

REQUEST FOR PROPOSAL



To: ALL BIDDERS

CTBTO Ref. No.: 2024-0140/JIBRIL
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

E-mail: procurement@ctbto.org

Attn:

Phone:

Fax:

Email:

Date: 07 Aug 24

Subject: Provision of Software Development and Maintenance Services as per the attached Terms of Reference.

Deadline for Submission: 06 Sep 24

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,

OIC *SBukvic*

for Sally Alvarez De Schreiner
Chief, Procurement Services Section

ACKNOWLEDGEMENT FORM

Solicitation No: 2024-0140	Closing Date: 06 Sep 24
Title: Provision of Software Development and Maintenance Services as per the attached Terms of Reference.	Vienna Local Time: 17:00

Procurement Staff: Othman Jibril

CTBTO Req. No.: 0010024998

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 Software Development and Maintenance Services* as described in the attached Terms of Reference.

The Proposal shall meet all requirements stated in the Terms of Reference and be submitted in accordance with these Instructions for Preparation and Submission of Proposals. For this project, the Commission is seeking capabilities, which will ensure that the services are delivered, 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
 - These Instructions for Preparation and Submission of Proposals, Bidder's Statement Form and with the following Attachments:
 - Attachment 1: Technical Compliance Matrix
 - Attachment 2: Evaluation Criteria and Method
 - Attachment 3: Price Schedule Form
 - Attachment 4: Procedure for submission of electronic offers in 2 sealed files
- (b) Statement of Confirmation
- (c) Vendor Profile Form
- (d) The Commission's Model Contract and its Annexes A – B;
 - o The Commission's General Conditions of Contract (Annex A), incorporate herein by reference, found at www.ctbto.org under [CTBTO General Conditions of Contract](#)
 - 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 Bid

The Proposal shall be typed, dated and signed by an official legally authorized to enter into contracts on behalf of your organization. The Proposal 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 Proposal.

The Proposal shall be submitted electronically according to the attached “PROCEDURE FOR SUBMISSION OF ELECTRONIC OFFERS IN 2 SEALED FILES”.

Bids sent by regular e-mail, unless clearly submitted as electronically sealed bids as indicated above and following the instructions outlined in Attachment 4 will not be considered and may lead to the rejection of the bidder from the procurement process.

Alternatively, the Bids may be submitted in physical form in two sealed envelopes as follows:

- (i) **One sealed envelope shall contain 1 (one) original of the Technical Proposal clearly marked as “Original Technical Proposal”. This envelope shall also contain a memory stick with 1(one) pdf of the Technical Proposal.**

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

- (ii) **The second sealed envelope shall contain 1 (one) original of the Financial Proposal marked as “Original Financial Proposal”. The second envelope shall also contain a memory stick with:**

1(one) pdf of the Financial Proposal; and
1(one) pdf of the Financial Proposal without prices

The outer envelope containing the 2 envelopes 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"

The envelope containing the Original Proposal shall be sent to the following addressee:

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

6. Closing Date and Time

The Proposal shall be received by the Commission not later than the closing date and time indicated in the Letter of Invitation or as may be extended by the Commission.

7. 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, but in any case, no later than 10 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 be sent to:

E-mail: procurement@ctbto.org
Subject: RFP No. 2024-0140/JIBRIL - Request for Clarifications

The Commission will make all reasonable efforts to issue the clarifications not later than 7 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 or this RFP 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.

8. 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 available at our website www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#). For purposes of this paragraph, "the origin" means the place from where the materials, goods and/or from which the services are supplied.

9. Type of Contract and Payment

The Commission intends to conclude firm fixed unit prices Contract(s) based on the attached Model Contract. The terms and conditions of payment for services are described in Clause 13 of the attached Model Contract.

10. 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.

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

Bidders are required to complete and follow *Attachment 1: Technical Compliance Matrix* provided as part of Instructions for Preparation and Submission of Proposals.

Point of Contact

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.

Supplier Registration Form

Bidders must submit the Supplier Registration Form available at www.ctbto.org under [Supplier registration form | CTBTO](#)

Statement of Confirmation and Bidder's Statement Form

Statement of Confirmation and Bidder's Statement Form shall be duly signed and submitted together with the Proposal.

Documents Establishing the Eligibility and Qualifications of the Bidder

The Bidder shall furnish documentary evidence of its status as an eligible and qualified supplier in accordance with the requirements set forth in the Terms of Reference. In order to award a contract to a Bidder, its qualifications must be demonstrated and documented in the Proposal to the Commission's satisfaction.

Description of Services

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 indicating how the Bidder meet or will meet each of the technical requirements.

The Commission will take into consideration the on-boarding time (off-site/on-site) needed to get familiar with the systems. The Proposal shall clearly state how many person-days are expected to be necessary for the Contractor's staff to familiarize with the system landscape. The estimated on-site/off-site days needed to get familiar with the systems shall be listed as a separate item in the proposal.

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.

Commission's Inputs

A description of the expected inputs/resources to be made available by the Commission and at what stage of the services.

Personnel

Curriculum vitae of key personnel proposed for this contract, including technical experience to perform the Work, to be include in the Technical Proposal.

Please note that it is the Bidder's responsibility alone to obtain **work permits or visa or similar** for the personnel proposed to implement this project. The Commission will make no effort nor accept any responsibility for obtaining work permits or visa or similar for the Contractor's personnel.

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

A Bidder must not, in the absence of prior written approval from the Commission, permit a person to contribute to, or participate in, any process relating to the preparation of a Quotation or the procurement process if the person:

- a. At any time during the 12 months immediately preceding the date of issue of the Solicitation was an official, agent, servant or employee of, or otherwise engaged by the Commission;
- b. At any time during the 24 months immediately preceding the date of issue of the Solicitation was an employee of the Commission personally engaged, directly or indirectly, in the definition of the requirements, project or activity to which the Solicitation relates.

