


## REQUEST FOR PROPOSAL

---

**To:** ALL BIDDERS

**CTBTO Ref. No.:** 2023-0017/POGGIO   
(PLEASE QUOTE ON ALL COMMUNICATIONS)

**Tel. No.:** +43 (1) 26030-6350

**E-mail:** procurement@ctbto.org

**Attn:**

Phone:

Fax:

Email:

**Date:** 3 May 2023

**Subject:** Printing Services for CTBTO documents

**Deadline for Submission:** 17 May 2023

**Vienna Local Time:** 17:00

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the 'Commission') hereby invites you to submit a proposal that meets the requirements of the attached documents.

You are kindly requested to complete and return the acknowledgement form by email as soon as possible.

If you have any questions you should contact the email address indicated above.

Yours Sincerely,



---

Sally ALVAREZ DE SCHREINER  
Chief, Procurement Services Section

**ACKNOWLEDGEMENT FORM**

<b>Solicitation No:</b> 2023-0017	<b>Closing Date:</b> 24 Mar 23
<b>Title:</b> Printing Services for CTBTO documents	<b>Vienna Local Time:</b> 17:00

**Procurement Staff:** Davide Poggio

**CTBTO Req. No.:** 0010021192

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 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 **Printing Services for CTBTO Documents** (hereinafter referred to as the “Services”). 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 performed and the tasks are accomplished expeditiously and at a reasonable cost.

### **2. Documents included in this RFP**

This RFP consists of the following documents:

- (a) Letter of Invitation
- (b) These Instructions for Preparation and Submission of Proposals and Bidder’s Statement Form and the following attachments:
  - Attachment 1: Price Table
  - Attachment 2: Evaluation Criteria and Method
- (c) Statement of Confirmation
- (d) Vendor Profile Form
- (e) List of CTBTO States Signatories
- (f) The Commission’s Model Contract and its Annexes A – B;
  - o The Commission’s General Conditions of Contract (Annex A)
  - o 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 Bid shall be typed, dated and signed by an official legally authorized to enter into contracts on behalf of your organization. The Bid 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 Bid.

**The Proposal shall be submitted electronically according to the attached “PROCEDURE FOR SUBMISSION OF ELECTRONIC BIDS”.**

**Proposals sent by regular e-mail, unless clearly submitted as electronically sealed bids as indicated above and following the instructions outlined in Attachment 3 will not be considered and may lead to the rejection of the bidder from the procurement process.**

The Bid shall be received not later than the closing date indicated in the Letter of Invitation.

Alternatively, The Proposal may be submitted in **two sealed envelopes**.

- a) One sealed envelope shall contain 1 (one) original of the Financial Section of the Proposal clearly marked as “Original Financial Proposal”.
- b) The second sealed envelope shall contain 1 (one) original of the Technical Section of the Proposal marked as “Original Technical Proposal”
- c) The second envelope shall also contain a memory stick with:  
1(one) pdf of the Financial Section of the Proposal without prices, and  
1(one) pdf of the Technical Section of the Proposal

No pricing/financial information shall be included in the Technical Section of the Proposal. Note however that the list of items (without the prices) shall be included in the Technical Section of the Proposal.

The envelope shall be clearly marked as follows:

*NAME OF PROJECT: [Description indicated in Letter of Invitation]*

*CLOSING DATE: [Date indicated in Letter of Invitation]*

*CTBTO REF. NO.: [Number indicated in the Letter of Invitation]*

"DO NOT OPEN BEFORE THE CLOSING DATE"

#### **Mailing Address and Closing Date**

- (a) The Proposal shall be sent to the following addressee:

Chief, Procurement Section  
Office E0918  
CTBTO, Vienna International Centre  
Wagramer Strasse 5  
A-1400 Vienna  
AUSTRIA

- (b) The Proposal shall be received by the above-mentioned addressee not later than the closing date indicated in the Letter of Invitation.

#### **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,

---

*Instructions for preparation and submission of Proposals – RFP 2023-0017/Poggio*

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: Request for Clarifications ref. *RFP No. 2023-0017/Poggio*  
*Printing Services for CTBTO Documents*

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 services and goods (if any) to be rendered under the Contract shall have their origin in the States Signatories of the Comprehensive Nuclear-Test-Ban Treaty (CTBT), the list of which is attached to this RFP. 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 contract based on the attached Model Contract. The terms and conditions of payment for the Services are described in Clause 13 of the attached Model Contract.

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

The Proposal shall contain, but not necessarily be limited to, the information described below.

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.

#### **Personnel**

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

**Bidders may submit a proposal for LOT 1 and LOT 2, or for LOT 1 or LOT 2. The Proposal shall indicate clearly the bidder's choice/scope of the Proposal.**

The proposal shall include an explanation of the bidder's understanding of the services to be provided and an overall preliminary operational plan for the execution of the services by providing a section-by-section response to the Terms of Reference describing on how the bidder will comply with all the requirements.

In particular, the Proposal shall describe:

- a) The bidder's ability to print documents indicated in LOT 1 and/or LOT 2, as described in the Terms of Reference, and specifically for LOT 1, the bidder's ability to produce Type I and Type II (synthetic paper) documents as described in the Terms of Reference;
- b) Confirmation of the completion and delivery of printing material within a maximum of two weeks from the Commission's approval of the Final Proof (Section 4.6 of the Terms of Reference);
- c) Capability to provide urgent printing and related delivery within 5 working days;
- d) Ability to arrange delivery to main place to CTBTO – Vienna International Centre, Austria (DAP, door-to-door, INCOTERMS 2020);
- e) Printing production following the directions, descriptions and process standards for offset ISO 12647-2 with continuous colour- and print management and workflow with CTP-exposure (Computer to Plate).

Documentary evidence on the bidder's qualifications to provide the Services shall also be included in the Proposal, 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 in accordance with the Contractor's requirements set forth in the Terms of Reference. In particular, the following shall be included the Proposal:

- Evidence of quality standards and environmentally certified paper;
- Evidence of at least 5 years of incorporation and in delivering printing services (registered business)
- Reference of past performance: A list of at least three clients (other than CTBTO, if applicable) for similar services (with contact information and brief summary of printing services provided);
- Evidence/confirmation on working level of English language of the account manager and any other personnel assigned to the Services, such as copies of CVs, certificate of English studies, demonstrated experience in other projects in English language, etc.
- Confirmation of location - within 200 km from Vienna (Austria) in order to deliver urgent work to the Commission, or have sub-contractors/printing facilities within a maximum of two hours travelling distance from the Vienna International Centre or demonstrated ability (include evidence) to deliver to the Vienna International Centre within a maximum of two hours.

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. This shall include details of warranties/manufacturer's guaranties in respect to any Equipment item.

## Specifications and samples- Mandatory to be submitted

The Proposal shall include a detailed description of the items proposed in conformance with the requirements set forth in the Terms of Reference.

---

*Instructions for preparation and submission of Proposals – RFP 2023-0017/Poggio*

**MANDATORY SAMPLES:** The bidder shall include actual samples of documents of LOT 1 described in the Terms of Reference. It is not necessary to provide full documents. The cover and some pages are acceptable, but the samples shall be sufficient to evaluate the quality of the work proposed.

The samples shall be sent by mail/courier or hand-delivered to the following address: **CTBTO Preparatory Commission, Vienna International Centre, PO Box 1200, 1400 International Center 14000 Vienna**, Austria, not later than the closing date. The samples may be submitted together with the physical Proposal (see alternative mode of submission of the Proposal in Section 5 above) or separately, if the Proposal is submitted in electronic format (submission by email as per relevant instructions for submission of Proposal provided in Section 5 above) and shall be marked in a close envelope as follows:

SAMPLES RFP No. 2023-0017/Poggio  
Printing Services for CTBTO Documents  
Attn. Procurement Section

#### **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**

Names, legal status, address and qualifications of subcontractor(s), if any, and the scope of the subcontracted services. The Proposal shall provide a statement that your organization shall be fully responsible for the performance of sub-contractors. All sub-contractors shall be legally established in one of the CTBTO Member States.

#### **Delivery Schedule**

Requested delivery time shall be as defined in the Terms of Reference.

## **PART II: FINANCIAL PROPOSAL**

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

- (i) A breakdown of the Contract Price, indicating the following prices
  - Unit price or per volume of printing services as described in the Terms of Reference (Annex B), based on the number of pages to be printed, b/w and colour
  - colour proof copy
  - any other applicable cost

The proposed prices shall be firm fixed and will be applicable to the Work Orders issued under the Contract for a period of 12 months and optional extensions.

A reference pricing table to be used for the Financial Proposal is attached hereto as Attachment 1.

In presenting the cost for each item, adequate breakdowns, justification and calculation must be included in the cost Proposal. All individual costs shall be stated in EURO or US Dollars and be computed to constitute the total Contract Price.

- (ii) In principle the Commission is exempt from taxes. Since the arrangement under which such exemption is respected varies from country-to-country, the selected bidder will be informed

by the Commission whether tax exemption will occur at source or whether taxes paid by the selected bidder will be reimbursed by the Commission upon submission of the original supporting documentation.

(1) For Austrian companies

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.

(2) For European Union (EU) Companies

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 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).

(3) For Non-EU Companies

- (iii) 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. For deliveries to Vienna, Austria, and due to the tax exemption at source applicable to the Commission, no Taxes shall be charged to the Commission under the Contract.

Note that clear and detailed explanations would enable us to evaluate the Proposal promptly and proceed with fewer requests for clarifications/justifications in a later stage. This is also a factor influencing the decision for Contract award.

## **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 granted 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**

- (a) The Commission will conduct the evaluation based on the criteria and method specified in Attachment 2 “Evaluation Criteria and Method”.
- (b) 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’*.
- (c) The Commission has a right to split the award of the Contract and/or award more than one Contract, as its sole discretion.

**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 the contract 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 for the submission of the Proposal. The Proposal may not be modified subsequent to the closing date.

**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.

**Use of former Preparatory Commission for the CTBTO (“Commission”) employees in the preparation of Proposals:**

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 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.

**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):

For one-year period  For a period of .....

Warranty period applicable (it shall be for a **minimum of 24 months**, starting from the acceptance of the goods/services by the Commission) – please tick below:

For a two-year period  For a period of .....

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: **Yes**  **No**

**Confirmation that the bidder has reviewed the Commission's General Conditions of Contract, the Commission's Terms of Reference, and Draft Contract, and agreed to all terms and conditions.**

**Yes**  **No**

**Remarks:**

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).

