

## INVITATION TO BID

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THIS IS NOT AN ORDER

**To:** ALL BIDDERS

**CTBTO Ref. No.:** 2024-0131/Sanz  
(PLEASE QUOTE ON ALL COMMUNICATIONS)

*Sally Alvarez*

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

**Attn.:**

Phone:  
Fax:  
Email:

**Date: 6 September 2024**

**Title of Request:** Provision of gravimeter and related accessories

**Deadline for Submission:** 23 Sept 2024

**Vienna Local Time:** 17:00

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The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the 'Commission') hereby invites you to bid the following items as per conditions listed under Annex B- Technical Specifications .

<b>Item</b>	<b>Description and Requirements</b>	<b>Quantity</b>	<b>U/M</b>
1	Gravimeter and related accessories as per attached Specifications	1	Piece

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

Yours sincerely,

*SAS*  
Sally Alvarez de Schreiner  
Chief, Procurement Services Section

**ACKNOWLEDGEMENT FORM**

<b>Solicitation No:</b> 2024-0131	<b>Closing Date:</b> 23 Sept 2024
<b>Title:</b> Purchase of a gravimeter for OSI	<b>Vienna Local Time:</b> 17:00

**Procurement Staff:** Eileen Sanz

**CTBTO Req. No.:** 0010025080

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

<b>A: We shall submit our bid</b>	
By: _____ (date)	Company Name: _____ Contact Name: _____ Email/Tel: _____

<b>B: We may submit and will advise</b>	
By: _____ (date)	Company Name: _____ Contact Name: _____ Email/Tel: _____

<b>C: We will not submit a bid for the following reason(s)</b>	
<input type="checkbox"/> our current workload does not permit us to take on additional work at this time;	
<input type="checkbox"/> we do not have the required expertise for this specific project;	
<input type="checkbox"/> insufficient time to prepare a proper submission;	
<input type="checkbox"/> other (please specify) _____	
Company Name: _____	
Contact Name: _____	
Email/Tel: _____	

## INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF BIDS

### 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. More information can be found on the Commission's website: [www.ctbto.org](http://www.ctbto.org).

This Invitation to Bid (ITB) is for the provision of goods as described in the attached Technical Specifications for the “**Provision of Gravimeter for OSI**” (hereinafter referred to as the “Goods” and/or the “Equipment” and/or the “Services”),

The Bid shall meet all requirements stated in these Instructions and the Technical Specifications.

In case of an award, the following documents shall govern the Purchase Order and in case of discrepancies or inconsistencies, the documents to prevail shall be given precedence in the following order:

- (a) The Commission's Purchase Order;
- (b) The Commission's General Conditions of Contract (Annex A to the Purchase Order);
- (c) Technical Specifications (Annex B to the Purchase Order);
- (d) The Bidder's Offer (Bid) (Annex C to the Purchase Order).

### 2. Documents included in this Invitation to Bid (ITB)

This ITB consists of the following documents:

- 1) Letter of Invitation;
- 2) These Instructions for Preparation and Submission of Bids, including the Bidder's Statement, with its Attachments:
  - Attachment 1: Procedure For Submitting Electronic Offers In 2 Sealed Files
  - Attachment 2: Technical Evaluation Matrix
  - Attachment 3: Financial Bid – Price Schedule Form;
- 3) List of CTBT State Signatories available at [www.ctbto.org](http://www.ctbto.org) under [Status of Signatures and Ratifications | CTBTO](#) and incorporated hereby by reference;
- 4) The Commission's General Conditions of Contract (Annex A) available at [Microsoft Word - CTBTO General Conditions of Contract 08-10-2021 final clean.docx](#) and incorporated hereby by reference;
- 5) The Commission's Technical Specifications (Annex B);
- 6) Vendor Profile Form; and
- 7) Statement of Confirmation.

**3. Amendment of the ITB Documents**

At any time prior to the closing date for submission of Bid, the Commission may, for any reason, modify the ITB 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 Bid.

**4. Language of the Bid**

The Bid and all correspondence and documents relating to it shall be in English.