In accordance with the Terms of Reference, the Contractor shall establish and maintain a Team Roster, for which at a minimum, the following information shall be provided for each of these staff as part of the Technical Proposal: Name; Role; Employed since; Type(s) of Service(s) from Section 3 in which the staff may be involved and Curriculum Vitae. Each member of the Team Roster shall be appropriately skilled and experienced to carry out the role and service(s) listed in the Team Roster.

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 States Signatories the list of which is available at www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#).

PART II: FINANCIAL PROPOSAL

Bidders are required to prepare the Price Schedule using *Attachment 3 (Price Schedule Form) as applicable*, attached to these Instructions for Preparation and Submission of Proposals. In presenting the cost for each item, adequate justification and calculation must be included in the Financial Proposal.

Clear and detailed explanations would enable the Commission 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.

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

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.

11. 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.

12. 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 requested by the Commission.

13. 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.

14. Evaluation of the Proposal and Award

- (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(s) that "most effectively satisfies the technical and operational requirements set out in the solicitation documents", subject to contractual and financial compliance.
- (c) The Commission reserves the right, as it deems appropriate, to award to a single bidder, to award to multiple bidders in any combination or not to award to any of the bidders as a result of this RFP.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

BIDDER'S STATEMENT
PLEASE STATE BELOW & SUBMIT WITH PROPOSAL

Delivery Time:

Shipping weight (kg) and Volume (m³) – 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 if applicable (it shall be for a **minimum of 24 months**, starting from the acceptance of the goods/services by the Commission) – please tick below as applicable:

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, Model 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 - list available at www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#).

Yes No Not applicable

Remarks:

Name:

Name & Title of Contact Person:

Signature & date:

ATTACHMENT 1

Technical Compliance Matrix

Provision of Software Development and Maintenance Services for the CTBTO

Below sets out the Minimum content of the Proposal and the Mandatory Requirements of the Technical Proposal.

Bidders are requested to demonstrate compliance with the requirements and add any further information in support of their Proposal. Please refer to the relevant section of the Terms of Reference for further explanation of the requirements. The information provided will form an integral part of the technical evaluation process.

Part II of this document must be completed.

Part I

Item	Minimum content
1. Executive Summary	<ul style="list-style-type: none">• Provide an overview of proposal
2. Experience, Resources and Project Management	
2.1 Corporate Profile and Values	<ul style="list-style-type: none">• Background of company, ownership, size, location, profile• Company business structure and its authority to execute all Work under the Contract.• If a consortium, provide a clear explanation of the business relationship between the members and governance for the execution of this project.• In case the Bidder requires the services of subcontractors, the Proposal shall include:<ul style="list-style-type: none">a) Relationship of the Bidder's business to any subcontractor(s) that will be used.b) Names, addresses, legal status, and qualifications of major sub-contractor(s) proposed by your organization.• The scope of work and nature of subcontracting.
2.2 Corporate Experience	<ul style="list-style-type: none">• The proposal should detail the Bidder's experience in executing work of similar scope and complexity.
2.3 Requirements for the Contractor	<ul style="list-style-type: none">• The Proposal should address and describe all requirements spelled out under Section 4 of the Terms of Reference (ToR).

2.4 Risk Management	Please provide a detailed risk assessment plan at the beginning of the project including identifying potential obstacles to successful software delivery. Risks, including technical issues, scope changes, responses to the standard and urgent/emergency issues, resource constraints, schedule delays, integration issues, and third-party dependencies, should be regularly updated with project milestones. Please check Section 5.4 of the ToR for more details.
3. Meeting the Requirements	
3.1 Understanding of the ToR	<ul style="list-style-type: none"> • Please describe your understanding of the services that are to be provided under this ToR, detailing key assumptions that impact the Technical Proposal. • Please discuss how you propose to address some of the sample tasks listed in Section 2 (Scope of Work) of the ToR.
4. Contractor's key staff	
4.1. Visa & Work Permits	Provide written confirmation that the Bidder understands and agrees to take responsibility for obtaining any Visa and/or work permits, which may be required to perform the Work under the Contract. The CTBTO does not sponsor work permits for contractors.
4.2. Documentation and Reporting	<ul style="list-style-type: none"> • Provide written assurance that all reports, documentation, and communication (written and oral) supplied to the Commission shall be in English and submitted in electronic form. • Provide written assurance that all documentation will adhere to the IDC Documentation Standards, samples of which will be provided to the successful Contractor.
5. Model Contract	
<ul style="list-style-type: none"> • A statement that the bidder has carefully reviewed the Model Contract and its Annexes and agrees with all its terms and conditions. 	

Part II- Compliance Matrix

Ref No. of ToR	Requirements <i>A section-by-section response to each section of the Terms of Reference is included in the Proposal</i>	Bidder's Response		Indicate the section in your Proposal and ensure that it is sufficiently described in the Proposal
		<i>Please tick whichever is applicable</i>		
Requirement for the Contractor				
3	Minimum five (5) years of experience in the use of agile project management methodology			
3	Minimum five (5) years of experience in providing software development services using Scrum as framework			
3	Minimum of three (3) years of experience working with a modern issue tracking and ticket management systems, preferably Jira			
3	Use English language for all written and oral communication with the Commission			

