

REQUEST FOR PROPOSAL

To: ALL BIDDERS

CTBTO Ref. No.: 2024-0210/RAHMAN ^{FM} ↓
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

E-mail: procurement@ctbto.org

Attn:

Phone:

Date: 20 Dec 24

Fax:

Email:

Subject: Provision of E-posters Rental and Support for CTBT: Science and
Technology 2025 (SnT2025) Conference

Deadline for Submission: 30 Jan 25

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, ^{SAS}
Sally Alvarez de Schreiner
Chief, Procurement Services Section

ACKNOWLEDGEMENT FORM

Solicitation No: 2024-0210	Closing Date: 30 Jan 25
Title: Provision of E-posters Rental and Support for CTBT: Science and Technology 2025 (SnT2025) Conference	Vienna Local Time: 17:00

Procurement Staff: Fazal Rahman

CTBTO Req. No.: 0010025904

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 E-posters Rental and Support for CTBT: Science and Technology 2025 (SnT2025) Conference as described in the attached Terms of Reference.

The Proposal shall meet all requirements stated in the Terms of Reference. For this project, the Commission is seeking capabilities, which will ensure that the rental of equipment is delivered and support services covering all tasks are accomplished expeditiously and at a reasonable cost.

2. Documents included in this RFP

This RFP consists of the following documents:

- (a) Letter of Invitation
- (b) These Instructions for Preparation and Submission of Proposals, including:
 - Bidder's Statement
 - Evaluation criteria and method (Attachment 1)
 - Price Schedule Form (Attachment 2)
- (c) Statement of Confirmation
- (d) Vendor Profile Form
- (e) The Commission's Model Contract and its Annexes A – B:
 - The Commission's General Conditions of Contract (Annex A), incorporated herein by reference, found at www.ctbto.org under [CTBTO General Conditions of Contract](#)
 - 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 the Proposal, the Commission may, for any reason, modify the RFP documents by amendment. The Commission may consider extending the deadline in order to allow adequate time for considering the modifications in the preparation of the Proposal.

4. Language of the Proposal

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

5. Format and Submission of the Proposal

The 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 in three separate pdf files:

one containing a Financial Proposal *with* prices
one containing a Financial Proposal *without* prices
one containing a Technical Proposal

The files shall be sent to **procurement@ctbto.org**.

The subject of the email shall contain the following:

***RFP 2024-0210/RAHMAN E-posters Rental and Support for CTBT:
Science and Technology 2025 (SnT2025) Conference***

No pricing/financial information shall be included in the Technical Section of the 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.

Submission in hardcopy to the below mailing address is also acceptable; in which case a memory stick containing the files of the proposal, as described above, shall also be included.

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

6. Closing Date

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

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 7 working 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**
Subject: *RFC for RFP 2024-0210/Rahman - E-posters Rental and Support for CTBT: Science and Technology 2025 (SnT2025) Conference*

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

Except in case of responding to a RFP clarification, no bidder shall contact the Commission on any matter relating to the Proposal after its submission and until the award of the Contract. Any

attempt to influence the Commission in its evaluation of the Proposal or the contract award decision may result in the rejection of the Proposal.

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 a firm fixed price contract based on the attached Model Contract. The terms and conditions of payment for services are described in Clause 12 of the attached Model Contract.

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 Contract, 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 Contract, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission’s official use.

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;**
- III. Financial Proposal without prices**

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.

Contact Details

The Proposal shall state the contact details and address (name, telephone and fax numbers, and e-mail address) of the person/point of contact in your company dealing with this RFP.

Bidder's Statement, Statement of Confirmation and Vendor Profile Form

The attached Bidder's Statement, Statement of Confirmation and Vendor Profile Form shall be duly filled-in, signed and submitted as part of the Technical Proposal.

Description of Services

The proposal shall include, as a minimum, a section-by-section response to the requirements of the Terms of Reference, including the following information:

- A description of the proposed technical solution, explaining how the requirements described in the Terms of Reference are met;
- A detailed description of the equipment that is proposed (e.g. screens, accessories, servers, software etc.);
- Design and appearance of the e-posters screens within the conference (provide a picture);
- Organisation of the on-site support;
- Organisation for the testing of the pilot solution;
- Define clearly which platform/services for network/conference would be used;
- The proposed solutions for effective e-poster presentations where either the presenter, or attendees, or both, are remote or onsite;
- Description of the on-site or remote support during the Conference;

The Proposal shall also describe 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.

Time Schedule

A bar chart indicating the estimation of the duration of the services, including the duration of each task required by the Terms of Reference and key staff to be involved in each task.