Yes  No  Not applicable

Remarks:

**Name:**

**Name & Title of Contact Person:**

**Signature & date:**

**ATTACHMENT 1 - PRICE TABLE**

**RFP 2023--0017/Poggio "Printing Services for CTBTO Documents"**

Prices shall be in EURO or USD net of Taxes  
 Prices shall include packing and delivery to CTBTO - Vienna International Center  
 PRICE SHALL BE FIXED FOR 12 MONTHS FROM THE SIGNATURE OF THE CONTRACT

**LOT 1**

Type 1 - DIN A5 (Normal paper)	Pages	< 50 copies	<100 copies	<200 copies
	1-50	€	€	€
1-100	€	€	€	
101-200	€	€	€	
201-300	€	€	€	
Type 2 - DIN A 5 (Sythetic paper)	Pages	< 50 copies	<100 copies	<200 copies
	1-50	€	€	€
	1-100	€	€	€
	101-200	€	€	€
201-300	€	€	€	
Colour Proof	€			

**LOT 2**

Business Cards - colour - two sides	Batch	50	100	200	300
		€	€	€	€

Annual Reports	Pages	< 50 copies	<100 copies	<200 copies
	1-50	€	€	€
	1-100	€	€	€
	101-200	€	€	€
Treaty Booklets	Pages	< 50 copies	<100 copies	<200 copies
	1-50	€	€	€
	1-100	€	€	€
	101-200	€	€	€
Programme and Budget Performance Report	Pages	< 50 copies	<100 copies	<200 copies
	1-50	€	€	€
	1-100	€	€	€
	101-200	€	€	€
Programme and Budget Report	Pages	< 50 copies	<100 copies	<200 copies
	1-50	€	€	€
	1-100	€	€	€
	101-200	€	€	€
Technical Reports	Pages	< 50 copies	<100 copies	<200 copies
	1-50	€	€	€
	1-100	€	€	€
	101-200	€	€	€
Workshop Reports	Pages	< 50 copies	<100 copies	<200 copies
	1-50	€	€	€
	1-100	€	€	€
	101-200	€	€	€
Information for Parliamentarians on the CTBT (Booklet)	Pages	< 50 copies	<100 copies	<200 copies
	1-50	€	€	€
	1-100	€	€	€
	101-200	€	€	€
Rules of Procedures (Booklet)	Pages	< 50 copies	<100 copies	<200 copies
	1-50	€	€	€
	1-100	€	€	€
	101-200	€	€	€

**ATTACHMENT 2****EVALUATION CRITERIA AND METHODS**

Technical Evaluation Criteria - TABLE 1		
Reference Section	MANDATORY	Pass/Fail
	<b>Ability to produce the following documents: (see Annex 1 to the Terms of Reference for technical details)</b>	
LOT 1	Type I documents	Y/N
	Type II documents (Synthetic Paper)	Y/N
LOT 2	Annual Reports	Y/N
	Business Cards	Y/N
	Treaty Booklets	Y/N
	Programme and Budget Performance Report	Y/N
	Programme and Budget Report	Y/N
	Technical Reports	Y/N
	Workshop Reports	Y/N
	Information for Parliamentarians on the CTBT (Booklet)	Y/N
	Rules of Procedures (Booklet)	Y/N
<b>Terms of Reference</b>		
3	Compliance with all general requirements	Y/N
4.4	Print-ready PDFs from the PDFs provided by the Commission	Y/N
4.5	Provision of Hard-copy sample document for review (colour proof)	Y/N
4.6	Delivery within one week (2 weeks - 10 working days) from receipt of the print go-ahead	Y/N
4.6	Ability to expedite and deliver within 5 working days for urgent work	Y/N
4.8	Delivery to CTBTO - VIC - Vienna	Y/N
7	Compliance with the quality, environmental and qualification requirements	Y/N
<b>RFP Instructions</b>		
10. Part I	Samples provided with the Proposal	Y/N

**Bidders must comply with all mandatory requirements above to be further evaluated under the criteria below**

WEIGHTED CRITERIA - TABLE 2			
Technical Evaluation Criteria	Points	Weight	Max Score
Quality of the samples provided with the proposal	5	3	15
Overall quality and responsiveness of the proposal	5	3	15
At least 3 actual clients for similar services, which demonstrate bidder's capability to perform the services	5	3	15
Minimum 5 years relevant experience in printing services	5	3	15
Demonstrated level of English	5	3	15
	25	15	75

Points will be awarded for each of the requirements in column 1 of Table 2 above in accordance to Table 3 below. Please note that if less than 2 points are given to any of the criteria, it is considered that the offer does not satisfy the minimum technical requirements for this project i.e. If the Proposal fails to meet the minimum technical requirements for any one criterion, the entire Proposal will not be considered further.

**TABLE 3**

**Number of points assigned for each of the criteria in Table 2**

Points	Criteria
1	Does not meet the minimum technical, functional, or performance related criterion. Response incomplete, inadequate and/or non-responsive to the criterion. Bidder does not clearly understand the criterion.
2	Meets the criterion in <i>most</i> areas but is lacking details and responsiveness in some areas of the criterion.
3	Meets the criterion in all areas.
4	Meets the criterion to minimum acceptable levels in all areas and exceeds it in <u>some</u> areas.
5	Response exceeds the criterion <u>in all areas</u> and adds additional technical, functional and performance related value to the proposed services.

**FINANCIAL EVALUATION**

Once the technical evaluation is finalized, the financial offers of the technically compliant bidders will be assessed. The financial offers will be evaluated in accordance with the formula given below:

$$X = \text{Max Available Score} * Y/Z$$

Legend

X= score to be assigned to the offer being evaluated

Y= price of the lowest priced, technically compliant offer

Z= price of the offer being evaluated

The Contract will be awarded to the bidder(s) who receives the highest combined score resulting from the technical and financial evaluation. The weight of the technical and financial evaluation components is **70% and 30%** respectively.

NOTE: The Commission expects all bidders to accept the Commission's Model Contract and General Conditions of Contract in full. Any deviation submitted by the bidders to the provisions of these documents may be a factor in the Commission's contract award decision.

## Attachment 3

### “Procedure for Submission of Electronic Offers in 2 Sealed Files”

The Commission invites you to submit your sealed offer (Bid, or Proposal) in response to the solicitation forming part of this request.

**Please be sure to follow the instructions below very carefully, so that the documents you submit are encrypted, and cannot be opened without an encryption key (password). If the documents are not encrypted, they will not be accepted as part of this tender process.**

#### **CRITICAL INFORMATION:**

Create separate zip files for the technical offer and the financial offer (labelling them clearly in the title) with different encryption keys. Instructions for how to do this are provided below.

**Step 1: You provide the encryption key (password) for the *Technical Offer only* (in accordance with the below instructions)!**

**Step 2: After the Commission has performed the evaluation of the Technical Offer, if your Technical Offer is considered to be acceptable, the Commission will request the encryption key (password) for the Financial Offer you have already submitted by the tender Deadline.**

Should you have any questions, please send an email to [procurement@ctbto.org](mailto:procurement@ctbto.org).

**We recommend that you leave yourself plenty of time to complete the below process (including getting any necessary assistance from the Commission), as late offer will not be accepted.**

#### **INSTRUCTIONS:**

1. In a **WINDOWS** environment, one way of meeting the requirements is as follows.

We recommend using the open-source, free software **7-zip**, but if you are comfortable with other tools, the result should be the same, as long as you can apply encryption to the archive. In the below, we'll use 7-zip as an example. (You can download the 7-zip code for Windows at: [7-zip.org](http://7-zip.org))

2. In **LINUX** environment, you can use, for instance, “sha1sum” on the command line.

## Creating the archives for submission

Regardless of whether the offer is a single file, or a collection of files, the files are easier to manage if delivered as a single, compressed file. Compressing the archive is a common way to meet size limitations in email systems.

As an example of how to submit your offer in the required format: assuming you are supplier “SOFTCOMP” and have the following files related to the offer for “RFP 2020-0010/EDWALD”. (*You will need to replace these elements with the real information for your actual offer in line with the relevant Instructions for Preparation and Submission of Proposals/Bids.*) Assuming further that you have installed the 7-zip software on the Windows system you are using.

We will only go through the creation of the Technical Offer (Proposal/Bid) component; the Financial Offer (Proposal/Bid) component is similar.

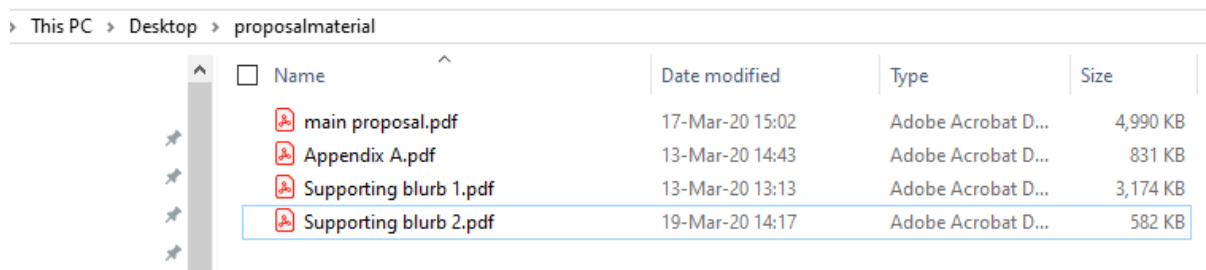


Figure 1 An example set of files to be submitted

Select the four files and right-click; a Dialog box pops up, with one of the options being “7-ZIP >”. Hover your cursor over the “>” part and a few more options appear, select the “Add to archive” option.

Another dialog box pops up (see ‘Figure 2, Creating an Archive’, next page):

Using the standard Windows methods, select a suitable location for the archive (if you don’t change it, the archive gets created right where the selected files are), and give it a name in the form of: “SOFTCOMP-2020-0010-EDWALD-TECHNICAL-BID”, of course replacing all the elements with the true values for the offer in question: the actual company indicator, and the actual RFP/ITB identification string. Note that it is not possible to put a slash “/” in the file name, and therefore put a dash “-” instead. Leave the file extension “.zip” as is.

Leave all the other settings as is, except: **add a password to the encryption** (see figure 2 below). This is done by typing the same password (of your choosing) twice in the two text fields in the lower right hand corner.

***Make a note of this password. You must choose different passwords for the two zip archives, that is, the Technical and the Financial Proposal/Bid.***