Requirement for the Contractor's Personnel				
4	Minimum ten (10) years of experience in the development and maintenance of web application			
4	Minimum three (3) years of experience in integrating, maintaining and deploying video-streaming and video-on-demand systems			
4	Minimum three (3) years of experience in integrating, maintaining and deploying document management systems			
4	Minimum ten (10) years of experience as a software developer in web development			
4	Minimum five (5) years of experience with .NET/C# development			
4	Minimum five (5) years of experience in HTML5, CSS3, JavaScript (ES5 and ES6+), TypeScript; CSS pre-processors (SASS, Less, Stylus); React, Node.js, Express or Next.js			
4	Minimum three (3) years of experience with Git and Gitlab			
4	Minimum three (3) years experience with Docker			
4	A minimum of three (3) years of SCRUM framework experience and other Agile frameworks like Kanban			
4	Direct experience, a minimum of three (3) years, with Jira's Scrum and Kanban board			
4	A minimum of five (5) years of experience as member of a cross-functional team			
4	A minimum of ten (10) years of experience, providing software maintenance and support services for complex and custom software systems			

4	Minimum three (3) years, with SQL and database programming, ideally using PostgreSQL & MS SQL Server database, experience designing data access layers and data models for an application			
4	A minimum of ten (10) years with all elements of the software development lifecycle: eliciting and documenting business process flows, use cases, requirements, quality management plans, user acceptance testing, and end-user training			
4	Working knowledge, a minimum of ten (10) years of the security aspects of web application design, coding, and testing			
4	Minimum three (3) years of experience working with Java programming language, frameworks and tooling			
4	Minimum three (3) years of experience working with Python programming language, frameworks and tooling			
4	Minimum three (3) years of experience working with GraphQL on both client and server			
4	Minimum one (1) years of experience working with timekeeping systems			
4	Minimum three (3) years of experience with build automation and continuous delivery (Jenkins or GitLab)			
4	Effective communication skills in English with the ability to participate in meaningful and articulate verbal discussions supported by graduation from an English secondary school or university; or a certificate showing the sufficient knowledge level of English language in equivalent of B2 CEFR level			

Organization of the Work				
5	The Contractor shall follow the “Release Early, Release Often” (REERO) software development philosophy			
5	The Contractor agrees to follow standard coding style, and require implementation of unit tests as well as the use of open-source libraries where possible			
5	The Contractor agrees to follow Security Verification Requirements (as listed in Section 5.3 of TOR)			
5	The Contractor shall use Git/GitHub software version control system to implement and deliver all software changes			
5	The Contractor shall use Commission’s Jira Ticketing software to report and track all software changes			
Additional Information				
5.2	The Contractor shall provide report summary and status of all technical activities done			
5.2	The Contractor shall provide report summary and status of all security issues and vulnerabilities discovered, introduced by external software modules, extensions or libraries			
Risk Management				
5.4	The Contractor shall provide a thorough risk assessment plan at the project’s commencement to identify potential risks that could impact the successful execution of the of the implementation activities outlined in the Terms of Reference			
5.4	Upon the project’s satisfactory completion, the Contractor shall conduct a final review and document results of the identified, mitigated and not materialized risks			

Attachment 2

Evaluation Criteria and Method Provision of Software Development and Maintenance Services

No.	TOR REF	1.QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL
1	Section 2.5	The Contractor has extensive experience and knowledge in performing tasks within an agile framework process to execute and manage the project requirements.	PASS/FAIL
2	Secton 4	The Contractor has extensive professional experience and knowledge in designing, configuring, implementing and maintaining software solutions with Javascript/Typescript and React/Node.js software development languages and frameworks.	PASS/FAIL
3	Section 4	The Contractor has extensive professional experience and knowledge in designing, configuring, implementing and maintaining software solutions with C# and .NET software development language and frameworks.	PASS/FAIL
4	Section 4	Profound knowledge of the English language for clear written and oral communication with the Commission.	PASS/FAIL

Only bidders who pass all above criteria will be considered for the point system evaluation (2nd stage)

No.	TOR REF	2.TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Points		
		Quality of the Proposal	Max Points	Factor	Weighted Score
5	Section 2	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity	5	2	10
6	Section 2	Understanding of the scope of work and the responsibilities of the Contractor	5	2	10
		Subtotal	10		20
No.	TOR REF	Requirements for the Contractor	Max Points	Factor	Weighted Score
7	Section 3	Minimum five (5) years of experience in the use of agile project management methodology	5	2	10
8	Section 3	Minimum five (5) years of experience in providing software development services using Scrum as framework	5	2	10
9	Section 3	Minimum of three (3) years of experience working with a modern issue tracking and ticket management systems, preferably Jira	5	1	5
		Subtotal	15		25
No.	TOR REF	Requirements for the Contractor's personnel	Max Points	Factor	Weighted Score
10	Section 4	Minimum ten (10) years of experience in the development and maintenance of web application	5	2	10
11	Section 4	Minimum three (3) years of experience in integrating, maintaining and deploying video-streaming and video-on-demand systems	5	2	10
12	Section 4	Minimum three (3) years of experience in integrating, maintaining and deploying document management systems	5	2	10
13	Section 4	Minimum ten (10) years of experience as a software developer in web development	5	3	15
14	Section 4	Minimum five (5) years of experience with .NET/C# development	5	2	10
15	Section 4	Minimum five (5) years of experience in HTML5, CSS3, JavaScript (ES5 and ES6+), TypeScript; CSS pre-processors (SASS, Less, Stylus); React, Node.js, Express or Next.js	5	3	15
16	Section 4	Minimum three (3) years of experience with Git and Gitlab	5	1	5
17	Section 4	Minimum three (3) years experience with Docker	5	2	10
18	Section 4	A minimum of three (3) years of SCRUM framework experience and other Agile frameworks like Kanban	5	1	5
19	Section 4	Direct experience, a minimum of three (3) years, with Jira's Scrum and Kanban board	5	2	10
20	Section 4	A minimum of five (5) years of experience as member of a cross-functional team	5	1	5
21	Section 4	Minimum three (3) years, with SQL and database programming, ideally using PostgreSQL & MS SQL Server database, experience designing data access layers and data models for an application	5	2	10
22	Section 4	A minimum of ten (10) years of experience, providing software maintenance and support services for complex and custom software systems	5	2	10