Please note that the pilot testing shall be concluded by the Contractor not later than Q1 2025 and all e-poster screens shall be installed as per section 8.1 "Delivery Timelines chronological order" of Annex B.

Qualifications

Documentary evidence of the bidder's qualifications to provide the Services, which shall establish to the Commission's satisfaction that the bidder has technical capability necessary to perform the Contract and other necessary ongoing services as required.

In particular, the Proposal shall demonstrate that the Bidder has the qualifications stipulated in Annex B and Attachment 1 "Evaluation Criteria and Method".

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 2 (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 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

The Commission, based on the evaluation criteria and method given in Attachment 1, will determine the Proposal that 'most effectively satisfies the technical and operational requirements set out in the solicitation documents. 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 applicable (it shall be for a **minimum of 24 months**, starting from the acceptance of the goods/services by the Commission) – please tick below:

For a two-year period For a period of

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

State country of origin or assembly of all items quoted:

Quantity discount and early payment discount (if any):

Include documentary evidence of qualifications to perform the order, which shall establish to the Commission's satisfaction that the bidder has the financial, technical and production capability necessary to perform the order in its entirety and to provide spare parts and other necessary on-going services as required.

Included in this quotation: **Yes** **No**

Confirmation that the bidder has reviewed the Commission's General Conditions of Contract, Draft 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 (Member States).

Yes No Not applicable

Remarks:

Name:

Name & Title of Contact Person:

Signature & date:

Attachment 1 - Evaluation Criteria and Method

Provision of E-posters Rental and Support for CTBTO SnT2025 Conference

No.	Ref No. in TOR	1.QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL
Requirements for the Contractor (PASS /FAIL)			
1	4a	Experience with providing e-posters and e-poster support for large conferences (accommodating over 100 e-posters) - Reference of a minimum of 3 e-posters events bidder has supported during the last 2 years	PASS/FAIL
2	4b	Demonstrated experience working with scientific conferences - References of a minimum of 3 scientific conferences bidder has supported with e-posters during the last 2 years.	PASS/FAIL
3	4d	Access to Hofburg Palace. The Contractor shall coordinate with the Hofburg Palace administration and the Commission site access permit for their specific personnel to enter the facility to perform the work	PASS/FAIL
	6.1	Provide operational and technical on-site support for the duration of the Conference - Min 2 support person on site during the event	PASS/FAIL
4	8	The Contractor shall deploy at the Commission premises in Vienna International Center, Vienna, Austria a pilot solution consisting of at least one (1) screen and an instance of the management software - install it one month prior event	PASS/FAIL
5	8	Support staff shall also be on-site in the Hofburg Palace, Vienna, during the week of 08 to 12 September 2025 during the working working hours, to troubleshoot any issues and ensure smooth operations.	PASS/FAIL
6	8.1	Agreed to the Delivery timelines	PASS/FAIL

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

Ref No. in TOR	2. TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Points		
		Max Points	Factor	Weighted score
9	5	5	1	5
10	5	5	1	5
Subtotal		10		10
Ref No. in TOR	Requirements of the Contractor's personnel to be met at the team level	Max Points	Factor	Weighted score
12	4b	5	2	10
13	4e	5	1	5
14	4a	5	1	5
15	4c	5	1	5
17	4.1	5	1	5
18	6.1	5	3	15
19	6.9	5	1	5
20	6.7	5	2	10
21	6.8	5	1	5
22	6.11	5	2	10
23	6.12	5	1	5
Sutotal		55		80
TOTAL		65		90

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 a **minimum points of 39 or score of 54** and in accordance with the scoring table indicated below

TABLE 2

0	Unsatisfactory - Response incomplete, inadequate and/or non-responsive to the criterion. Bidder does not clearly understand the criterion.
1 - 2	Weak - Does not meet the minimum technical, functional, or performance related criterion.
3	Good - Meets the minimum requirements of the criterion.
4	Very good - Exceeds the criterion in some areas.
5	Excellent - Exceeds the criterion in all areas.

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 and commercial 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 and commercial acceptability.

ATTACHMENT 2 (PRICE SCHEDULE FORM)

RFP 2024-0210/RAHMAN

E-posters Rental and Support for CTBT: Science and Technology 2025 (SnT2025) Conference

For a description of the services see the Terms of Reference
 All prices shall be quoted in Euro or USD Dollars excluding taxes (Net)
 The price list can be modified as appropriate
 Optional items/services shall be quoted separately
 Prices shall be firm and fixed for the duration of the Contract

Description		Unit price EUR or USD please specify	Quantity	Total EUR or USD please specify
Rental of Screens including all accessories, tools and floor stands necessary to install the displays				
Rental of Equipment				
	Server			
	<i>define</i>			
	<i>define</i>			
Personnel		Daily rate	Quantity	Total
	<i>Staff 1</i>			
	<i>Staff 2</i>			
On site support				
	<i>Staff 1</i>			
	<i>Staff 2</i>			
Remote support				
	<i>Staff 1</i>			
	<i>Staff 2</i>			
Transportation		Unit price	Quantity	Total
Installation and removal				
Travel				
Insurance				
Other				

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)		
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.