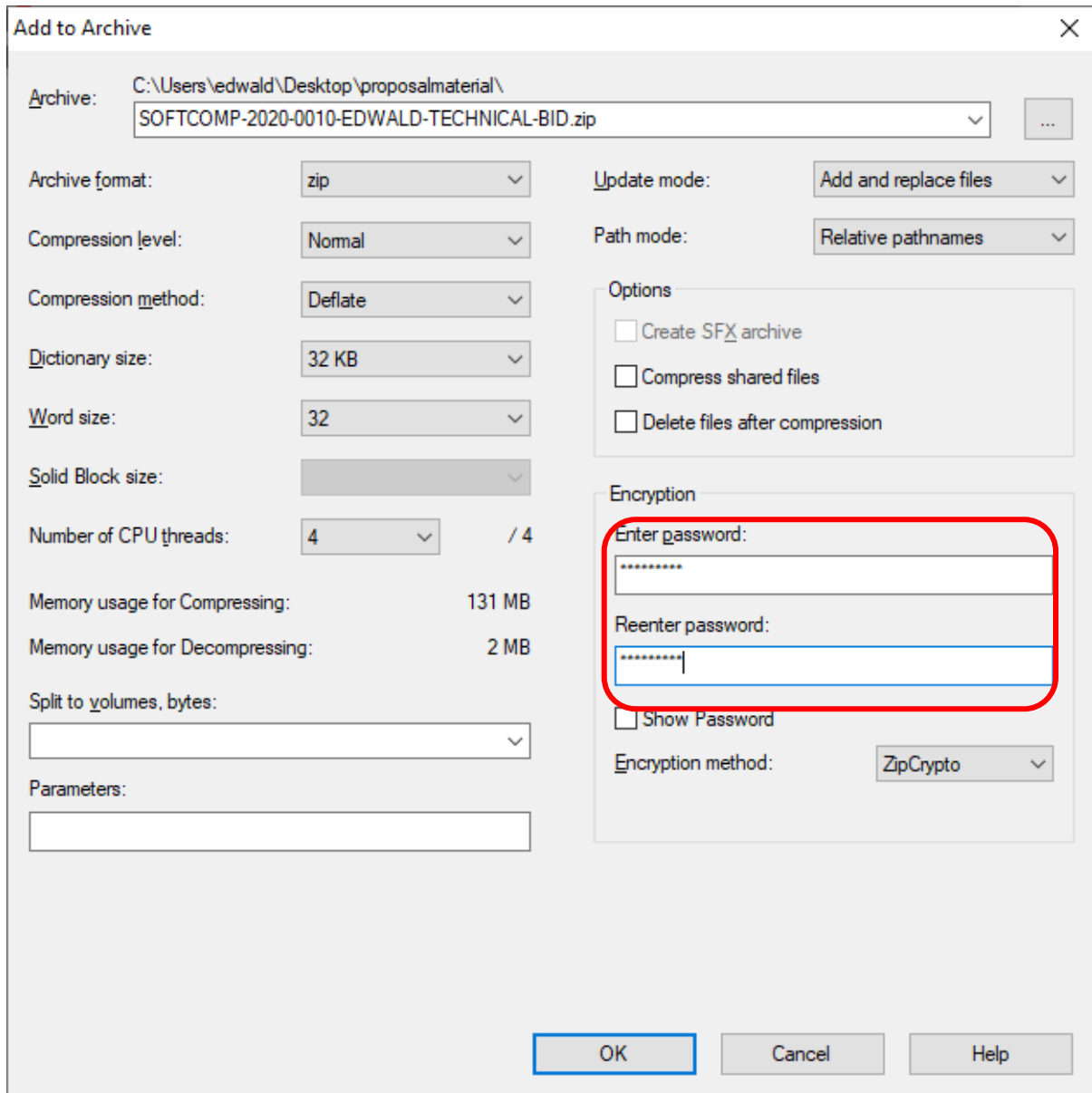


Figure 2 Creating an Archive

Now, we seek the “SHA1 Hash”, and electronic fingerprint of the archive you have just created. The hash is a string calculated from your file(s) and can be used to guarantee that the file has not been modified since you created it. Any change to the file will result in a different hash value.

There are many ways of calculating this; two common options are described below.

If the appropriate functionality is available in your Windows environment: Select the compressed archive in the Windows file manager, (eg. SOFTCOMP-2020-0010-EDWALD-TECHNICAL-BID.zip) and right click. One of the options to select is “CRC SHA >”. Hovering over the “ >” brings a few more options to light, select the **SHA-1** option. A smaller dialog pops up: (see Figure 3, SHA1 below).



Clicking Ctrl-C grabs the contents of this box. You can close the box after copying the contents. (You can paste the contents into a mail message, for instance.)

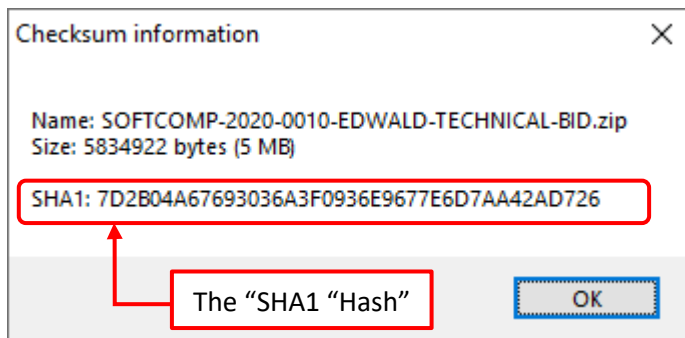


Figure 3 SHA1

If this CRC SHA function is not available by 'right-click' on your Windows version, you can also do this from 'the command line', a slightly more complicated way. Open a CMD window (see sidebar below), move to the folder where your archive is, and execute the command: `"certutil -hashfile SOFTCOMP-2020-0010-EDWALD-TECHNICAL-BID.zip sha1"` where you obviously replace the name of the file with your real file name. The output of this command is the SHA1 "hash". You can copy-and-paste the string for use in the email (below).

Sidebar: How to open a CMD window in Windows:

The way to open a Command window (or 'terminal') depends on the version of Windows you have. The different methods are very clearly described in the following article, but a quick internet search will find multiple descriptions.

<https://www.lifewire.com/how-to-open-command-prompt-2618089>

Finally,

1. Create a new email, Subject: example- "SOFTCOMP-2020-0010-EDWALD". Add the two compressed archives, that is, the Technical Offer and the Financial Offer archives as attachments. The text of the email should contain the SHA1 information for both archives. **SEND THIS TO:** [sealed\\_bids@ctbto.org](mailto:sealed_bids@ctbto.org) (note that there is an underscore "\_" between "sealed" and "bids"). (Should the email become larger than your mail system allows, you can try sending the two archives in separate emails. Take care to include the right SHA1 information with each file.)
2. Create a new email, Subject: example- "SOFTCOMP-2020-2010-EDWALD-Technical Offer" the contents of which must contain the Encryption Key for the Technical Offer (the password

you used when creating the Technical Offer). (Again, note the underscore between 'bid' and 'keys'.)

**SEND THIS TO:** [bid\\_keys@ctbto.org](mailto:bid_keys@ctbto.org)

**IMPORTANT NOTE:** As stated above, only send the Encryption Key for the Technical Offer to the [bid\\_keys@ctbto.org](mailto:bid_keys@ctbto.org) mailbox when sending your Technical and Financial Offer to the [sealed\\_bids@ctbto.org](mailto:sealed_bids@ctbto.org) mailbox. You shall only send the Encryption Key for the Financial Offer to the Commission if and when informed by the Commission that your Technical Offer had been evaluated as "technically acceptable".

The Financial Offer Encryption Key will need to be provided by you to the same e-mail ([bid\\_keys@ctbto.org](mailto:bid_keys@ctbto.org)) within 48 hours of the Commission's request, clearly marked in Subject: Encryption Key for (example):"SOFTCOMP 2020-2010 EDWALD-Financial Offer". If your Offer is not considered "technically acceptable", the Commission will not request an Encryption Key for your Financial Offer, and it will remain unopened.

As mentioned above, should you have questions or difficulties, please send an e-mail to [procurement@ctbto.org](mailto:procurement@ctbto.org).

**We recommend that you leave yourself plenty of time to complete the above process (including getting any necessary assistance from the Commission), as late offers will not be accepted.**

# MODEL CONTRACT

(SAP No.            )

between

THE PREPARATORY COMMISSION

FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY

ORGANIZATION

and

THE NAME OF THE CONTRACTOR

for

the provision of

PRINTING SERVICES OF CTBTO DOCUMENTS

This Contract comprises this cover page, a table of contents, 7 (seven) pages of text, a signatories page, a List of Annexes and 3 (three) Annexes (A to C)

[Month, year]

## TABLE OF CONTENTS

**[TO BE UPDATED ONCE SPECIFIC CONTRACT IS PREPARED]**

<b>1</b>	<b>DEFINITIONS .....</b>	<b>1</b>
<b>2</b>	<b>AIM OF THE CONTRACT.....</b>	<b>2</b>
<b>3</b>	<b>ENTRY INTO FORCE AND DURATION OF THE CONTRACT.....</b>	<b>2</b>
<b>4</b>	<b>COMMENCEMENT AND COMPLETION OF THE WORK .....</b>	<b>2</b>
<b>5</b>	<b>STANDARD OF WORK.....</b>	<b>2</b>
<b>6</b>	<b>RESPONSIBILITIES OF THE CONTRACTOR.....</b>	<b>2</b>
<b>7</b>	<b>WARRANTY.....</b>	<b>3</b>
<b>8</b>	<b>PERMITS, NOTICES, LAWS AND ORDINANCES.....</b>	<b>3</b>
<b>9</b>	<b>PROTECTION OF PERSONS AND PROPERTY .....</b>	<b>3</b>
<b>10</b>	<b>RESPONSIBILITIES OF THE COMMISSION .....</b>	<b>3</b>
<b>11</b>	<b>CONTRACT PRICE .....</b>	<b>4</b>
<b>12</b>	<b>PAYMENT .....</b>	<b>4</b>
<b>13</b>	<b>TEMPORARY SUSPENSION OF WORK .....</b>	<b>6</b>
<b>14</b>	<b>DELAYS AND EXTENSION OF TIME .....</b>	<b>6</b>
<b>15</b>	<b>CONTRACTOR’S CLAIMS AND REMEDIES.....</b>	<b>6</b>
<b>16</b>	<b>ENTIRE AGREEMENT .....</b>	<b>7</b>
<b>17</b>	<b>DISCREPANCIES .....</b>	<b>7</b>
<b>18</b>	<b>SEVERABILITY .....</b>	<b>7</b>
<b>19</b>	<b>NO WAIVER.....</b>	<b>7</b>
<b>20</b>	<b>CONTRACT AMENDMENT.....</b>	<b>7</b>
<b>21</b>	<b>TRANSMISSION OF NOTICES AND OTHER DOCUMENTS.....</b>	<b>7</b>
<b>22</b>	<b>EFFECTIVENESS.....</b>	<b>8</b>
	<b>SIGNATORIES PAGE.....</b>	<b>9</b>
	<b>LIST OF ANNEXES.....</b>	<b>100</b>

# MODEL CONTRACT

This CONTRACT is entered into between the PREPARATORY COMMISSION FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION (hereinafter referred to as the “Commission”), having its office located at Wagramer Strasse 5, 1400 Vienna, Austria, and \_\_\_\_\_ (hereinafter referred to as the “Contractor”), having its registered office located at \_\_\_\_\_ [address] (both hereinafter individually referred to as the “Party” and collectively as the “Parties”).

The Parties hereto mutually agree as follows:

## 1 DEFINITIONS

In this Contract, words and expressions shall have the same meanings as respectively assigned to them in the General Conditions of Contract and the Terms of Reference. In addition, the following words and expressions shall have the meanings hereby assigned to them:

“**Annex A**” means the Commission’s General Conditions of Contract.

“**Annex B**” means the Commission’s Terms of Reference.

“**Annex C**” means the Contractor’s Proposal dated XXX.

“**Contract**” means this document, its Annexes and any further modifications or such further documents as may be expressly incorporated in this Contract by the Parties in accordance with Clause 21 below.

“**Contractor**” means the legal entity named in the preamble of this Contract or its successors. The Contractor shall be the only interface for all matters pertaining to execution of the Work under this Contract.

“**Goods**” means the equipment to be supplied and delivered by the Contractor under the Contract as requested by the Commission under the WO.

“**Services**” means the activities or tasks to be performed by the Contractor under the Contract as requested by the Commission under the WO.

“**Party(ies)**” means the Commission and/or the Contractor, as the context requires.

“**Rule(s)**” means any regulation(s), official directive(s), ordinance(s), guideline(s), customs and practices.

“**Work**” means all the Goods and Services to be provided by the Contractor, including its affiliates and/or subcontractors, in order to fulfil all its obligations under the Contract, and the remedying of any defects therein.

“**Work Orders (‘WO’)**” mean orders issued by the Commission which specify the (parts or portions of) Work to be performed by the Contractor upon request by the Commission in accordance with Annexes **B and C**.

## **2 AIM OF THE CONTRACT**

The aim of this Contract is to provide services namely **Printing of Documents** (hereinafter referred to as the “Services” or “Work”) to the Commission in accordance with Annexes B and C.

## **3 ENTRY INTO FORCE AND DURATION OF THE CONTRACT**

The Contract shall enter into force upon the date of the last signature by the authorized Representatives of the Parties (hereinafter referred to as the “**Effective Date**”) and shall be valid until the Parties fulfill all their obligations hereunder.