23	Section 4	A minimum of ten (10) years with all elements of the software development lifecycle: eliciting and documenting business process flows, use cases, requirements, quality management plans, user acceptance testing, and end-user training	5	2	10
24	Section 4	Working knowledge, a minimum of ten (10) years of the security aspects of web application design, coding, and testing	5	2	10
25	Section 4	Minimum three (3) years of experience working with Java programming language, frameworks and tooling	5	2	10
26	Section 4	Minimum three (3) years of experience working with Python programming language, frameworks and tooling	5	2	10
27	Section 4	Minimum three (3) years of experience working with GraphQL on both client and server	5	2	10
28	Section 4	Minimum one (1) years of experience working with timekeeping systems	5	1	5
29	Section 4	Minimum three (3) years of experience with build automation and continuous delivery (Jenkins or GitLab)	5	2	10
		Subtotal	100		190
		Grand Total	125		235

The minimum number of Points to be received is 75, resulting from min of 3 points in each criterion.

EVALUATION METHOD:

1. Technical Evaluation:

The technical evaluation process will be done in two stages:

1) Stage 1: Technical proposals will first be evaluated against the mandatory requirements outlined in section 1 above, on a PASS/FAIL basis.

Compliance with all mandatory requirements is required in order to pass stage 1 of the technical evaluation and to be further considered for stage 2 of the evaluation process;

2) Stage 2: The technical proposals that have passed stage 1 of the technical evaluation process, will be evaluated against the weighted criteria set forth in the evaluation matrix above.

In order to pass this stage, bidders **must obtain at least 75 POINTS** and a score of and in accordance with the scoring table indicated below:

TABLE 2

Points	Scoring
0	Response incomplete, inadequate and/or non-responsive to the criterion. Bidder does not clearly understand the criterion.
1 - 2	Not satisfactory - very basic technical, functional, or performance related.
3	Meets the minimum requirement of a criterion.
4	The criterion above minimum acceptable levels.
5	Substantially exceeds the minimum requirements of the criterion.

2. Financial and commercial evaluation

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

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

Legend:

X= points 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 weight of the technical and financial components is **60%** and **40%** respectively, subject to contractual acceptability.

The Contract will be awarded to the bidder who receives the highest combined score resulting from the technical and financial evaluations, subject to contractual acceptability.

ATTACHMENT 3 Price Schedule Form

Provision of Software Development and Maintenance Services On a Call-off Basis (WOs)

Description (ToR): Tasks under Section 2 (Scope of Work)	Unit	QTY	FIRM	OPTIONAL		
			Initial Call-off period 12 months 250 days Unit Price	1st ext. period 12 months 250 days Unit Price	2nd ext. period 12 months 250 days Unit Price	3rd ext. period 12 months 250 days Unit Price
Off-site Rate: Max. Est. 202 person-days /each period	Person/Day	1				
On-site Rate Max. Est. 48 person days/each period (excluding Travel Cost).	Person/Day	1				
Travel Cost:			Unit Price	Unit Price	Unit Price	Unit Price
(i) Return Ticket/Trip per person : Max. est No. of trips: 48 trips of 1 day each per period	RT/Trip	1				
(ii) DSA (Daily Subsistence Allowance) per On-site working day: 48 days per period	Day	1	Do not quote for DSA -Please see below notes	Do not quote for DSA - Please see below notes	Do not quote for DSA -Please see below notes	Do not quote for DSA - Please see below notes

NB:

- 1) Please specify currency (**USD or Euro only**). The rates shall be firm and fixed throughout the term of the Contract.
- 2) This is a unit-based Contract. The exact number of working days will be determined/called-off in the form of Work Orders (WOs) at the rates quoted in this Attachment.
- 3) The person-days noted are an upper limit, and the Commission reserves the right, at its sole discretion, to call-off fewer person-days or no person-days at all.
- 4) For evaluation purposes, bidders shall provide the cost of return ticket.**
- 5) Bidders shall not quote for Daily Subsistence Allowance (DSA), it shall be calculated and paid based on the values provided by the International Civil Service Commission (ICSC) and available in their website (as applicable at the time of issuing the work order (WO)).**

Attachment 4

“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 (labeling 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.

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)

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.

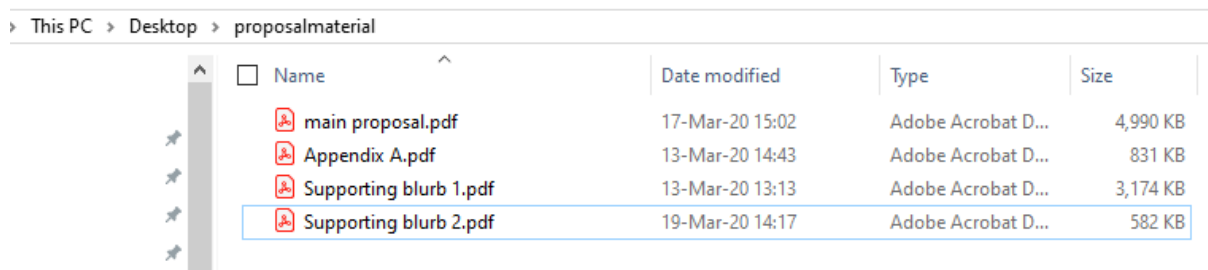


Figure 1 An example set of files to be submitted

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 filename, 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.

