealand	United States of America
Armenia	Germany	Nicaragua	Uruguay
Australia	Ghana	Niger	Uzbekistan
Austria	Greece	Nigeria	Vanuatu
Azerbaijan	Grenada	Niue	Venezuela
Bahamas	Guatemala	North Macedonia	Vietnam
Bahrain	Guinea	Norway	Yemen
Bangladesh	Guinea-Bissau	Oman	Zambia
Barbados	Guyana	Palau	Zimbabwe
Belarus	Haiti	Panama	
Belgium	Holy See	Papua New Guinea	
Belize	Honduras	Paraguay	
Benin	Hungary	Peru	
Bolivia (Plurinational State of)	Iceland	Philippines	
Bosnia and Herzegovina	Indonesia	Poland	
Botswana	Iran (Islamic Republic of)	Portugal	
Brazil	Iraq	Qatar	
Brunei Darussalam	Ireland	Republic of Korea	
Bulgaria	Israel	Republic of Moldova	
Burkina Faso	Italy	Romania	
Burundi	Jamaica	Russian Federation	
Cambodia	Japan	Rwanda	
Cameroon	Jordan	Saint Kitts and Nevis	
Canada	Kazakhstan	Saint Lucia	
Cabo Verde	Kenya	Saint Vincent and the Grenadines	
Central African Republic	Kiribati	Samoa	
Chad	Kuwait	San Marino	
Chile	Kyrgyzstan	Sao Tome and Principe	
China	Lao People's Democratic Republic	Senegal	
Colombia	Latvia	Serbia	
Comoros	Lebanon	Seychelles	
Congo	Lesotho	Sierra Leone	
Cook Islands	Liberia	Singapore	
Costa Rica	Libya	Slovakia	
Cote d'Ivoire	Liechtenstein	Slovenia	
Croatia	Lithuania	Solomon Islands	
Cuba	Luxembourg	South Africa	
Cyprus	Madagascar	Spain	
Czech Republic	Malawi	Sri Lanka	
Democratic Republic of the Congo	Malaysia	Sudan	
Denmark	Maldives	Suriname	
Djibouti	Mali	Sweden	
Dominican Republic	Malta	Switzerland	
Ecuador	Marshall Islands	Tajikistan	
Egypt	Mauritania	Thailand	
El Salvador	Mexico	Timor-Leste	
Equatorial Guinea	Micronesia, Federated States of	Trinidad and Tobago	
Eritrea	Monaco	Togo	
Estonia	Mongolia	Tunisia	
Eswatini	Montenegro	Türkiye	
	Morocco	Turkmenistan	

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

\* 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.





## 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).<sup>1</sup>
- 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.

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<sup>1</sup> 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.<sup>1</sup>

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Place (City and Country): \_\_\_\_\_

Date: \_\_\_\_\_

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<sup>1</sup> <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

**Technical Evaluation Criteria**

**RFQ 2023-0055 Promotional Items for CTBTO SnT2023 Conference**

<b>RFQ 2023-0055 Promotional Items for CTBTO SnT2023 Conference</b>			
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	<b>Technical Evaluation Criteria</b>	<b>Pass (Y/N)</b>	<b>COMMENTS / JUSTIFICATION</b>
<b>1</b>	<b>Bidder's Qualification</b>		
1.1	Proven experience in supply of products similar to the goods described in the ToR. Provide 3 references		
1.2.	Provide industry certifications or documentation to demonstrate quality and safety of products.		
1.3.	Demonstrate proven efficient customer service		

<b>2</b>	<b>Compliance with the Requirements of the TOR</b>		
2.1	Provides detailed description and illustration of promotional item/s that matches the requirements indicated in the ToR.		
	ITEM 1		
	ITEM 2		
	ITEM 3		
2.2	Working Knowledge of English language		

**TECHNICAL EVALUATION TEAM**

- 1  
\_\_\_\_\_
- 2  
\_\_\_\_\_
- 3  
\_\_\_\_\_