## **4 COMMENCEMENT AND COMPLETION OF THE WORK**

- (i) The Commission shall have the right, but not obligation, to call-off the Works in the form of WO within a period of **12 months** from the Effective Date (hereinafter referred to as the “**Call-off Period**”). The commencement and completion date for the performance of the Works (hereinafter referred to as “**Commencement Date**” and “**Completion Date**”, respectively) will be set out in the respective WO.
- (ii) The Commission shall have the option to extend the Call-off Period **twice (2) for two periods of 12 months each**, subject to the availability of funds, under the same terms and conditions as those of this Contract. The Commission will inform the Contractor about its intention to extend the Work at least one (1) month prior to the expiry of the Contract. The optional extensions will be implemented through a written notification to the Contractor by the Commission.

## **5 STANDARD OF WORK**

The Contractor shall perform the Work in a workmanlike manner in conformity with standard professional practices, using qualified personnel and in strict accordance with the Contract. The Contractor shall furnish the highest skill and judgement and cooperate with the Commission, including all the Commission's consultants and agents, in best furthering the interests of the Commission and the aim of this Contract. The Contractor shall provide efficient business administration and supervision, and it shall perform the Work in the best way and in the most expeditious and economical manner consistent with the requirements of the Contract.

## **6 RESPONSIBILITIES OF THE CONTRACTOR**

- (a) The Contractor shall provide the Work described in Annex B.
- (b) The Contractor shall provide qualified English-speaking personnel as necessary to perform the Work under this Contract. The key persons shall be available for possible tasks related to the Work throughout the duration of the Contract period. Any replacement of the key personnel shall be made in accordance with Clause 7 of Annex A.

## **7 ORGANISATION OF CONTRACT IMPLEMENTATION**

- (a) During the term of the Contract, the Commission has the right, but not the obligation, to initiate performance of the Work through the issuance of individual WOs in accordance with section 4 of Annex B based on the firm fixed unit prices set out in Annex C. The Contractor shall not perform any Work if not requested by the Commission through an WO. However, the Contractor may propose a WO for the Commission's evaluation.
- (b) The WO issued by the Commission shall be the basis for acceptance, invoicing and payment of any Work performed by the Contractor.
- (c) The performance of the Work shall be made in full in accordance with the respective WO. Partial service performance of a WO will not be accepted and reimbursed without prior written agreement by the Commission.
- (d) The Work shall be performed at the place and within the approved Work Plan specified in the relevant WO.
- (e) The Commission may revise a WO as and when it may deem necessary.

## **8 WARRANTY**

- (a) The provisions of Clause 28 of Annex A shall apply to the Work performed by the Contractor.
- (b) The Contractor shall ensure that the Commission shall experience no loss of service or support level by sub-contractors or repair agents acting on behalf of the Contractor.

## **9 PERMITS, NOTICES, LAWS AND ORDINANCES**

- (a) The Contractor shall obtain and pay for all permits and inspections necessary for the proper execution and completion of the Work that are customarily obtained upon execution of this Contract and that are legally required at the time the Proposal is received by the Commission. This shall include, but not be limited to, work permits, visa, or similar.
- (b) The Contractor shall give all notices required by the nature of the Work.
- (c) If the Contractor notices that the Work or any part thereof required under this Contract is not in accordance with applicable laws and Rules, or with technical or safety standards, it shall promptly notify the Commission thereof in writing.

## **10 PROTECTION OF PERSONS AND PROPERTY**

- (a) The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programmes in connection with the Work.
- (b) The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury and loss to:

- (i) all employees on the Commission's premises and all other persons who may be affected thereby;
  - (ii) all the Work, equipment, its spare parts, materials and supplies to be incorporated therein, whether in storage on or off the Commission's premises, which are under the care, custody or control of the Contractor or any of its subcontractors; and
  - (iii) other property on the Commission's premises or adjacent thereto.
- (c) The Contractor shall give all notices and comply with all applicable laws and Rules bearing on the safety of persons and property and/or their protection from damage, injury and loss.
  - (d) The Contractor shall erect and maintain, as required by existing conditions and progress of the Work, all reasonable safeguards for the safety and protection of persons and property, including posting danger signs and other warnings against hazards and promulgating safety regulations.
  - (e) When the use or storage of combustible, explosive or other hazardous materials is necessary for the execution of the Work, the Contractor shall exercise the utmost care and shall carry on such activities under the supervision of properly qualified personnel.
  - (f) The Contractor shall be responsible for the prevention of accidents on the Commission's premises during the execution of the Work.
  - (g) In any emergency affecting the safety of persons or property, the Contractor shall promptly act to prevent threatened damage, injury and loss.
  - (h) The Contractor shall promptly remedy all damage and loss to any property, referred to in Sub-Clause (b) above, caused in whole or in part by the Contractor, any subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable and for which the Contractor is responsible under Sub-Clause (b) above, except damage and loss attributable to the acts or omissions of the Commission or anyone directly or indirectly employed by it, or of anyone for whose acts the Commission may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to its obligations under Clause 9 of Annex A.

## **11 RESPONSIBILITIES OF THE COMMISSION**

The Commission shall designate members of its staff to act as points of contact for the Contractor to ensure that the Work is carried out in accordance with Annexes **B and C** and shall promptly notify the Contractor thereof. The Commission shall respond promptly to requests for information by the Contractor regarding the Work.

## **12 CONTRACT PRICE**

- (a) The Commission shall pay to the Contractor, in consideration of the full and proper performance of its obligations under the Contract, as follows:



- (i) For each WO issued during the firm Call-off Period specified in Clause 4(i) above, the firm fixed unit prices specified in section .... of Annex C;
- (ii) subject to sub-clause (b) below, for each WO issued during the first optional extension of the Call-off Period specified in Clause 4(ii) above, firm fixed unit prices specified in section .... of Annex C;
- (iii) subject to sub-clause (b) below, for each WO issued during the second optional extension of the Call-off Period specified in Clause 4(ii) above, firm fixed unit prices specified in section .... of Annex C;

hereinafter referred to as the “Contract Price”.

- (b) The unit prices set out in Annex C shall be held fixed for the entire duration of the Contract.
- (d) The Contract Price shall cover all costs and expenses incurred by the Contractor for the full and proper performance of all relevant obligations under the Contract (including travel, allowances, management and remuneration of the personnel, national income tax, medical insurance, and social security contributions).
- (e) **[PLEASE IDENTIFY WHETHER TAXES ARE APPLICABLE UNDER THIS CONTRACT AND SELECT ONE OF THE FOLLOWING OPTIONS AT THE TIME OF AWARD]:**

The Contractor shall be reimbursed by the Commission for such taxes on the basis of actual amounts paid and duly documented by the Contractor as per Clause 13(e) below.

**OR**

No Taxes are applicable under this Contract.

### **13 PAYMENT**

- (a) The Contract Price shall be paid upon satisfactory completion of each deliverable for the Work and satisfactory completion of each WO and submission of the following:
  - i) Invoice in accordance with this Clause 13;
  - ii) Any other documentation that might be required under the applicable WO.
- (b) The Commission will make the payments to the Contractor on the basis of an invoice submitted by the Contractor as per Sub-Clause (d) below. All payments shall be made within 30 (thirty) days of the receipt and acceptance of the invoice, provided that the Work has been satisfactorily completed and has been accepted by the Commission.
- (c) The making of any payment hereunder by the Commission shall not be construed as an unconditional acceptance by the Commission of the Work accomplished by the Contractor up to the time of such payment.
- (d) The Contractor shall submit an invoice electronically, from the Contractor’s official e-mail address in PDF format, duly signed and stamped by the Contractor and submitted to the

Commission's email address specified in Clause 22 below. Each invoice shall contain the Contract number (CTBTO and SAP numbers), detailed banking instructions, including the name and address of the Contractor's bank, account number, account holder's name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer.

**[PARAGRAPH (e) BELOW ONLY APPLIES IF THERE ARE TAXES (SEE CLAUSE 12 (d) ABOVE). IF NO TAXES ARE APPLICABLE UNDER THIS CONTRACT, PARAGRAPH (e) SHOULD BE OMITTED.]**

- (e) Applicable Taxes payable by the Contractor and/or its subcontractor(s) in respect of the Work 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 Contract, bank statements (or equivalent) showing the exchange rate used for the conversion should be submitted to the Commission, in addition to any other supporting documentation.

#### **14 TEMPORARY SUSPENSION OF WORK**

The Commission may, at any time, temporarily suspend the Work, in whole or in part, being performed by the Contractor under this Contract by giving 30 (thirty) days' advance notice in writing to the Contractor. The Work so suspended shall be resumed by the Contractor on the basis of a revised time schedule and on terms and conditions to be mutually agreed upon between the Parties.

#### **15 DELAYS AND EXTENSION OF TIME**

- (a) If the Contractor is delayed at any time in the progress of the Work by any act or omission of the Commission or by any of its employees, or by any other contractor employed by the Commission, or by changes in the Work ordered by the Commission, or by any causes beyond the Contractor's reasonable control, or by any other cause which the Commission determines may justify the delay, then the time for completion of the Work shall be extended by an amendment to this Contract in accordance with **Clause 21** below for such reasonable time as the Commission may determine.
- (b) Any request for extension of the time for reasons referred to in **Clause 15(a)** above shall be submitted to the Commission not later than 20 (twenty) days after the commencement of the delay, otherwise said request shall be deemed to be waived. Such request shall state grounds for the delay and shall provide an estimate of the probable effect of such delay on the progress of the Work.

#### **16 CONTRACTOR'S CLAIMS AND REMEDIES**

In no event shall the Contractor make any claim against the Commission for or be entitled to additional costs or compensation resulting from any delays in the progress or completion of the Work or any portion thereof, whether caused by the acts or omissions of the Commission, including, but not limited to, damages related to overheads, loss of productivity, acceleration due

to delay and inefficiency. The Contractor's sole remedy in such event shall be an extension of time for completion of the Work, provided the Contractor otherwise meets the requirements and conditions set forth in this Contract.

## **17 ENTIRE AGREEMENT**

This Contract represents the final agreement in respect of the Work and shall supersede all prior agreements and representations between the Parties in this respect. Annexes A to C shall constitute integral parts of this Contract and shall be of full force and effect.

## **18 DISCREPANCIES**

If there are discrepancies or conflicts between any of the documents that are part of this Contract, the document to prevail shall be given precedence in the following order:

- (i) This document;
- (ii) The Commission's General Conditions of Contract (Annex A);
- (iii) The Commission's Terms of Reference (Annex B);
- (iv) The Contractor's Proposal (Annex C);
- (v) The relevant WO.

## **19 SEVERABILITY**

If any term and/or provision of this Contract is or becomes invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions of this Contract shall not in any way be affected or impaired thereby.

## **20 NO WAIVER**

Failure by a Party to enforce a right shall not be deemed to be a waiver of that right unless otherwise expressly provided in this Contract.

## **21 CONTRACT AMENDMENT**

No modification of, or change in, this Contract, or waiver of any of its provisions, or additional contractual relationship with the Contractor shall be valid unless approved in the form of a written amendment to this Contract, signed by duly authorized Representatives of the Parties.