MODEL CONTRACT

between

THE PREPARATORY COMMISSION
FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY
ORGANIZATION

and

(INSERT NAME OF THE CONTRACTOR)

for

the provision of services pertaining to

E-posters Rental and Support for CTBT: Science and Technology 2025 (SnT2025) Conference

This Contract comprises this cover page, a table of contents, 8 (eight) pages of text, a signatories page, a List of Annexes and 3 (three) Annexes (A to C)

[December, 2024]

TABLE OF CONTENTS

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

MODEL CONTRACT

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

The Parties hereto mutually agree as follows:

1. DEFINITIONS

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

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

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

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

“**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 20 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.

“**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.

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

“**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 Contract, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission’s official use.

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

2. AIM OF THE CONTRACT

The aim of this Contract is for **E-posters Rental and Support for CTBT: Science and Technology 2025 (SnT2025) Conference** for the Commission.

3. ENTRY INTO FORCE AND DURATION OF THE CONTRACT

This 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 it shall remain in force until the Parties fulfill all their obligations hereunder.

4. COMMENCEMENT AND COMPLETION OF THE SERVICES

4.1 The Contractor shall commence the Services on the Effective Date. The Services shall be completed in accordance with Section 8.1 of Annex B (“Firm Services”).

4.2 If required by the Commission, any additional Work as set out in Section 10 of Annex B will be exercised as optional Work through separate Purchase Order(s) issued by the Commission based on the same terms and conditions of the Contract.

5. STANDARD OF WORK

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 perform the Work in the best way and in the most expeditious and economical manner consistent with the requirements set forth in this Contract.

6. RESPONSIBILITIES OF THE CONTRACTOR

(a) The Contractor shall provide the Services described in Annex B and Annex C. In particular, the Contractor shall perform Tasks as described in the Terms of Reference.

(b) The Contractor shall provide qualified English-speaking personnel as necessary to perform the Services under this Contract. The key persons shall be available for possible tasks related to the Services 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. WARRANTY

The provisions of Clause 28 of Annex A shall apply to the Services performed by the Contractor.

8. 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.

- (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.

9. 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 at Hofburg Palace in Vienna, Austria, 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 or at Hofburg Palace in Vienna, Austria, 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 and Hofburg Palace in Vienna, Austria, 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 and at Hofburg Palace in Vienna, Austria 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.

10. 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 Services are 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 Services.

11. 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) A firm fixed price of [EURO/US\$] _____ [in numbers and words], for provision of the Firm Work in accordance with Annexes B and C.
- (ii) If applicable, the price for any optional Work referred to in Clause 4.2 above as specified in the relevant Purchase Order(s).

(hereinafter altogether referred to as the “**Contract Price**”).

(b) The Contract Price shall cover all costs and expenses, excluding Taxes, incurred by the Contractor for the full and proper performance of all obligations under the Contract (including travel, allowances, management and remuneration of the personnel, national income tax, medical insurance, and social security contributions). It also includes work performed by the Contractor’s personnel outside the Commission’s normal working hours.

(c) The Contract Price shall be firm and fixed and shall not be subject to escalation. The Contractor shall not do any work, provide any materials or equipment, or perform any services which may result in any charges to the Commission over and above the Contract Price without the prior written consent of the Commission and a formal written amendment to this Contract.

(d) *[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 12 (e) below.

OR

No Taxes are applicable under this Contract.

12. PAYMENT

- (a) The Contract Price shall be paid in accordance with the following payment schedule and subject to the following conditions:
- Upon satisfactory completion of the Services by the Contractor and acceptance of these Services by the Commission, the sum of Euro/USD(*in words*).
 - Upon satisfactory completion of the Services for additional Work referred to in Clause 4.2 above and acceptance of these Services by the Commission, the price as set out in Clause 11(a)(ii) above.
- (b) The Commission shall make the payments to the Contractor on the basis of an invoice submitted by the Contractor as per 12 (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 sealed by the Contractor and submitted to the Commission's email address specified in Clause 21 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.
- (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.

13. 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.