**5. Format and Submission of the Bid**

The Bid shall be typed, dated and signed by an official legally authorized to enter into contracts on behalf of your organization. The Bid shall not contain any interlineation, erasures or overwriting except as necessary to correct errors, in which case such corrections shall be initialled by the authorized person(s) signing the Bid.

**The Bid shall be submitted electronically according to the attached “PROCEDURE FOR SUBMITTING 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 1 to this document will not be considered and may lead to the rejection of the bidder from the procurement process.**

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

**6. Request for Clarifications and Contacting the Commission**

The Commission will issue clarifications, if required. Bidders are requested to e-mail any questions pertaining to this ITB as soon as possible after receipt of the solicitation documents, but in any case no later than seven (7) business days prior to the Closing Date. No requests for clarifications will be entertained after this time. Questions will only be accepted via e-mail and should be sent to:

E-mail: [procurement@ctbto.org](mailto:procurement@ctbto.org)  
Subject: ITB No. 2024-0131 - Request for Clarifications

The Commission will make all reasonable efforts to issue the clarifications not later than five (5) business days prior to the Closing Date.

Except in the case of responding to an ITB clarification, no bidder shall contact the Commission on any matter relating to the Bid after its submission and until the award of the Purchase Order. Any attempt to influence the Commission in its evaluation of the Bid or the award decision may result in rejection of the Bid.

**7. Eligible Goods and Services**

The goods and services (if any) to be rendered under the Purchase Order shall have their origin in the States Signatories of the Comprehensive Nuclear-Test-Ban Treaty (CTBT) which is available in the CTBTO website at [www.ctbto.org](http://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.

## **8. Type of Contract and Payment**

The Commission intends to conclude a firm fixed price based on the Commission's Purchase Order. The terms and conditions of payment are as follows:

Within 30 days of receipt and acceptance of the goods/services and of the following documents:

- (1) Invoice(s) showing the firm fixed price of the Purchase Order. The Supplier shall submit an invoice electronically, from the Supplier's official e-mail address in PDF format, duly signed and stamped by the Supplier and submitted to the Commission's email address specified in the Purchase Order. Each invoice shall contain the Purchase Order number (CTBTO and SAP numbers), detailed banking instructions, including the name and address of the Supplier's bank, account number, account holder's name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer. and actual pre-paid transportation & insurance cost (if applicable);
- (2) Air Way Bill and Packing List;
- (3) Delivery Note acknowledged by the CTBTO TeST Centre Receiving Area staff, showing all the items delivered;
- (4) Certificate of Origin (original) or equivalent;
- (5) Acknowledgement Copy of the Purchase Order with the Supplier's signature;
- (6) A copy of the documents reporting the result of equipment Acceptance Testing, approved and counter-signed by the Commission;
- (7) The Supplier's certificate, counter-signed by the Commission, confirming the successful completion of the services; and
- (8) Any other relevant documents.

Applicable Taxes payable by the Supplier and/or its subcontractor(s) shall be invoiced separately or be separately identified on the invoice. Actual payment of the Taxes must primarily be supported by original documentation such as invoices, bank account statements, transfer orders, or receipts issued by the local tax or customs authorities. If submission of such original documentation is not possible for justifiable reasons, their copies could be accepted by the Commission, provided that they are duly signed and certified by local tax or customs authorities. In case the currency in which the taxes are levied is not the currency of the Purchase Order, bank statements (or equivalent) showing the exchange rate used for the conversion shall be submitted to the Commission, in addition to any other supporting documentation.

"Taxes" means all direct and indirect taxes (including value added tax, general sales tax or goods and services tax), assessments, fees, customs duties, liens and charges in as much as they are levied in conclusion or implementation of the Purchase Order, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission's official use.

## **9. Content of the Bid**

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

The Bid shall be composed of the following separate parts:

I. **Technical Bid;** and

II. **Financial Bid;**

### **PART I: TECHNICAL BID**

Please state the reference number and the date of this ITB in the Bid and any correspondence relating to it.

#### **1. Personnel**

The Bid 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 ITB.