## **22 TRANSMISSION OF NOTICES AND OTHER DOCUMENTS**

Notices, invoices, reports and other documentation under the Contract shall be delivered or sent to the relevant Party as follows (or to such person/title, address or email address as the Party may substitute by notice after the date of the Contract):

- (a) The Commission:

For Contractual Issues:

*Chief, Procurement Section  
Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization  
(CTBTO)  
Vienna International Centre  
Wagramerstrasse 5, P.O. Box 1200  
1400 Vienna, Austria  
Tel: + (43 1) 26030 6350  
E-mail: [procurement@ctbto.org](mailto:procurement@ctbto.org)*

For invoices:

*Accounts Payable  
CTBTO Financial Services Section  
Vienna International Centre  
Wagramerstrasse 5, P.O. Box 1200  
1400 Vienna, Austria  
Tel: + (43 1) 26030 6292  
E-Mail: [Payable\\_Invoices@ctbto.org](mailto:Payable_Invoices@ctbto.org)*

For invoice enquiries: [Payments@ctbto.org](mailto:Payments@ctbto.org)

- (b) The Contractor:

For Contractual Issues and Invoices and Related Enquiries:

*Name: .....  
Title .....  
Address .....  
Tel: .....  
Email: [.....](mailto:.....)*

**23 EFFECTIVENESS**

- (a) Except as provided below, any communication in connection with the Contract will be deemed to be given as follows:
- (i) if delivered in person, at the time of delivery;
  - (ii) if by registered mail or courier, when received;
  - (iv) if by electronic communication, when retrievable by the Commission in document form.

- (b) A communication given under Clause 23(a) above that is received or becomes retrievable on a non-working day or after business hours at the seat of the Commission will only be deemed to be given on the next working day of the Commission.

IN WITNESS hereof, the duly authorized Representatives of the Parties have executed this Contract:

For and on behalf of **the PREPARATORY COMMISSION FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION:**

---

Name and Position

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

Place: Vienna, Austria

For and on behalf of **[REGISTERED NAME OF THE CONTRACTOR]:**

---

Name and Position

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

Place: \_\_\_\_\_

**LIST OF ANNEXES**

**ANNEX A:** THE COMMISSION'S GENERAL CONDITIONS OF CONTRACT

**ANNEX B:** THE COMMISSION'S TERMS OF REFERENCE

**ANNEX C:** THE CONTRACTOR'S PROPOSAL

## General Conditions of Contract

---

### 1. DEFINITIONS

- (a) In these general conditions of contract the terms beginning with a capital letter shall have the meaning as defined in the Contract.
- (b) “Services” means all services to be rendered under the Contract.
- (c) “Goods” shall mean all goods, equipment, materials and/or other supplies to be provided under the Contract.
- (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. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the Commission. Neither the Contractor and any subcontractor, nor their personnel shall be considered to be an employee or an agent of the Commission.

### 3. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of the Contract or any part thereof, or any of the Contractor’s rights, claims or obligations under the Contract except with the prior written consent of the Commission.

### 4. SUBCONTRACTING

In the event the Contractor requires the services of one or more subcontractors, the Contractor shall obtain the prior written approval and clearance of the Commission for such subcontractor(s). The Commission’s approval of a subcontractor shall not relieve the Contractor of any of his obligations under the Contract, and the terms of any subcontract shall be subject to and in conformity with the provisions of the Contract.

### 5. SOURCE OF INSTRUCTIONS

- (a) The Contractor shall neither seek nor accept instructions from any authority external to the Commission in connection with the performance of its obligations under the Contract. The Contractor shall refrain from any action which may adversely affect the Commission and shall fulfil its commitments with the fullest regard to the interests of the Commission.
- (b) While present at the Commission’s premises, personnel of the Contractor shall, at all times, obey and conform to all requests and instructions of the Commission’s officials and the United Nations Security Staff.

### 6. CONTRACTOR’S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for the performance under the Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local laws and customs and conform to a high standard of moral and ethical conduct.

### 7. ASSIGNMENT OF PERSONNEL

- (a) The Contractor shall not replace or withdraw any personnel referred to in the Contract for the performance of the Services without the prior written approval of the Commission or unless requested by the Commission.
- (b) Prior to assignment, replacement or withdrawal of personnel for the performance of the Services, the Contractor shall submit to the Commission for its consideration, the curriculum vitae or detailed justification to permit evaluation by the Commission of the impact which such assignment, replacement or withdrawal would have on the Services.
- (c) In the event of withdrawal of personnel, all costs and additional expenses resulting from the replacement, for whatever reasons, of any of the Contractor’s personnel shall be for the account of the Contractor. Such withdrawal shall not be considered as termination in part or in whole of the Contract.

## 8. CONFLICT OF INTEREST

No employee, officer, adviser, agent and/or subcontractor of the Contractor assigned to perform Services under the Contract shall engage, directly or indirectly, in any business, profession or occupation connected or related to the Services or Goods to be provided under the Contract if this constitutes a conflict of interest.

## 9. INSURANCES

- (a) The Contractor shall provide and thereafter maintain appropriate insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with the Contract.
- (b) The Contractor shall provide and thereafter maintain insurance against all risk in respect of its property and any equipment used for the execution of the Contract.
- (c) The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death, bodily injury, loss of and damage to property arising from any operations carried out by the Contractor in performing its obligations in connection with the Contract or from operation of any vehicles, boats, airplanes and other equipment owned or leased by the Contractor or its agents, servants, employees or subcontractors.
- (d) Except for insurance mentioned in paragraph (a), the insurance policies under this clause shall:
  - (i) Name the Commission as additional beneficiary;
  - (ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the Commission.
- (e) The Contractor shall, upon request, provide the Commission with satisfactory evidence of the insurance required under the Contract.
- (f) Any amounts not insured, not recovered from or not claimed by the insurer shall be borne by the Contractor.
- (g) Information concerning reduction of coverage shall be furnished by the Contractor to the Commission with at least thirty (30) days prior written notice.
- (h) The Contractor undertakes that provisions to the same effect as the provisions in sub-clauses (a) through (c) above will be inserted in all subcontracts made in performance of the Contract, except sub-contracts exclusively for furnishing Goods.

## 10. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file in any public office or on file with the Commission against any monies due or to become due for any Services or Goods provided under the Contract, or by reason of any other claim or demand against the Contractor.

## 11. OBSERVANCE OF THE LAW

- (a) The Contractor shall comply with all laws, ordinances, rules and regulations, including but not limited to health, environmental and labour laws bearing upon the

performance of its obligations under the terms of the Contract.

- (b) In particular, the Contractor shall comply with the labour laws of the country in which the Services or Goods are to be furnished providing for benefits covering injury or death in the course of employment.

## 12. CONFIDENTIALITY

- (a) All technical, financial or other documentation and data the Contractor compiled for or received from the Commission under the Contract shall be treated as confidential and shall be delivered only to the Commission's authorized officials on completion of the Services or as requested by the Commission.
- (b) Either Party acknowledges that all knowledge and information concerning the other Party that may be acquired in connection with the performance of its obligations under the Contract, including but not limited to, any information relating to its operations and procedures, are confidential and proprietary information of the other Party and it shall receive such confidential and proprietary information of the other Party in confidence and shall not disclose or permit disclosure of any such knowledge or information to any person and/or entity without the prior written consent of the other Party.
- (c) The Contractor shall not, at any time, use such confidential information to its own advantage.
- (d) The restrictions on confidentiality shall not apply to the information which:
  - (i) presently is in the public domain;
  - (ii) hereafter becomes part of the public domain without the other Party's fault;
  - (iii) was in the possession of the other Party at the time of the disclosure, as shown by written evidence;
  - (iv) is disclosed to the other Party at any time hereafter by a third Party.
  - (v) is required to be disclosed to governing bodies, or to governmental authorities to the extent required by law or to obtain needed authorization to perform the Contract or pursuant to reporting requirements imposed by those governing bodies or the government of the State of the Contractor.
- (e) These obligations do not lapse upon satisfactory completion of the Services, delivery of the Goods or termination of the Contract by the Commission.

## 13. LANGUAGES, WEIGHTS AND MEASURES

Unless otherwise specified in the Contract, the English language shall be used by the Contractor in all written communications to the Commission with respect to the Services or Goods to be provided and all documents procured or prepared by the Contractor. The Contractor shall use metric units, except when otherwise specified in the Contract.

## 14. PUBLICITY

- (a) The Contractor shall not advertise or otherwise make public the fact that it is providing or has provided Services and Goods for the Commission. Also, the



Contractor shall not, in any manner whatsoever, use the name, emblem or official seal of the Commission or any abbreviation of the name of the Comprehensive Nuclear-Test-Ban Treaty Organization in connection with its business or otherwise.

- (b) These obligations do not lapse upon satisfactory completion of the Services, delivery of the Goods or termination of the Contract.

**15. OFFICIALS NOT TO BENEFIT/CONTINGENT FEES**

- (a) The Contractor warrants that:
  - (i) No person or selling agency has been employed or retained by it to solicit or secure the Contract upon an agreement or understanding for a commission, percentage, brokerage, contingent fee or retainer, except regular employees or bona fide and officially established commercial or selling agencies maintained by the Contractor for the purpose of securing business;
  - (ii) No official or servant or retired employee of the Commission who is not a regular employee of the Contractor, has been or shall be admitted by the Contractor to any direct or indirect benefit arising from the Contract or the award thereof.
- (b) In case of breach by the Contractor of the warranties referred to in previous clauses, the Commission shall have the right to deduct from the Contract Price, or otherwise recover from the Contractor, the full amount of any such commission, percentage, brokerage, contingent fee or retainer so paid.

**16. INTELLECTUAL PROPERTY AND OTHER PROPRIETARY RIGHTS**

- (a) Except to the extent the Contractor has granted a license to the Commission, the Commission, shall be entitled to all intellectual property, including but not limited to copyrights, patents and trademarks, with regard to products, documents or other materials which bear a direct relation to or are produced or collected under the Contract. The Contractor shall take all necessary steps, prepare and process all necessary documents and assist in securing such property rights and transferring them to the Commission and/or to the government where the Services or Goods are to be provided, in compliance with the requirements of the applicable law.
- (b) The Contractor declares that it does not know of any intellectual property rights of third parties, which might be infringed in the execution of the Contract. Should, contrary to the Contractor’s expectation, claims be raised against the Commission charging it with infringement of intellectual property rights, the Contractor shall hold harmless the Commission and shall indemnify it to the full extent of any damages or awards arising from such claims. This obligation of the Contractor shall continue to be in full force and effect up to the expiration of such intellectual property rights.
- (c) The Commission shall give the Contractor due notice in writing of any charges of infringement brought against the Commission and of the filing of any suit for

infringement of intellectual property rights of third parties due to the execution of the Contract, and, without prejudice to the immunity enjoyed by the Commission as an international organization from every form of legal process, including enforcement and execution, the Commission shall give the Contractor the opportunity to defend the Commission against the said suit at its discretion and shall not, without the Contractor’s consent in writing, make any admission or consent to any claim of any third party, which might be prejudicial to the Contractor’s position.

**17. DEFAULT BY THE CONTRACTOR**

- (a) In case the Contractor fails to fulfil its obligations and responsibilities under the Contract and provided the Contractor has not remedied such failure(s) within thirty (30) days of having been given written notification by the Commission of the nature of the failure(s), the Commission may, at its entire discretion and without prejudice to its right to withhold payment(s), hold the Contractor in default under the Contract.
- (b) When the Contractor is thus in default, the Commission may, by giving written notice to the Contractor, terminate the Contract as a whole or such part or parts thereof in respect of which the Contractor is in default. Upon such notice, the Commission shall have the right to seek completion, at the Contractor’s expense, of that part or those parts of the Contract with respect to which the Contractor is in default.
- (c) The Contractor shall, in this case, be solely responsible for any reasonable costs of completion of the Services and/or delivery of Goods, including such costs, which are incurred by the Commission over and above the originally agreed Contract Price.