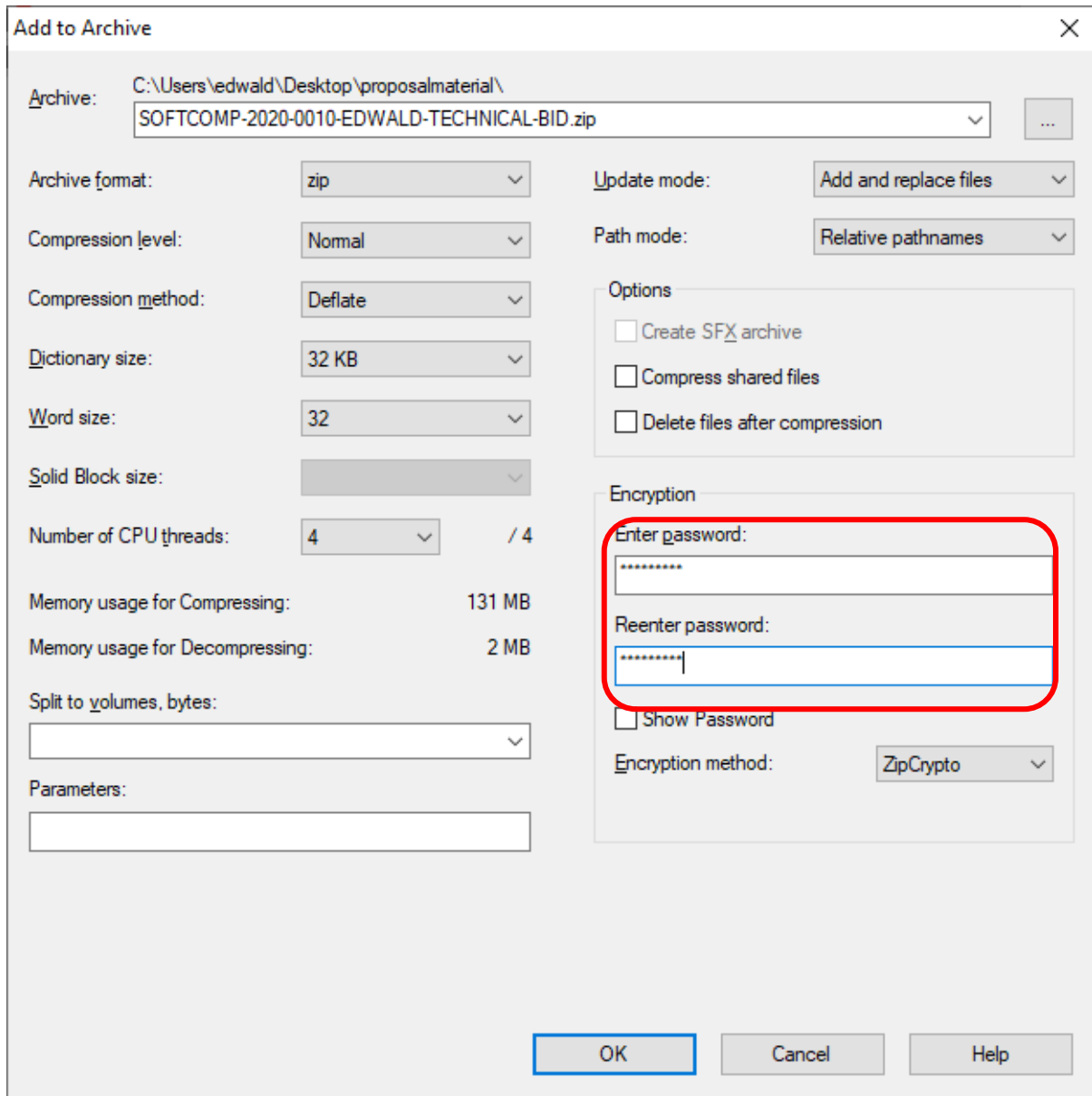


Figure 2 Creating an Archive

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.)

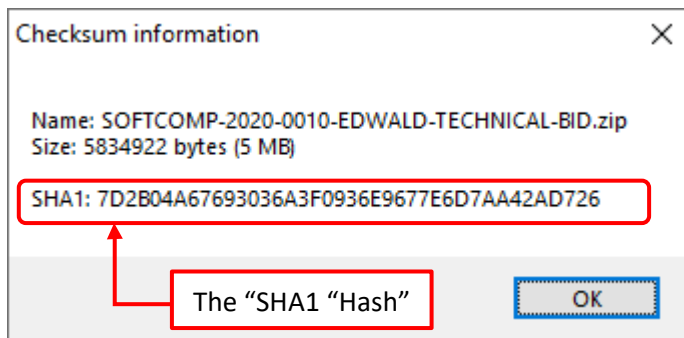


Figure 3 SHA1

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 (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

IMPORTANT NOTE: As stated above, only send the Encryption Key for the Technical Offer to the bid_keys@ctbto.org mailbox when sending your Technical and Financial Offer to the 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) 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.

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.

CONTRACT No. 2024-xxxx

(SAP No.xxxxxxxxxx)

between

THE PREPARATORY COMMISSION

FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY

ORGANIZATION

and

CONTRACTOR NAME

for

the provision of services pertaining to

SOFTWARE DEVELOPMENT AND MAINTENANCE SERVICES

This Contract comprises this cover page, a table of contents, 9 (nine) pages of text, a signatories page, a List of Annexes and 3 (three) Annexes (A to C)

Aug 2024

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MODEL CONTRACT No. 2024-xxxx

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 xx/xx/xxxx.

“**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.

“**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 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, for the provision of Software Development and Maintenance Services (hereinafter referred to as the “**Services**” or “**Work**”) to the Commission.