#### **2. Documents Establishing the Eligibility and Qualifications of the Bidder**

(i) The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor. In order to award the purchase order to a Bidder, its qualifications must be documented to the Commission's satisfaction. These include, but are not limited, to the following:

(a) That, in the case of a Bidder offering to supply goods under the Purchase Order which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;

(b) That the Bidder has the financial, technical, and production capability necessary to perform the Purchase Order.

(ii) Expertise of the Firm/Organization: This section shall provide a brief information on the experience of the organization, both domestic and international, which are related or similar in nature to the requirements of the ITB.

(iii) In complying with this section, the Bidder assures and confirms to the Commission that the personnel being nominated are available to fulfil the demands of the Purchase Order during its stated full term.

#### **3. Bidder's Statement, Statement of Confirmation and Vendor Profile Form**

The attached Bidder's Statement, Statement of Confirmation and Vendor Profile Form shall be duly filled-in, signed and submitted together with the Bid

#### **4. Specifications**

The Bid shall include a detailed description of the items proposed and include relevant technical literature by providing a section-by-section response to the Technical Specifications.

The Bid shall also provide any other relevant issue which the bidder would like to bring to the attention of the Commission whether or not having cost implications. This shall include details of warranties/manufacturer's guaranties in respect to any Equipment item.

#### **5. Manufacturer's Part Number**

The Bid shall include the Manufacturer's Part Number for each Good required by the Commission under this ITB.

#### **6. Sub-Contractors**

The Bid shall include names, legal status, address and qualifications of subcontractor(s), if any, involved in the Project and the scope of the subcontracted services. The bidder shall provide a statement that its organization shall be fully responsible for the performance of sub-contractors. All sub-contractors shall be legally established in one of the CTBT states signatories (the list is available on the CTBTO website at [www.ctbto.org](http://www.ctbto.org) under [Status of Signatures and Ratifications | CTBTO](#).)

#### **7. Insurance**

Insurance to be included in the Bid must be for All Risk, covering 110% of the cost of the equipment proposed, and from the date/place of the shipment to the date/place the delivery is completed. The insurance shall be in the name of the supplier and the Commission. You are requested to confirm that you will provide this insurance coverage.

#### **8. Delivery Schedule**

Delivery time shall be indicated in weeks after receipt of an order and shall be firm during the validity of the Bid and comply with the delivery requirements specified in the Technical Specifications.

#### **9. References**

The Bid shall include a minimum of three (3) client references. If after reasonable efforts, the Commission is unable to contact the client references provided by the bidder, the Commission may take the decision not to further consider the offer provided by the bidder.

### **PART II: FINANCIAL BID**

#### **For Goods**

- i. The Bid shall include the costs of the equipment/goods, packing and handling, insurance, transportation and freight, customs clearance (if applicable) and local delivery to CTBTO TeST Centre (Austrian Institute of Technology (AIT)), 2444 Seibersdorf, Austria. The delivery terms shall be DAP (Delivered At Place; Incoterms 2020) door-to-door CTBTO, Seibersdorf, Austria.
- ii. The Bidder is required to prepare the Price Schedule using the Price Schedule Form attached to these Instructions for Preparation and Submission of Bids. In presenting the cost for each item,

adequate justification and calculation must be included in the cost. All individual costs shall be stated in [EURO] or [US Dollars] and be computed to constitute the total Purchase Order Price.

- iii. 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 Purchase Order in respect of the goods/services shall be quoted separately or be separately identified on the Bid 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 Purchase Order in respect of the goods/services shall be quoted separately or separately identified on the Bid 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 Purchase Order (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 Purchase Order in respect of the goods/services shall be quoted separately or be separately identified on the Bid 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 Purchase Order.

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

## **10. Completeness and Correctness of the Bid**

The Commission reserves the right to verify all information furnished in the Bid through a source of its choice. Any inaccurate information so given may lead to the rejection of the Bid.

## **11. Evaluation of the Bid**

- (a) The Commission will conduct the evaluation based on the technical evaluation criteria specified in Attachment 1 “Technical Evaluation Criteria” on a PASS/FAIL basis.