**18. WITHHOLDING OF PAYMENT**

- (a) The Commission may withhold any payment to the Contractor or, on account of subsequently discovered evidence, nullify the whole or part of any payment approval theretofore given, to such an extent as may be necessary to protect the Commission from loss under the Contract on account of:
  - (i) The Contractor’s failure to carry out its obligations or to make adequate progress with the obligations, except for failure arising out of force majeure;
  - (ii) The Contractor’s failure to remedy unsatisfactory performance, when such failure has been drawn to his attention by the Commission;
  - (iii) The Contractor’s failure to submit on time the reports required.
- (b) The withholding by the Commission of any interim payment shall not affect the Contractor’s obligation to continue performance of his obligations under the Contract.
- (c) No interest shall accrue on payments eventually withheld by the Commission in application of the stipulations of this paragraph.

## 19. LIQUIDATED DAMAGES

Subject to Clause 20 below (force majeure), if the Contractor fails to deliver any or all of the Services and/or Goods within the latest time period(s) specified in the Contract, the Commission may, without prejudice to its other remedies under the Contract, deduct from the Contract Price as liquidated damages, a sum equivalent to 0.2 per cent of the portion of the Contract Price for the delayed Services and/or Goods for each working day of delay until actual performance, up to a maximum of sixty (60) working days. The recovery by the Commission of proven damages shall not be excluded.

## 20. FORCE MAJEURE

- (a) Force majeure as used herein shall mean acts of God, industrial disturbances, acts of the public enemy, civil disturbances, explosions and any other similar cause of equivalent force not caused by nor within the control of either party and which neither party is able to overcome.
- (b) As soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the Commission of such force majeure if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract.
- (c) In this event, the following provisions shall apply:
  - (i) The obligations and responsibilities of the Contractor under the Contract shall be suspended to the extent of its inability to perform them and for as long as such inability continues;
  - (ii) The term of the Contract shall be extended for a period equal to the period of suspension taking, however, into account any special conditions which may cause the time for completion of the obligations to be different from the period of suspension;
  - (iii) If the Contractor is rendered permanently unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under the Contract, the Commission shall have the right to terminate the Contract on the same terms and conditions as are provided for in the Termination Clause of the Contract, except that the period of notice may be seven (7) days instead of thirty (30) days;
  - (iv) For the purpose of the preceding sub-clause, the Commission may consider the Contractor permanently unable to perform in case of any period of suspension in excess of ninety (90) days. Any such period of ninety (90) days or less shall be deemed temporary inability to perform.

## 21. INSOLVENCY AND BANKRUPTCY

Should the Contractor be insolvent, adjudged bankrupt, or should the Contractor make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Contractor's insolvency, the Commission may, without prejudice to any other right or remedy it may have under the terms of the Contract, terminate the Contract

forthwith by giving the Contractor written notice of such termination.

## 22. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless and defend at its own expense the Commission, its officers, agents, servants and employees from and against all suits, claims, demands and liability of any nature or kind, including cost and expenses arising out of acts or omissions of the Contractor or its employees or subcontractors in the performance of the Contract. This requirement shall extend, inter alia, to claims or liabilities in the nature of workers' compensation and to claims or liabilities pertaining to intellectual property rights. The obligations under this clause do not lapse upon termination of the Contract.

## 23. AMICABLE SETTLEMENT

The parties shall use their best efforts to settle amicably through negotiation any dispute, controversy or claim arising out of, or relating to, the Contract or the breach, termination or invalidity thereof. If the parties cannot reach such amicable settlement through negotiations, the matter shall first be referred to conciliation, by a request by either party for conciliation procedures. The conciliation shall take place in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Conciliation Rules then prevailing, or according to such other procedure as may be agreed between the parties, within a time period of ninety (90) days. There shall be one conciliator. The conciliation shall be in Vienna, Austria, and it shall be conducted in the English language.

## 24. ARBITRATION

- (a) In the event of a failure to reach an amicable settlement in accordance with Clause 23 above (Amicable Settlement), any dispute arising out of the interpretation or application of the terms of the Contract or any breach thereof 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.
- (b) The arbitrator shall take into account the internationally recognized general principles of commercial transactions. The arbitrator shall have no authority to award punitive damages, nor to award interest in excess of five (5) per cent, and any such interest shall be simple interest only. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

## 25. PRIVILEGES AND IMMUNITIES

Nothing in or relating to the Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the Commission and its employees.

**25(a). 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.

**26. TERMINATION**

The Commission may terminate the Contract in whole or in part, and at any time, upon thirty (30) days' notice of termination to the Contractor. In the event such termination is not caused by the Contractor's negligence or fault, the Commission shall be liable to the Contractor for payment in respect of Services already satisfactory accomplished or Goods delivered and accepted and in conformity with the terms of the Contract, for necessary terminal expenses of the Contractor, and for the cost of such urgent work as is essential and as the Contractor is asked by the Commission to complete. The Contractor shall keep expenses at a minimum and shall not undertake any forward commitment from the date of receipt of the Commission's notice of termination.

**27. GOODS**

In the event that the Contract requires the Contractor to supply Goods, Clauses 28-35 shall apply in addition to the above.

**28. WARRANTY**

- (a) The Contractor warrants that the Goods, including packaging, conform to the specifications for the Goods ordered under the Contract and are fit for the purpose for which such Goods are ordinarily used and for purposes expressly made known to the Contractor by the Commission, and are new and free from defects in design, workmanship and materials.
- (b) This warranty shall remain valid for twenty-four (24) months after the Goods or any part thereof have been delivered and accepted, whichever is later, unless the Contractor has granted a longer period. Should the Commission transfer 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 (b) above, the Goods or any part thereof are found to be defective or not in conformity with the specifications under the Contract, the Contractor shall, upon notification, promptly and at its own expense correct all such defects and non-conformities. If these defects and non-conformities cannot be corrected, the Commission shall have the right, at the Contractor'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.

**29. INSPECTIONS AND TESTS**

- (a) The Commission shall have the right to inspect and/or to test the Goods to confirm their conformity to the technical specifications. The technical specifications shall specify what inspections and tests the Commission requires.
- (b) The inspections and tests may be conducted on the premises of the Contractor or its subcontractor(s), at a point of delivery designated by the Commission and/or at the Goods' final destination. The Contractor shall give all reasonable facilities and assistance-including drawings and production data-to the Commission at no charge to the Commission.
- (c) Should any inspected or tested Goods fail to conform to the technical specifications, the Commission reserves the right to reject them and the Contractor shall either replace the rejected Goods or make all alterations necessary to meet specification requirements free of cost to the Commission.
- (d) The Commission's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at the point of delivery designated by the Commission or at the Commission's offices, shall in no way be limited or waived by reason of the Goods' having previously been inspected, tested and passed by the Commission.
- (e) Nothing in this Section on Inspections and Tests shall in any way release the Contractor from any warranty or other obligations under the Contract.
- (f) All equipment/material supplied under the Contract may be subject to pre-shipment inspection by a third party to be specified by the Commission. The Contractor is not liable for cost of this inspection.

**30. PACKING**

The Contractor shall comply or ensure compliance with the following provisions concerning packing:

- (a) The Goods shall be packed as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit.
- (b) In the case of a cross-border shipment, the Goods shall have appropriate export packing. If necessary, all cases/crates must be wrapped inside with heavy-duty plastic lined paper, should be steel-strapped and must be able to withstand tough handling. Skids for truck handling are imperative if the gross weight is more than 30 kilograms.
- (c) The consignment shall be marked and shipped as per address shown on the Purchase Order Form.
- (d) Neither partial delivery nor transshipment shall be made unless specifically agreed by the Commission in writing.
- (e) Each case/crate/package shall carry a consecutive number, dimensions, volume, and weight (i.e. Case No. X of Y cases, A x B x C cm, E m<sup>3</sup>, D Kg.) and shall be marked as follows:

EQUIPMENT FOR  
THE PREPARATORY COMMISSION FOR THE  
COMPREHENSIVE NUCLEAR-TEST-BAN  
TREATY ORGANIZATION.  
[point of delivery]

PURCHASE NO. \_\_\_\_\_  
GROSS WEIGHT \_\_\_\_\_  
NET WEIGHT \_\_\_\_\_

- (f) Markings shall be done with weatherproof materials. All non-containerized Goods shall be shipped below deck.
- (g) Each case/crate/carton shall carry (outside) a copy of the packing list describing the contents of the case/crate/carton. Outside Case No. 1 should be attached with invoice covering the actual delivery. The accompanying papers must be made out in the English language.
- (h) Prior to delivery, a fax (or a letter by courier service) shall be sent to the consignee, if any, advising of the following:
  - ◆ purchase order/Contract number;
  - ◆ waybill number or equivalent reference number of the shipment (if any);
  - ◆ number of boxes/cartons/crates/etc.;
  - ◆ estimated time of departure (ETD);
  - ◆ point of departure and name of freight carrier;
  - ◆ estimated time of arrival (ETA) to final destination.
- (i) The following documents shall be enclosed with the shipment in case of shipping by air:
  - ◆ airway bill;
  - ◆ proforma or commercial invoice;
  - ◆ packing list.
- (j) The above documents are indispensable and must reach the consignee, if any, on time to permit customs clearance and in order to avoid demurrage charges.

### 31. DELIVERY AND TRANSPORTATION

- (a) Delivery of the Goods shall be made by the Contractor in accordance with the terms specified in the Contract, and the Goods shall remain at the risk of the Contractor 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 Contract shall be arranged and paid for by the Contractor and the cost thereof shall be included in the Contract Price.

### 32. TAKE-OVER/HAND-OVER

Upon successful completion of delivery or of installation and a testing and evaluation period, as specified in the Contract, responsibility for the Goods will be handed over to the consignee or other designated entity.

### 33. EXPORT LICENCES

If an export licence or any other governmental authorization is required for the Goods, it shall be the obligation of the Contractor to obtain such licence or governmental authorization. In the event of failure to obtain such licence or authorization within reasonable time, the Commission may declare the Contract null and void.

### 34. SPARE PARTS

In accordance with the Contract, the Contractor may be required to provide any or all of the following materials and notifications pertaining to spare parts manufactured and/or distributed by the Contractor:

- (a) Such spare parts as the Commission may choose to purchase from the Contractor, provided that the Contractor is not relieved of any warranty obligations under the Contract;
- (b) In the event of termination of production of the spare after delivery of the Goods:
  - (i) advance notification to the Commission of the pending termination, in sufficient time to permit the Commission to place a final order;
  - (ii) following such termination, furnishing at no cost to the Commission, the blueprints, drawings and specifications of the spare parts, if and when requested.

### 35. UNITED NATIONS CONVENTION ON CONTRACTS FOR THE INTERNATIONAL SALE OF GOODS

Questions concerning matters arising under the Contract, but not settled in it, shall be settled in conformity with the United Nations Convention on Contracts for the International Sale of Goods (Vienna, 1980), which shall be applicable to the Contract. The applicable language version of the Convention shall be the version in which the Contract is written.

### 36. SUSTAINABLE BUSINESS PRACTICES

The Commission requires the Contractor and its personnel to:

- (a) support and respect the protection of internationally proclaimed human rights<sup>1</sup> and to observe the highest standards of ethics and integrity throughout its supply chains.
- (b) abide by the United Nations Supplier Code of Conduct<sup>2</sup>.
- (c) to take appropriate steps, whenever possible to perform its obligations in a manner that takes into account economic, environmental and social considerations.
- (d) certify that they have not and will not engage in harassment or sexual harassment, proscribed practices or any further practice described in Clauses 37, 38, 39, 40

<sup>1</sup> UN Guiding Principles on Business and Human Rights, available at [https://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR\\_EN.pdf](https://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR_EN.pdf).