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 Work in the form of WO within a period of one (1) year from the Effective Date or the performance of a maximum of 250 (two hundred fifty) person-days by the Contractor, whichever occurs first (hereinafter referred to as the “**Call-off Period**”). The commencement and completion date for the performance of the Work (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 three (3) times, 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 and Annex C.
- (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 labor rates/fees set out in Annex C;
- (ii) subject to sub-clause (b) below, for each WO issued during the optional extension of the Call-off Periods specified in Clause 4(ii) above, the firm fixed labor rates/fees set out Annex C;
- (iii) per diem charges (DSA), which cover lodging, meals and incidental travel expenses, based on the United Nations Daily Subsistence Allowance (UN DSA) rates effective at the time of the respective travel (the WO, will include the UN DSA rates applicable at the time of issuance of the WO), unless agreed otherwise by the Commission in the relevant WO;
- (iv) the actual incurred travel costs, excluding DSA, on the basis of simple economy return tickets for the most direct route, not to exceed the estimated travel costs in the relevant WO by more than 10%;

hereinafter referred to as the “Contract Price”.

- (b) In the event that the Commission decides to extend the Call-off Period earlier than the end of the 12-month period, as foreseen in Clause 4 of this Contract, the Contactor will be paid for the person-days called off in this period as follows:
 - (i) until the expiry of the initial Call-off Period, the daily rate set out in subparagraph (a)(i) above;
 - (ii) after the expiry of the initial Call-off Period, the daily rate agreed for the respective extension (subparagraph (a)(ii)), as applicable.
- (c) 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 drawn up 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 and any WO 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*

For submission of 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*

For invoices related enquiries:

Payments@ctbto.org

(b) The Contractor:

For Contractual Issues and Invoices and Related Enquiries:

Name:

Position

Address

Tel:

Email:

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.

24 SOFTWARE LICENCE

The Commission hereby grants the Contractor a non-exclusive, non-transferable, irrevocable license to use the Software for the duration of the Contract and for the purpose of doing the Work under the Contract. The use of the source code is only for the duration of the Contract and for the Work required under the Contract. All title, ownership rights and intellectual property rights in and to the Software shall remain with the Commission. The Contractor acquires no title, right or interest in the Software, other than the license(s) specifically granted herein by 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

Annex B

TERMS OF REFERENCE

For the Provision of Software Development and Maintenance Services

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1. INTRODUCTION

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the “CTBTO”) is the international organization setting up the global verification system foreseen under the Comprehensive Nuclear-Test-Ban Treaty (hereinafter referred to as the “CTBT”), which is the Treaty banning any nuclear weapon test explosion or any other nuclear explosion. The Treaty provides for a global verification regime, including a network of more than 300 stations worldwide, a communication system, an International Data Centre and on-site inspections to monitor compliance.

The CTBTO develops, maintains and supports various web-based applications to support its business processes. These applications are built using numerous software stacks, including Microsoft ASP.NET, NodeJS/Angular.JS and Apache Tomcat.

To continue development and maintenance of these web-based applications, the CTBTO is requesting expert web development services that provide experience in the technologies used as well as domain specific expertise.

2. SCOPE OF WORK

The Commission seeks to establish one (1) year Contract, subject to three (3) extensions of one (1) year each.

These Terms of Reference (hereinafter referred to as “ToR”) form the technical framework for the supply of on-site and off-site software engineering services for business/administrative applications development and maintenance (hereinafter referred to as “Services”).

The Commission is looking for the following software engineering services:

- 2.1 Design and development of new software or major enhancements to existing software
- 2.2 Second level support and maintenance for existing software systems

These ToR define the technical requirements the Contractors and their services shall meet.

The maximum volume of work per year will be two hundred and fifty (250) person-days. This volume is just an indication, and the Commission reserves the right, at its sole discretion, to call off less or no person-days at all.

The Commission will take into consideration the on-boarding time needed to get familiar with the systems. The proposal shall clearly state how many person-days are expected to be necessary for the Contractor’s staff to familiarize themselves with the existing applications. The proposal shall also include the cost for the onboarding person-days. The estimated onboarding days shall be listed as a separate item in the proposal.

2.1 Existing system Landscape

The Contractor will provide development, implementation, configuration, maintenance and support services for the various planned software projects and existing software systems of the Commission. The systems in question, amongst others, would be:

Experts Communication System (ECS)

The Expert Communication System is the primary platform of the organization to interact with experts and delegates from member states. It provides meeting information including the meeting program, access to official and other document, discussions and playback of video recordings of meetings. It is implemented in React UI and Next.js backend interfaced over GraphQL, PostgreSQL as database, TypeSense search engine, Nodemailer for sending emails and everything running inside a Docker Linux container, hosted on a Linux Redhat Server.

FlexTime

FlexTime is an application used for time and Leave management.. It utilizes several wall-mounted RFID badge readers to assist in the time recording process. It is implemented in ASP.NET/C# and jQuery with newer components using React. The database is Microsoft SQL Server and it is running on a windows machine under Microsoft IIS.

Badge readers are using Raspberry PI, running a web application on Linux OS. The application is integrated with Microsoft Teams for leave approval.

2.2 Design and development of new software or major enhancements to existing software

Development of new software and major enhancements to existing software generally involves the execution of the software design and implementation phases, through the established change management and release processes of the organization. The Contractor will also be heavily involved in requirements definition for these systems.

The work involves the following main activities:

- Defining requirements in accordance with the organization's requirements engineering practices or reviewing and refining existing requirements specifications. The outcome of this step would be a requirements document, forming the basis for further planning the work;
- Scheduling of the deliverables and estimating the effort to execute the work;
- Analysis, design, coding and testing;
- Development of acceptance test plans;
- Delivery, acceptance support and implementation support of each deliverable;
- Delivery of the documentation agreed for each project, typically consisting of Software Design Description, Software User Manual, Software Installation Manual, and Software Administration Manual.

The above activities would be executed in an iterative or continues work-flow fashion in accordance to Agile software development methodology.