- (b) The Financial Bids of Bidders whose Technical Bids were found technically acceptable will be evaluated to confirm contractual and financial acceptability.
- (c) The Commission, based on the evaluation method given above, will determine the Bid which is the “*least costly technically acceptable Bid*” subject to contractual compliance - Bidders are expected to comply with all the provisions of the Commission’s General Conditions for Contract. Any deviation to these provisions may be a factor in the Commission’s award decision.
- (d) To assist in the examination, evaluation and comparison of bids, the Commission may, at its discretion, request any Bidder to clarify its Bid. The Commission’s request for clarification and the Bidder’s response shall be in writing.
- (e) 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.

**13. Correction of Errors**

The Commission will check the Bid 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. Validity of the Bid**

The Bid 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.

**15. Negotiations of the Bid and Award**

The Commission reserves the right to request clarifications on the Bid and to enter into negotiations regarding technical or commercial aspects of the Bid before awarding the Purchase Order under this ITB. If and when the Bid, including any amendment resulting from such negotiations, is fully agreed, the Commission will notify the bidder in writing.

**16. Modification and Withdrawal of Bid**

Bidders may modify or withdraw their Bids after its submission, provided that written notice of the modification or withdrawal is received by the Commission by the closing date for the submission of the Bid. The Bid may not be modified subsequent to the closing date.

**17. The Commission’s Right to Reject the Bid**

The Commission reserves the right to accept or reject the Bid or to annul this procurement process at any time prior to award without having to inform the affected party of the grounds therefore, without thereby incurring any liability to the affected party.

**18. Right to Vary Requirements at the Time of Award**

At the time of award of Purchase Order, the Commission reserves the right to vary the quantity of the items (goods and/or services), by up to a maximum of twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

**19. Costs of preparation and submission of the Bid**

Bidders shall bear all the costs associated with the preparation and submission of Bid and the Commission will not be responsible or liable for those costs, regardless of the outcome of this ITB.

**20. Proprietary Information**

All documentation and information contained in this ITB 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 ITB or otherwise without prior written agreement of the Commission.

**21. Use of former Preparatory Commission for the CTBTO (“Commission”) employees in the preparation of Bids**

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 Bid or the procurement process if the person:

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

**BIDDER'S STATEMENT**  
**PLEASE FILL THIS FORM & SUBMIT WITH THE BID**

Delivery Time:

Shipping weight (kg) and Volume (m<sup>3</sup>) – if applicable:

List of recommended consumables and spares including prices and details on local availability, if applicable (please tick):  
 For one year period     For a period of .....

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

Availability of local service in Vienna, Austria (if any/if applicable):

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 Bid : **Yes**                          **No**   

**Confirmation that the bidder has reviewed the Commission's General Conditions of Contract and agreed to all terms and conditions.**  
    **Yes**                          **No**   

**Remarks:**

With regards to the software provided with the equipment, state and confirm whether the software licenses are transferable to third parties, i.e. the Commission or the Commission's State Signatories (Member States).  
    **Yes**                          **No**                          **Not applicable**   

**Name:**

**Name & Title of Contact Person:**

**Signature & date:**

## **ANNEX B -TECHNICAL SPECIFICATIONS**

### **GRAVIMETER FOR OSI**

#### **1. BACKGROUND INFORMATION**

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization with its headquarters in Vienna (hereinafter referred to as “the Commission”) 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 (OSI) to monitor compliance with the Treaty. More information can be found on the Commission’s website: [www.ctbto.org](http://www.ctbto.org).

As part of the inspection techniques and activities allowed during an OSI, the inspection team may perform gravitational field mapping measurements at the surface. Due to the nature of the observables of interest and the expected low anomaly values in the gravitational field created by such observables, microgravity surveys with very precise corrections will be needed. In addition, because of the intrinsic operational constraints of an OSI, the instrument needed to conduct such surveys has to be rugged, lightweight, easy to operate, reliable and precise.

The Commission requires the procurement of a Scintrex CG-6 gravimeter or equivalent and necessary accessories (hereinafter referred to as the “Goods and Services”) to perform such gravitational field mapping measurements for testing and training purposes. The suggested gravimeter manufacturer and model is required to ensure compatibility of the instrument data output with the processing software operated by the Commission and to optimize training sessions considering that the Commission is currently operating a Scintrex CG-5 gravimeter. The Goods and Services shall be provided in accordance with the requirements of these Technical Specifications in the most cost-effective manner possible.