<sup>2</sup> Available at <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>.

and 41, during the procurement process and the performance of the Contract.

### 37. PREVENTION OF HARRASSMENT AND SEXUAL HARRASSMENT

- (a) The Commission is committed to providing a professional work environment that upholds the highest standards of equality, respect and dignity for all. In this regard, and without limitation to any other provision contained herein:
- (i) The Contractor shall adhere to zero tolerance for harassment and therefore accepts and agrees to refrain from any conduct which could, in the view of the Commission, meet the definition of harassment and/or sexual harassment. For the avoidance of doubt, “harassment” shall be understood as any improper or unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person when such conduct interferes with work, is made a condition of employment, or creates an intimidating, hostile or offensive work environment. “Sexual harassment” shall be understood as harassment of a sexual nature, and the above definition of harassment applies equally to sexual harassment. Sexual harassment may occur between persons of opposite sex or of the same sex.
  - (ii) The Contractor shall take all reasonable and appropriate measures to prevent and deter harassment and sexual harassment or abuse of anyone by its employees, agents, officials or any other persons engaged or controlled by the Contractor to perform the Services.
  - (iii) The Contractor shall promptly report to the Commission any actual, reported or suspected cases of harassment, sexual harassment or abuse of anyone by its employees, agents, officials or any other persons engaged or controlled by the Contractor to perform the Services of which the Contractor becomes aware. Such reports to the Commission may be on a no name basis, if necessary.
  - (iv) In addition to notifying the Commission pursuant to sub-clause (iii) above, on becoming aware of any allegation of harassment, sexual harassment or abuse of anyone, the Contractor shall take all reasonable and appropriate measures to address the matter, including engaging in good faith consultations with the Commission, while ensuring minimum impact and/or disruption of the Services.
- (b) The Contractor acknowledges and agrees that any breach of the provisions of this Clause 37, as determined by the Commission, shall permit the Commission, at its sole discretion, to:
- (i) Request the Contractor to remove, temporarily or permanently, from the relevant assignment, any Contractor’s personnel reported for having committed harassment, sexual harassment or abuse of anyone.
  - (ii) Terminate the Contract, and/or any other agreement, arrangement or partnership concluded by the Commission with the Contractor, immediately upon

written notice to the Contractor, without any liability for termination charges or any other liability of any kind, on the terms and conditions as are provided for in Clause 26 (Termination) above; and/or

- (iii) Exclude the Contractor from participating in any ongoing or future solicitations, and/or entering into any future contractual or collaborative relationships with the Commission and/or suspend the Contractor from the Commissions supplier roster.
- (c) The Commission shall be entitled to report any breach of the provisions of this Clause 37, as determined by the Commission, to the Commission’s governing bodies, other UN agencies and/or donors.

### 38. PROSCRIBED PRACTICES

The Commission requires that the Contractor and its personnel certify that they have not and will not engage in proscribed practices and proscribed conduct during the procurement process and the performance of the Contract. The Commission defines Proscribed Practices as follows:

**Fraudulent practice:** is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

**Corrupt practice** is the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;

**Coercive practice** is the impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of any party in order to influence the actions of that party;

**Collusive practice** is the proposing or entering into an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;

**Unethical practice** is conduct or behaviour that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with the Commission;

**Obstructive practice** is any act which deliberately and in an effort to compromise an investigation, destroys, falsifies, alters or conceals information or documents that may be relevant to a fraud and corruption investigation, or material that could become evidence as a result of such investigation; or the making of false statements to investigators during such an investigation.

### 39. CHILD LABOUR

The Contractor represents and warrants that neither it, its parent entities (if any), nor any of the Contractor’s 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.

#### 40. MINES

The Contractor represents and warrants that neither it, its parent entities (if any), nor any of the Contractor's subsidiaries or affiliated entities (if any) is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

#### 41. TERRORISM

The Contractor shall ensure that none of the funds received from the Commission under the Contract are used, directly or indirectly, to provide support to individuals or entities subject to sanctions or other measures promulgated by the United Nations Security Council and appearing in the Consolidated United Nations Security Council Sanctions List. This provision shall be included in all subcontracts or sub-agreements entered into under the Contract.

#### 42. FULL DISCLOSURE

- (a) The Contractor will immediately notify the Commission upon becoming aware of any Proscribed Practices or other prohibited practices or conduct or suspicion thereof, as per Clauses 37-41, by itself or its personnel during the procurement process or the performance of the Contract. The Contractor will take all appropriate measures to prohibit and prevent its personnel from engaging in Proscribed Practices or any other prohibited conduct, as well as to investigate allegations thereof, or to take corrective action when such a Proscribed Practice or any other prohibited conduct has occurred.
- (b) The Contractor further warrants that it is not the subject of any sanctions, or otherwise identified as ineligible by any government, supranational organization (e.g., European Union), another entity of the United Nations System or multilateral development finance institution. The Contractor will disclose to the Commission if it becomes subject to any sanction or temporary suspension during the term of the Contract. The Contractor recognizes that a breach of this provision constitutes a fraudulent practice.

#### 43. DATA PROTECTION

- (a) **Use of the Commission's data:** Use (including accessing, processing, retention, storage) of the Commission's data is limited to the purposes contained in the Contract and such use will be limited to Contractor's personnel on a "need to know" basis. Use of the Commission's data for internal research, marketing, sales, or promotional purposes is strictly prohibited. Subject to Clause 12 (Confidentiality), the

Contractor will treat the Commission's data as confidential and may neither disclose it nor make it available to any third-party except with the prior written authorization of the Commission.

- (b) **Compliance:** The Contractor confirms that it has a data protection policy in place that meets applicable legal requirements and that it will apply such a policy to the Commission's data, without prejudice to the privileges and immunities of the Commission. The Contractor will implement technical and organisational measures to ensure appropriate protection of the Commission's data, in conformity with the abovementioned requirements and internationally recognised standards and best practices. In addition, the Contractor will:
  - (i) at its sole expense and risk, return, delete, or destroy all the Commission's data, including data backups, upon written instruction of the Commission. The Commission will provide a reasonable period of time and take into account the Contractor's legitimate interests, as well as the termination or expiration date of the Contract;
  - (ii) process, retain or store the Commission's data exclusively in countries that are signatories to the Comprehensive Nuclear-Test-Ban Treaty and that ensure adequate legal protection of the Commission's privileges and immunities; and
  - (iii) be liable for any resulting damages or penalties for its failure to comply with its obligations.
- (c) **Data security:** Upon discovery of a data security breach, the Contractor will immediately notify the Commission and undertake at its sole expense to:
  - (i) propose immediate remedial actions (including containment);
  - (ii) implement, as directed by the Commission, all necessary damage mitigation and remedial actions;
  - (iii) where applicable, as directed by the Commission, restore the Commission's and end-users' access; and
  - (iv) keep the Commission informed of its progress.
- (d) The Contractor, at its sole expense, will cooperate fully with any Commission investigation, remediation steps and response to a data security breach.

#### 44. ESSENTIAL TERMS

The Contractor acknowledges and agrees that each of the provisions in Clauses 36 to 43 above constitutes an essential term of the Contract and that any breach of any of these provisions shall entitle the Commission to terminate the Contract or any other contract the Contractor has with the Commission, immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind. Furthermore, the Commission is entitled to exclude the Contractor from participating in future tenders should the Contractor breach any of the provisions included in Clauses 36 to 43.

## **ANNEX B**

### **TERMS OF REFERENCE**

#### **Printing Services for CTBTO Documents**

##### **1. INTRODUCTION AND OBJECTIVES**

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty (CTBT) Organization (hereinafter referred to as the “Commission”), located in Vienna, Austria, is the international organization establishing the global verification system provided for under the CTBT, which bans all forms of nuclear explosions. More information on CTBTO can be found under [www.ctbto.org](http://www.ctbto.org).

The Commission requires the services of a vendor (the “Contractor”) for the provision of printing services (“Printing Services”) in accordance with these Terms of Reference (hereinafter referred to as “ToR”).

##### **2. SCOPE**

The Contract for the provision of Printing Services on a call-off basis (hereinafter referred to as the “Call-Off Contract”) shall be for an initial period of 12 months, effective from the date of entry into force of the Contract, with the possibility of two (2) optional extensions of 12 months each. The Contractor shall deliver the Printing Services during this timeframe on as and when required basis when requested by the Commission.

The Commission does not guarantee a minimum or maximum number of copies of documents to be provided under the Contract, including its optional extensions.

##### **3. GENERAL REQUIREMENTS**

The Contractor shall provide the Printing Services in accordance with the requirements of these ToR and in the most cost-effective manner possible.

The Contractor shall print publications, brochures, handbooks in different sizes, with various number of pages and different options of covers in offset and digital print, as and when requested by the Commission.

The Contractor shall provide the full range of printing services, including but not limited to:

- Provision of digital printing services (black & white / colour);
- Provision of offset printing services (black & white / colour);

- Provision of finishing services (saddling, cutting, folding, drilling, padding, collating, stapling, numbering, perforating, scoring, stitching, etc.);
- Packing and delivery of finished print materials to the CTBTO.

The items, which represent the most commonly printed publications by the Commission, are listed in **Attachment 1**. Requirements to print other type of publications may occur occasionally.

All communications between the Contractor and the Commission will be in the English language (speaking and writing). The Contractor shall ensure that the designated contact person will be able to communicate in English at working level.

#### **4. REQUIREMENTS AND ORDERING PROCESS**

4.1 When the requirement for provision of Printing Services arises, the Commission will discuss with the Contractor the requirements in advance. The Commission will thereafter issue a written Work Order (hereinafter referred to as the “WO”) to order Printing Services required under the Contract.

Upon receipt of a WO, the Contractor shall, without unreasonable delay and within a maximum of two business days of receipt, review and confirm acceptance of the delivery terms, specifications, quantities and prices specified therein.

Services shall only be provided based on a specific WO issued by the Commission, which shall clearly set forth the specifications of the services in terms of quantities and any significant related information, including delivery and total corresponding costs.

The Contractor shall comply with the delivery terms and times in respect to the transportation of print materials to the Commission as specified in each WO.

4.2 The Contractor shall commence the provision of the Work (i) latest on the third business day following the issuance of the relevant WO, or (ii) such other day as shall be specified in the WO.

4.3 Prior to any commencement of printing production, the Contractor shall review all PDF digital files or materials received from the Commission to determine if they are print ready. If the Contractor thereby determines that corrections or alterations on such digital files or materials are required, it shall immediately notify the Commission thereof. The Commission shall have the right to determine whether to perform such correctional work on its own or whether to instruct the Contractor to perform such work.

4.4 The Contractor shall prepare the final print-ready PDF(s) from the PDF(s) provided by the Commission and send to Commission point of contact for review and acceptance.



4.5 Based on the print-ready PDFs approved by the Commission, the Contractor shall deliver sample product(s) of such printed material to the Commission at its facilities in Vienna International Center (1400 Vienna, Austria) based on DAP (Delivery-At-Place, INCOTERMS 2020), door-to-door, for its review and approval (Final Proof).

If any corrections or amendments are required on such print materials, the Commission shall notify the Contractor herewith. The Contractor shall conduct any such correctional work required by the Commission.

4.6 **Delivery Time:** As a general rule, once the Commission approves the Final Proof, printing shall be concluded, and the final product(s) delivered within two (2) weeks (10 business days). A different delivery schedule may be agreed in the relevant WO. In exceptional cases, the Commission might request urgent delivery within five (5) working days.