Examples of software projects that the Commission will request to the Contractors to work on are:

- Development and integration of new modules for ECS;
- Development and integration of new modules for the Flextime timekeeping systems

2.3 Second level support and maintenance for existing software systems

Provision of second-level support and maintenance for existing systems generally involves the review and execution of the software transition and operation phases through the provision of support and maintenance services, mainly for custom software systems.

The work may involve the following steps:

- Perform troubleshooting;
- Provide proactive and/or reactive support services;
- Analysis of the current functionality of a software system;
- Implement software patches and updates;
- Migrations for major releases of software;
- Implement deployment and release policies;
- Provide installation and usability assistance;
- Provide training or other services associated with operating the software.

2.4 Deliverables

The Commission will provide deliverables, tasks and responsibilities when requesting the work on call-off basis (see [Section 4 below](#)).

2.5 Methodology approach

The project shall start by means of a kick-off meeting no later than two (2) weeks after the Contract's signature. The onboarding period shall start no later than two (2) weeks after the kick-off meeting and the remaining services (Work Orders) shall start immediately after the onboarding period.

The Commission may ask for Services as described in [Section 2](#) through the issuance of Work Orders (WOs). The work will be organized based on Scrum or Kanban, and each WO will correspond to a Scrum Sprint with defined scope, duration and deliverables; or Kanban specific time-frame with prioritized evolutionary work-flow.

The Commission will adopt a time-boxed agile approach based on deliverables (user stories) and priorities.

The work will be organized in Sprints or Kanban timeframes of two (2) weeks to develop features and major enhancements to the existing code.

The Commission will act as the Product Owner and will coordinate and collaborate with the selected Scrum team, setting the priorities and maintaining the list of activities and tasks to be done in the Commission's JIRA system.

The Product Owner will or will not accept deliverables during the Sprint review meetings, according to the Definition of Done (DoD) that will be discussed and agreed at the kick-off meeting of the project.

2.6 Location of Performance

Most services shall be executed remotely at the Contractor's own premises and using the Contractor's own equipment and infrastructure.

The Contractor may be required to work at the Commission's premises at most 1 day per week, not exceeding 48 days per year. The contractor shall agree on the number of onsite days prior to the issuance of the Work Order. The proposal shall clearly indicate the travel costs for each visit to the Commission's premises considering at least one visit per week.

3. REQUIREMENTS FOR THE CONTRACTORS

The Contractor shall:

- Have a minimum of five (5) years of experience in the use of agile project management methodology;
- Have a minimum of five (5) years of experience in providing software development services using Scrum as framework;
- Have a minimum of three (3) years of experience working with a modern issue tracking and ticket management systems, preferably Jira;
- Use the English language for all written and oral communication with the Commission.

4. REQUIREMENTS FOR THE CONTRACTOR'S PERSONNEL

The contractor shall submit resumes of their key personnel that will be assigned to CTBTO on demand. CTBTO shall have the right to refuse any personnel and the contractor shall replace him/her within 2 weeks from the point of refusal. The contractor personnel must have the following skills:

- Minimum ten (10) years of experience in the development and maintenance of web application;
- Minimum three (3) years of experience in integrating, maintaining and deploying video-streaming and video-on-demand systems.
- Minimum three (3) years of experience in integrating, maintaining and deploying document management systems.
- Minimum ten (10) years of experience as a software developer in web development.
- Minimum five (5) years of experience with .NET/C# development;
- Minimum five (5) years of experience in HTML5, CSS3, JavaScript (ES5 and ES6+), TypeScript; CSS pre-processors (SASS, Less, Stylus); React, Node.js, Express or Next.js
- Minimum three (3) years of experience with Git and Gitlab;
- Minimum three (3) years' experience with Docker;

- A minimum of three (3) years of SCRUM framework experience and other Agile frameworks like Kanban;
- Direct experience, a minimum of three (3) years, with Jira’s Scrum and Kanban board;
- A minimum of five (5) years of experience as member of a cross-functional team;
- Recent professional experience and a minimum of three (3) years, with SQL and database programming, ideally using PostgreSQL & MS SQL Server database, experience designing data access layers and data models for an application;
- A minimum of ten (10) years of experience, providing software maintenance and support services for complex and custom software systems;
- A minimum of ten (10) years with all elements of the software development lifecycle: eliciting and documenting business process flows, use cases, requirements, quality management plans, user acceptance testing, and end-user training;
- Working knowledge, a minimum of ten (10) years of the security aspects of web application design, coding and testing.
- Minimum three (3) years of experience working with Java programming language, frameworks and tooling
- Minimum three (3) years of experience working with Python programming language, frameworks and tooling
- Minimum three (3) years of experience working with GraphQL on both client and server;
- Minimum one (1) years of experience working with timekeeping systems;
- Minimum three (3) years of experience with build automation and continuous delivery (Jenkins or GitLab);
- Effective communication skills in English with the ability to participate in meaningful and articulate verbal discussions supported by graduation from an English secondary school or university; or a certificate showing the sufficient knowledge level of English language in equivalent of B2 CEFR level.

5. ORGANIZATION OF WORK

The Work and deliverables, after being evaluated and accepted as satisfactory by the Commission, will form the basis for invoicing and payment.

The Contractor shall deliver software through incremental releases according to the Agile software development methodology (specifically Scrum Sprints or Kanban throughputs). In particular, the Contractor shall follow the “Release Early, Release Often” (RERO) software development philosophy which emphasizes the importance of early and frequent releases in creating a tight feedback loop between developers, testers and users. Each new delivery shall include a description of the changes done relatively to the previous release, along with a list of files modified by each change.

All software developed under this contract shall

- follow standard coding style, and require implementation of unit tests as well as the use of open-source libraries where possible;
- follow Security Verification Requirements (as listed in [Section 5.3](#));

- compile and run under CTBTO standard environment (defined in [Section 2.1](#) above).