#### **2. TECHNICAL SPECIFICATIONS**

The Commission seeks to procure quantity - one (1) Scintrex CG-6 gravimeter or equivalent, with the following technical specifications:

- Sensor type: fused quartz using electrostatic nulling;
- Reading resolution: < 1 microGal;
- Standard deviation: < 5 microGal;
- Operating range: world-wide;
- Residual drift: < 20 microGal/day;

- Uncompensated drift: < 200 microGal/day ;
- Range of automatic tilt compensation:  $\pm 200$  arcseconds;
- Automated corrections: tide, instrument tilt, temperature, noisy sample filter, seismic noise filter, drift;
- Data output rate: user selectable up to 10 Hz;
- Battery capacity: rechargeable smart batteries allowing for a full day operation at a temperature of 25° C;
- Operating temperature: -40° C to + 45° C;
- Data output: similar in content and format to the data files created by the Scintrex CG-6; and
- Options for digital data output: at least via USB.

Additional accessories shall include at least the following:

- Gravimeter tripod;
- Two (2) spare rechargeable smart batteries, allowing for a full day of operations at 25° C;
- Battery charger;
- Power supply and USB cable;
- Transit case; and
- Carry bag.

### **3. DELIVERY TERMS**

#### **3.1 Delivery requirements**

The gravimeter and accessories shall be delivered to the CTBTO TeST Centre (Austrian Institute of Technology (AIT)), 2444 Seibersdorf, Austria no later than December the 1st, 2024.

It is the responsibility of the Contractor providing the gravimeter and accessories to properly deliver them to the Commission without any damage and in full accordance with the Technical Specifications.

The Contractor shall be liable for any damage to the gravimeter and accessories during its delivery.

#### **3.2 Delivery Documentation**

Operations and maintenance manuals written in the English language shall be included with the delivery of the Equipment.

Prior to delivery of the gravimeter and accessories, the Contractor shall provide a documented list of delivered Equipment and the associated serial numbers.

### **3.3 Acceptance Test**

An acceptance testing protocol for the gravimeter shall be developed by the Contractor and shared with the Commission no later than the date when the equipment is delivered. This protocol shall describe the procedures to be followed in order to verify that the gravimeter performs according to specifications. The procedures shall be clearly described with the necessary details for the Commission experts to conduct the protocol without the need to contact the Contractor. If any of the acceptance testing protocol routines fails, the Contractor shall correct the fault immediately or provide a timeframe for the correction.

## **4. WARRANTY**

The Contractor shall provide warranty for a period of two (2) years from the date of shipment of the Equipment for the gravimeter and ancillary components. Warranty shall include complete replacement of any equipment and systems provided by the Contractor, which at any time during the warranty period, due to manufacturing faults or poor workmanship does not meet at least one (1) requirement of the present terms of reference. Should any defects become evident under normal use during the warranty period, the Contractor shall make the necessary repairs free of charge.

## **5. TRAINING**

The Contractor shall provide one (1) expert trainer to conduct bespoke training in English for a group of no more than three (3) Commission staff members for twelve (12) hours split across two (2) days. The training shall consist of an overview of hardware, equipment maintenance, equipment operation, data download and data processing using the software used by the Commission and/or any processing software provided by the Contractor.

The training event shall take place on dates convenient to the Commission and the selected Contractor but no later than three (3) months after delivery of the Equipment.

Training shall be held at the CTBTO TeST Centre (Austrian Institute of Technology (AIT)), 2444 Seibersdorf, Austria.

## **6. CONTRACTOR REQUIREMENTS**

In case the Contractor providing the gravimeter and accessories is different from the equipment manufacturer, the Contractor shall provide proof of being an authorised reseller or partner of the manufacturer as part of the technical offer.

## 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: <small>(exactly as stated on bank statements)</small>
Bank Address:	IBAN: <small>(if applicable)</small>
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.