4.7 **Colour and other Variations from the Final Proof:** The Contractor agrees and accepts that consistency in the visual appearance, layout and colouring of the print materials is of utmost importance to the Commission in the furtherance of its mandate. Without prejudice to other rights of the Commission herein, the Commission may reject delivery of print materials if it is of the opinion that colour and other variations from the final proof or within individuals copies of the print materials exist. In this respect, the Commission shall not be liable for the payment of those part or parts of the print materials rejected by the Commission.

4.8 **Acceptance of Final Proof:** The Contractor shall not commence any printing until receipt of the approval of Final Proof by the Commission. Cancellations shall be accepted by the Contractor until the receipt of the final approval.

The expected working schedule shall be as follows:

Step 1	Request for Work Order by the Commission and signature by the Contractor.
Step 2:	Document PDF(s) provided to the Contractor by the Commission via email
Step 3:	The Contractor shall review and prepare the print-ready PDF(s) from the PDF(s) provided by the Commission and send to Commission point of contact for review
Step 4:	The Commission shall review the print-ready PDF(s). If any corrections or amendments are required, the Commission shall inform the Contractor.
Step 5:	Based on the approved print-ready PDFs, the Contractor shall then deliver to the Commission at its facilities in Vienna International Center (1400 Vienna, Austria, DAP, door-to-door, INCOTERMS 2020) a hard-copy, color proof sample/s document for review, including the cover and inner pages, for each document to be printed (Final Proof).
Step 6:	Approval of Final Proof by the Commission
Step 7:	Start of print production by Contractor
Step 8:	Production completed; packed, delivered (DAP, door-to-door, INCOTERMS 2020) to Vienna International Center (1400 Vienna, Austria) within two (2) weeks of approval of the Final Proof, or as otherwise specified in the relevant Work Order.

#### 4.9 Delivery

**Primary delivery address:** The Contractor shall provide and cover the costs for the pick-up/delivery of all samples and final products DAP (INCOTERM 2020), door-to-door to the Commission in Vienna, 1440 Vienna International Center, Austria.

In case the goods shall be delivered to locations differing from the above, the Commission will inform the Contractor in written form and delivery cost shall be quoted separately in advance of the issuance of the Work Order.

#### 4.10 General Packing:

**Packaging:** All printed material shall be packed and delivered in closed corrugated cardboard boxes, single wall, maximum weight of package shall not exceed 15 kilograms, unless otherwise advised.

Labelling: Labels on each box, front side, including information such as: Title of printed material, PO-Number, number of copies in the box, contact person at CTBTO

4.11 **Storage:** in the event, intermediate print materials are required to be maintained in the custody of the Contractor, the Contractor agrees and accepts to be fully liable and responsible for any loss or damage of such materials.

## 7. **CONTRACTOR'S REQUIREMENTS**

The Contractor shall comply with the following requirements:

- Quality Standards - Printing production following the directions, descriptions and process standards for offset ISO 12647-2 with continuous colour- and print management and workflow with CTP-exposure (Computer to Plate). Paper has to be FSC- and/or PEFC-certified;
- Environmentally certified paper use (e.g. FSC, PEFC, or similar);
- Minimum of 5 years' experience in delivering printing services (registered business);
- English speaking account manager.

The Contractor shall be preferably located within 200 km from Vienna (Austria) in order to deliver urgent work to the Commission or have sub-contractors/printing facilities within a maximum of two hours travelling distance from the Vienna International Centre or demonstrated ability to deliver to the Vienna International Centre within a maximum of two hours.

# ATTACHMENT 1

## TERMS OF REFERENCE

### Printing Services for CTBTO Documents

Below are listed the items which represent the most commonly printed publications by the Commission. Requirements to print other type of publications may occur occasionally, and will be requested seperately.

#### LOT 1

a) **Type I documents** (standard format booklets):

<b>Size:</b>	DIN A5  Note: Some documents may include A4 color foldouts.
<b>Paper thickness:</b>	Cover pages (front and back): 240gm Inside pages: 140gm
<b>Color specifications:</b>	All covers to be printed in colour Inside pages are mostly black/white. However, some contain images or tables in colour, which should be printed in colour as well
<b>Binding:</b>	Wire-O
<b>Number of copies:</b>	The quantity of copies will depend on the on-going activities and may range from a few units to over 100.

b) **Type II documents** (special format)

<b>Size:</b>	DIN A5  Note: Some documents may include A4 color foldouts to be attached.
<b>Paper thickness:</b>	Cover pages (front and back): 240gm Inside pages: 140gm
<b>Paper type:</b>	<b>Synthetic paper</b> (for example Polyart, Teslin, Artisyn, Neobond or similar) , which shall be waterproof, resists tearing and suitable for use outdoors. Kindly note that Commission reserve the right to request sample of the paper.
<b>Color specifications:</b>	All covers to be printed in colour Inside pages are mostly black/white. However, some contain images or tables in colour, which should be printed in colour as well.
<b>Binding:</b>	Wire-O
<b>Number of copies:</b>	The quantity of copies will depend on the on-going activities and may range from a few units to over 100

The quality and presentation of documents shall be consistent with the field versions of existing Quality Management System (QMS), provided below as picture for reference.

The standard size will be DIN A5. However, other (smaller) formats may be required to be printed.

**PICTURES OF CTBTO FIELD DOCUMENTS FOR REFERENCE (refers to LOT 1):**



## LOT 2

### 1. ANNUAL REPORT

Languages:	6 versions (Arabic, Chinese, English, French, Spanish and Russian)
Format:	210 x 297 mm (A4) portrait
Number of pages:	Min. 76 max. 132 pages plus 4 pages for cover
Paper:	Cover: 300gr Artprint matte+ SoftTouch Cellophane matte Inside: 115g Artprint paper+water-based varnish (Dispersionlack matt)
Colours:	Cover + Inside: 4-colour CYMK Option: + Pantone by choice
Binding:	Adhesive (Perfect) glue binding

### 2. BUSINESS CARDS

<p>The Contractor will be provided with all necessary graphics used by the Commission (e.g. logo, colours, etc.) in order to produce the business cards.</p> <p>Individual business cards shall be produced in batches of 50 cards, 100 cards, 200 cards, 300 cards or 500 cards upon request by the Commission</p>	<p><b><u>Executive Secretary business cards</u></b></p> <p><b>Paper</b> Business Cardboard (246g/m<sup>2</sup>) by Europapier alternatively you may use Munken Lynx 300g/m<sup>2</sup></p> <p><b>Printing</b> Front: Black + Hot Foil Stamping (Blue) Back: Pantone 632 C + Hot Foil Stamping (Blue) <b>Size</b> 55 x 90 mm</p> <p><b><u>Staff business cards</u></b></p> <p><b>Paper</b> Business Cardboard (246g/m<sup>2</sup>) by Europapier alternatively you may use Munken Lynx 300g/m<sup>2</sup></p> <p><b>Printing</b> 2/1 Pantone 632 C + Black <b>Size</b> 55 x 90 mm</p>
---	--

### 3. TREATY BOOKLETS

Languages:	6 versions (Arabic, Chinese, English, French, Spanish and Russian)
Format:	105x148.5 mm (A6) portrait
Number of pages:	A 176 - C 164 – E 148 – F 160 – R 164 – S 164 + 4 pages cover 4/0
Paper:	Cover: 350gr Artprint matte+ SoftTouch Cellophane matte Inside: 90g Volume Paper
Colours:	Cover: 4/0 Inside: 1/1 Black
Binding:	Adhesive (Perfect) glue binding

### PROGRAMME AND BUDGET PERFORMANCE REPORT (PBPR)

Languages:	English
Format:	210 x 297 mm (A4) portrait
Number of pages:	300-400 pages plus 4 pages for cover
Paper:	Cover: 300gr Artprint matte+ SoftTouch Cellophane matte Inside: 115g Artprint paper+water-based varnish (Dispersionlack matt)
Colours:	Cover: 4/0 CYMK Inside: 4/4 Option: + Pantone by choice
Binding:	Adhesive (Perfect) glue binding

#### 4. PROGRAMME AND BUDGET REPORT (PBR)

Languages:	English
Format:	297 x 210 mm (A4) landscape
Number of pages:	100-130 pages plus 4 pages for cover
Paper:	Cover: 300gr Artprint matte+ SoftTouch Cellophane matte Inside: 100g offset paper
Colours:	Cover: 4/0 CYMK Inside: 1/1 Option: + Pantone by choice
Binding:	Adhesive (Perfect) glue binding

#### 5. TECHNICAL REPORTS (VARIOUS)

Languages:	English
Format:	210 x 297 mm (A4) portrait
Number of pages:	72-120 pages plus 4 pages for cover
Paper:	Cover: 300gr Artprint matte+ SoftTouch Cellophane matte Inside: 115g Artprint paper+water-based varnish (Dispersionslack matt)
Colours:	Cover: 4/0 CYMK Inside: 4/4 Option: + Pantone by choice
Binding:	Adhesive (Perfect) glue binding

#### 6. WORKSHOPS' REPORTS (VARIOUS)

Languages:	English
Format:	210 x 297 mm (A4) portrait
Number of pages:	12-68 pages plus 4 pages for cover
Paper:	Cover: 250gr Artprint matte+ SoftTouch Cellophane matte Inside: 115g Artprint paper+water-based varnish (Dispersionslack matt)
Colours:	Cover: 4/0 CYMK Inside: 4/4 Option: + Pantone by choice
Binding:	Saddle Stitch

#### 7. INFORMATION FOR PARLAMENTARIANS ON THE CTBT (BOOKLET)

Languages:	6 versions (Arabic, Chinese, English, French, Spanish and Russian)
Format:	95 x 165 mm portrait
Number of pages:	30-40 pages plus 4 pages for cover
Paper:	Cover: 250gr Artprint matte Inside: 115g Artprint paper+water-based varnish (Dispersionslack matt)
Colours:	Cover: 4/0 CYMK Inside: 1/1
Binding:	Saddle Stitch

## 8. RULES OF PROCEDURES (BOOKLET)

Languages:	6 versions (Arabic, Chinese, English, French, Spanish and Russian)
Format:	95 x 165 mm portrait
Number of pages:	30-40 pages plus 4 pages for cover
Paper:	Cover: 250gr Artprint matte Inside: 115g Artprint paper+water-based varnish (Dispersionslack matt)
Colours:	Cover: 4/0 CYMK Inside: 1/1
Binding:	Saddle Stitch



## 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.

---

<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: \_\_\_\_\_

---

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

## 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.

17. List of Products/Services/Work offered:

Product/Service/Work #	Product/Service/Work Description

18. This section shall be **signed and stamped** by an official legally authorized to enter into contracts on behalf of your organization:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Bank Details**

Bank Name:  
 Bank Address:  
 Exact Account Holder Name:

**Beneficiary Details**

Beneficiary Name:  
(exactly as stated on bank statements)  
 IBAN:  
(if applicable)  
 Account number:  
 SWIFT/BIC:  
 ABA/Sort Code:

**Additional Details** (if applicable)

Correspondent bank:  
 Correspondent account number:  
 Correspondent SWIFT/BIC:  
 Tax Identification Number:

**FOR CTBTO USE ONLY**

Evaluated By: \_\_\_\_\_ Initials \_\_\_\_\_ Date: \_\_\_\_\_

Updated By: \_\_\_\_\_ Initials \_\_\_\_\_ Date: \_\_\_\_\_

Remarks:

\* 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.

## CTBTO Member States

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