The Contractor will maintain the software in a Git/Gitlab version control system and deliver its releases via this version control system.

The Commission has a change management process in place that covers reporting and tracking software problems.

The Commission is using an Integrated Ticketing System based on the Jira software to support this change management process. The Contractors personnel shall familiarize themselves with this process and follow it when releasing software upgrades. All Work Orders related to this contract will be registered directly into the Commission's Jira system.

The Contractor shall update the respective documentation to reflect changes caused by any upgrade to the software. All documentation shall adhere to the Commission's Documentation Standards. Both standards mentioned above are available to the Contractor, upon request, after the entry into force of the Contract.

5.1 Work environment

If needed, the Commission will provide the Contractor the remote access to the relevant infrastructure in the PTS network. «Infrastructure» comprises, but is not limited to, software, servers, VLANs and databases. Contractor's work will be executed at Contractor's own premises with Contractor's equipment, except where work requires different conditions, previously agreed with the Commission.

For on-site Services provided at the PTS headquarters in Vienna, Austria, the working language is English and the normal weekly working hours are forty (40), Monday to Friday. The working period in a given day is based on actual needs even though the usual working hours Mondays to Fridays are between 08:00am and 06:00pm.

5.2 Reports

The Contractor shall submit Monthly Reports to the Commission, electronically via email and within the first five (5) working days of each calendar month, describing all the activities performed during the preceding month, including:

- Summary of technical support activities done;
- Status of active technical support issues;
- Status of tickets, bug reports and possible fixes;
- Status and updated plan for all active development tasks.
- Reports on security issues and vulnerabilities of the delivered modules or extensions. In particular, results should demonstrate that the delivered software meets security verification requirements, listed in [Section 5.3](#) below.

5.3 Security Verification Requirements

The Contractor must demonstrate that industry standard practices have been applied during development and testing to assure the quality and security of the final product.

In each monthly report, the Contractor must follow and compile the following checklist for security requirements, providing a report of tests done and their results:

#	Description	Test Passed
1.1	Verify that server-side input validation failures result in request rejection and are logged	
1.2	Verify that all database queries are protected using parameterized queries or proper ORM usage to avoid SQL injection.	
1.3	Verify that the application is not susceptible to LDAP Injection, or that security controls prevent LDAP Injection.	
1.4	Verify that the application is not susceptible to Remote File Inclusion (RFI) or Local File Inclusion (LFI) when content is used, that is a path to a file.	
1.5	Verify that the application is not susceptible to XPath injection or XML injection attacks.	
1.6	Verify that all string variables placed into HTML or other web client code are either properly contextually encoded manually or utilize templates that automatically contextually encode to ensure the application is not susceptible to reflected, stored or DOM Cross-Site Scripting (XSS) attacks.	
1.7	Verify that the application has defenses against HTTP parameter pollution attacks, particularly if the application framework makes no distinction about the source of request parameters (GET, POST, cookies, headers, environment, etc.)	
1.8	Verify that all input data is validated, not only HTML form fields but all sources of input such as REST calls, query parameters, HTTP headers, cookies, batch files, RSS feeds, etc.; using positive validation (whitelisting), then lesser forms of validation such as greylisting (eliminating known bad strings) or rejecting bad inputs (blacklisting).	
1.9	Verify that unstructured data is sanitized to enforce generic safety measures such as allowed characters and length, and characters potentially harmful in	

	given context should be escaped (e.g. natural names with Unicode or apostrophes, such as ねこ or O'Hara)	
1.10	Verify that all untrusted HTML input from WYSIWYG editors or similar is properly sanitized with an HTML sanitizer library or framework feature.	
1.11	Verify that where data is transferred from one DOM context to another, the transfer uses safe JavaScript methods, such as using innerText or .val to ensure the application is not susceptible to DOM Cross-Site Scripting (XSS) attacks.	
1.12	Verify when parsing JSON in browsers or JavaScript-based backends, that JSON.parse is used to parse the JSON document. Do not use eval() to parse JSON.	
1.13	Verify that the application correctly restricts XML parsers to only use the most restrictive configuration possible and to ensure that dangerous features such as resolving external entities are disabled.	
1.14	Verify that deserialization of untrusted data is avoided or is extensively protected when deserialization cannot be avoided.	
1.15	Verify that the application is protected against the OWASP Top Ten Most Critical Web Application Security Risks (https://www.owasp.org/index.php/Category:OWASP_Top_Ten_Project)	

5.4 Risk Management

The Contractor shall provide a thorough risk assessment plan at the commencement of the contract to identify potential risks that could impact the successful execution of the implementation activities outlined in this Terms of Reference (ToR). Risks may include, but are not limited to, technical challenges, changes in project requirements/scope, resource constraints, schedule delays, integration difficulties, and third-party software dependencies. The risk assessment plan should be consistently updated, aligning with the delivery of project milestones or significant accomplishments.

Upon the project's satisfactory completion, the Contractor is obligated to conduct a final review of the initially identified risks. Risks that have been effectively mitigated or did not materialize should be officially closed, accompanied by appropriate documentation. The insights gained from the risk management process should be methodically documented and shared with the client, thereby contributing to the knowledge repository for forthcoming software development endeavors.

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).¹
- 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.

¹ 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.¹

Name (print): _____

Signature: _____

Title/Position: _____

Place (City and Country): _____

Date: _____

¹ <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) PLEASE INCLUDE A COPY OF THE CERTIFICATE OF INCORPORATION		
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	Beneficiary Details
Bank Name:	Beneficiary Name: (exactly as stated on bank statements)
Bank Address:	IBAN: (if applicable)
Exact Account Holder Name:	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.