## STATEMENT OF CONFIRMATION

On behalf of (name of firm or organization): \_\_\_\_\_, I hereby attest and confirm that:

- a) The firm/organization possesses the legal status and capacity to enter into legally binding contracts with the Commission for the supply of equipment, supplies, services or work.
- b) The firm/organization is not insolvent, in receivership, bankrupt or being wound up, and not under administration by a court or a judicial officer, and that it is not subject to the suspension of its business or legal proceedings for any of the foregoing reasons.
- c) The firm/organization has fulfilled all its obligations to pay taxes and social security contributions.
- d) The firm/organization has not, and that its directors and officers have not, within the last five years been convicted of any criminal offense related to professional conduct or the making of false statements or misrepresentations as to their capacity or qualifications to enter into a procurement or supply contract.
- e) The Commission, in the event that any of the foregoing should occur at a later time, will be duly informed thereof, and in any event, will have the right to disqualify the firm/organization from any further participation in procurement proceedings.
- f) The firm/organization did not/will not attempt to influence any other bidder, organization, partnership or corporation to either submit or not submit a proposal/bid/quotation.
- g) The firm/organization will not, in the absence of a written approval from the Commission, permit a person to contribute to, or participate in, any process relating to the preparation of a Quotation/Bid/ Proposal or the procurement process if the person:
  - a. at any time during the 12 months immediately preceding the date of issue of the Solicitation was an official, agent, servant or employee of, or otherwise engaged by the Commission;
  - b. at any time during the 24 months immediately preceding the date of issue of the Solicitation was an employee of the Commission personally engaged, directly or indirectly, in the definition of the requirements, project or activity to which the Solicitation relates.
- h) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) have been identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to the UN Security Council Resolution 1267 (Consolidated Sanctions List).<sup>1</sup>
- i) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) are subject to any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

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<sup>1</sup> The Consolidated United Nations Security Council Sanctions List can be found on the following website:  
<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>

- j) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any), is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.
- k) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) will use the funds received under contracts/purchase orders with the Commission to provide support to individuals, groups, undertakings or entities associated with terrorism.
- l) The prices in the firm/organization's proposal/bid/quotation have been arrived at independently, without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
- m) The Commission shall have the right to disqualify the firm/organization from participation in any further procurement proceedings, if it offers, gives or agrees to give, directly or indirectly, to any current or former staff member of the Commission a gratuity in any form, an offer of employment or any other thing of service or value, as an inducement with respect to an act or a decision of, or a procedure followed by, the Commission in connection with a procurement proceeding.
- n) The Commission shall have the right to disqualify the firm/organization from participation in any further procurement proceedings if it does not disclose to the Commission any situation that may appear as a conflict of interest, and if it does not disclose to the Commission if any official or professional under contract with the Commission have an interest of any kind in the firm/organization's business or any kind of economic ties with the firm/organization.
- o) The firm/organization expressly agrees to abide by the United Nations Supplier Code of Conduct.<sup>1</sup>

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

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

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

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

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

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

## Attachment 1

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

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

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

#### **CRITICAL INFORMATION:**

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

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

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

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

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

#### **INSTRUCTIONS:**

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

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

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

## Creating the archives for submission

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

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

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

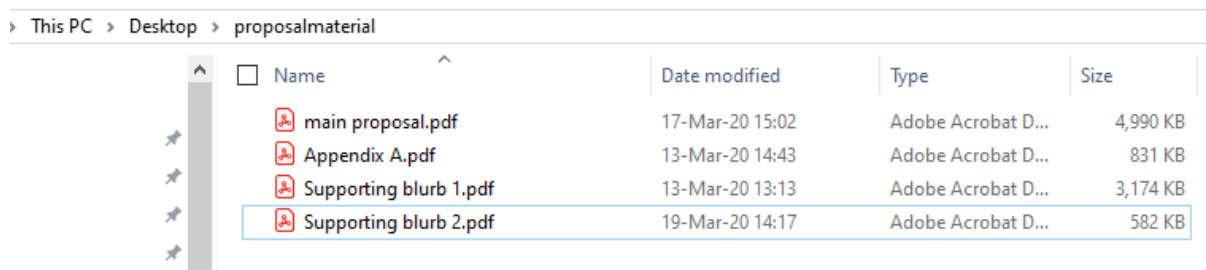


Figure 1 An example set of files to be submitted

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

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

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

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

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

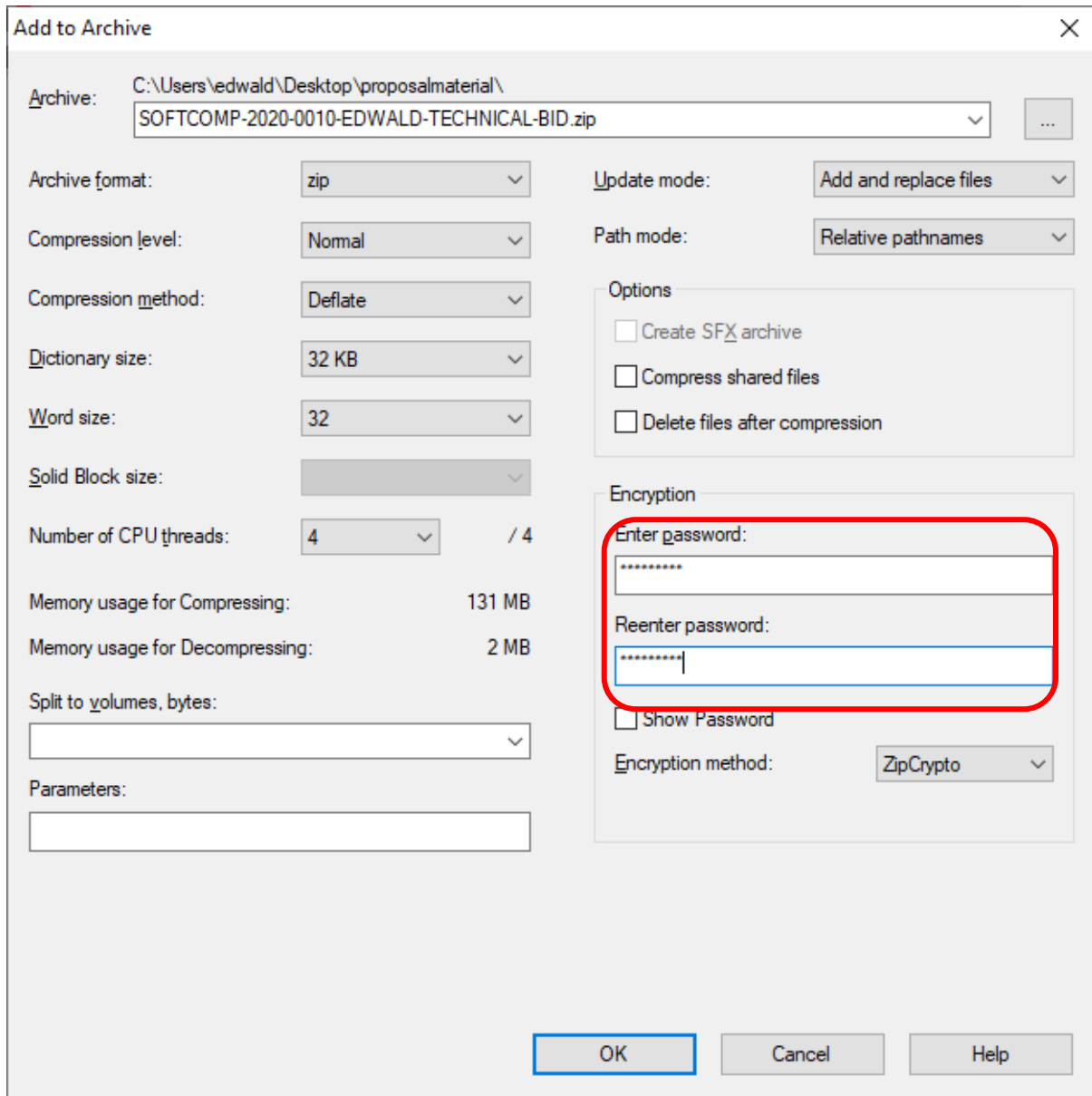


Figure 2 Creating an Archive

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

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

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

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

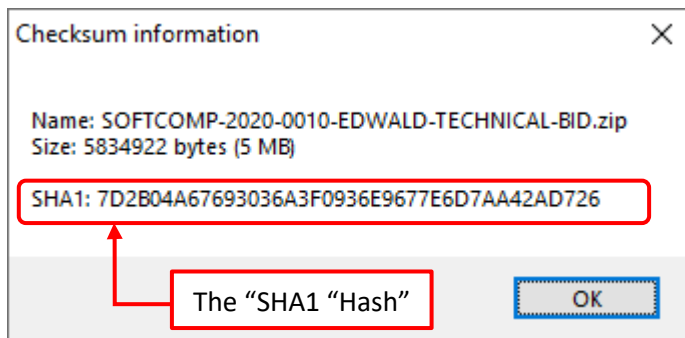


Figure 3 SHA1

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

Sidebar: How to open a CMD window in Windows:

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

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

Finally,

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

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

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

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

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

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

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

**ITB 2024-0131/SANZ**  
**Technical Evaluation Matrix**  
**Provision of Gravimeter for OSI**

Ref No. in Tech Spec.	TECHNICAL REQUIREMENTS	PASS/FAIL
2	One (1) Scintrex CG-6 gravimeter or equivalent as specified in the Technical Specifications.	PASS/FAIL
2	Provision of a tripod for the gravimeter as specified in the Technical Specifications.	PASS/FAIL
2	Provision of two spare rechargeable batteries for the gravimeter allowing for a full day of operations at 25° C, as specified in the Technical Specifications.	PASS/FAIL
2	Provision of a battery charger, as specified in the Technical Specifications.	PASS/FAIL
2	Provision of a power supply for the gravimeter, as specified in the Technical Specifications.	PASS/FAIL
2	Provision of a transit case for the gravimeter, as specified in the Technical Specifications.	PASS/FAIL
2	Provision of a carry bag for the gravimeter, as specified in the Technical Specifications.	PASS/FAIL
3.1	Delivery of gravimeter and accessories by December the 1st, 2024.	PASS/FAIL
3.1	Delivery of gravimeter and accessories at the CTBTO TeST Centre (Austrian Institute of Technology (AIT)), 2444 Seibersdorf, Austria.	PASS/FAIL
3.2	Provision of operations manuals in English language.	PASS/FAIL
3.3	Delivery of an acceptance testing protocol, in accordance with section 3.3 of the Technical Specifications.	PASS/FAIL
4	Warranty for a period of two (2) years.	PASS/FAIL
5	Delivery of training, in accordance with section 5 of the Technical Specifications.	PASS/FAIL
6	Proof of the Contractor as an authorised reseller or partner of the manufacturer.	PASS/FAIL
N/A (Ref.: ITB)	Minimum of three (3) verifiable and satisfactory client references	PASS/FAIL
N/A (Ref.: ITB)	Brief Information on Expertise of the Firm/Organization	PASS/FAIL



## ITB 2024-0131/SANZ

Attachment 3: Price Schedule Form				
PROCUREMENT OF GRAVIMETER FOR OSI				
Item	Description	Quantity	Unit Price EUR/USD*	Total Price EUR/USD
1	Scintrex CG-6 gravimeter or equivalent as per Annex B- Technical Specifications	1		
	<b>Accessories:</b>			
2	Gravimeter tripod	1		
3	Spare rechargeable smart batteries	2		
4	Battery charger	1		
5	Power supply and USB cable	1		
6	Transit case	1		
7	Carry bag	1		
8	Warranty for two (2) years			
9	Training, as per Annex B- Technical Specifications (lump sum)	1		
10	Any other costs (please specify)			
11	Delivery cost (DAP, Incoterms 2020) door-to-door to CTBTO TeST Centre, Seibersdorf, Austria.	1		
<b>Total Price in EUR or USD (DAP, door-to-door, excluding taxes**)</b>				

\* Specify either EUR or USD

\*\* Please see the Instructions for Preparation and Submission of Bids about any applicable taxes ("Type of Contract and Payment" and "Content of the Bid – Part II: Financial Bid")