14. 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 20 below for such reasonable time as the Commission may determine.
- (b) Any request for extension of the time for reasons referred to in Clause 14 (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.

15. 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.

16. ENTIRE AGREEMENT

This Contract represents the final agreement in respect of the Services and shall supersede all prior agreements and representations between the Parties in this respect. Annexes A to C and any Purchase Order that may be issued in accordance with Clause 4.2 shall constitute integral parts of this Contract and shall be of full force and effect.

17. 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 Commission's Purchase Order for any optional work referred to in Clause 4.2 above

18. 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.

19. 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.

20. 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 Contractor and of the Commission.

21. 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, facsimile number or email address as the Party may substitute by notice after the date of the Contract):

(a) The Commission:

For Contractual Issues:

*Chief, Procurement Services 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 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 related enquiries: Payments@ctbto.org

(b) The Contractor:
.....

22. 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;
 - (iii) if by electronic communication, when retrievable by the Commission in document form.

- (b) A communication given under Clause 22 (a) above that is received or becomes retrievable on a non-working day or after business hours at the seat of the Commission will only be deemed to be given on the next working day of the Commission.

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

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

[Name and Position]

Date: _____

Place: Vienna, Austria.

For and on behalf of 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

**E-posters Rental and Support for CTBT:
Science and Technology 2025 (SnT2025) Conference**

Table of Contents

1. BACKGROUND	3
2. DESCRIPTION	3
3. GENERAL REQUIREMENTS	3
4. CONTRACTOR’S QUALIFICATIONS	3
5. SCOPE OF THE WORK	4
6. DELIVERABLES	5
7. RESPONSIBILITES OF THE COMMISSION	6
8. DELIVERY AND TIMELINE.....	6
9. ACCEPTANCE OF THE WORK	7

1. BACKGROUND

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 and operate the global verification system foreseen under the Comprehensive Nuclear-Test-Ban Treaty (CTBT). 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 capability to monitor compliance with the Treaty. More information can be found at www.ctbto.org.

For the “CTBT: Science and Technology 2025 (SnT2025)” conference, the Contractor shall provide e-posters rental and support services for SnT2025. The SnT2025 will be held at the Hofburg Palace in Vienna, Austria both on site and online from 8-12 September 2025.

These Terms of Reference (ToR) form the basis of the technical framework for the provision of e-poster rental and support services for the SnT2025 (hereinafter also referred to as “Work” or “Services”), by the Contractor.

2. DESCRIPTION

The Contractor shall provide e-poster displays and operation support for the duration of the SnT2025 conference. This conference is expected to bring together over 1000 participants, with a mixture of online and in-person attendees. The Commission expects to have approximately 500 e-poster presentations, which will be broken into several sessions.

The work consists of the provision of displays on rental basis, and operation support for an in-person conference.

3. GENERAL REQUIREMENTS

The Contractor shall supply, deliver and install, at the Hofburg Palace, interactive e-poster multitouch screens and the required software solution to coordinate the e-posters scheduling and display. The Contractor shall also provide related onsite support during the event, from 08 to 12 September 2025.

The Contractor shall review and provide recommendations about the design of the template for e-posters developed by the Commission that will be distributed to e-poster authors.

4. CONTRACTOR’S QUALIFICATIONS

The Contractor shall have:

- a. Experience with providing e-posters and e-poster support for large conferences (accommodating over 100 e-posters). The Contractor shall provide references of a minimum of 3 e-posters events it has supported during the last 2 years.
- b. Demonstrated experience working with scientific conferences in particular, or other scenarios where each e-poster is contributed by an individual, would be an asset. The

Contractor shall provide references of a minimum of 3 scientific conferences it has supported with e-posters during the last 2 years.

- c. Experience with conference platforms (preferably Indico), which will be synchronized with the event management portal (SuperEvent) and WebEx, would be an asset.
- d. Access to Hofburg Palace. The Contractor shall coordinate with the Hofburg Palace administration and the Commission site access permit for their specific personnel to enter the facility to perform the work. This includes access for the delivery of the equipment and access to the Hofburg Palace for installation, all of which shall also be coordinated among the Commission, the Contractor and the Hofburg Palace administration.
- e. Experience working in Hofburg Palace, Vienna (preferable but not mandatory).

4.1 LANGUAGE

The Commission's working language is English. All communications during the Work with the Commission's personnel and the presenters shall be in the English language, both in oral and in writing.

All documentation and templates to be provided by the Contractor shall be in English. Any instructions or wording that shall appear on the E-poster (e.g. touch commands) shall be in English.

4.2 PERSONNEL

The Contractor shall designate one person as main contact point for the Work.

All designated personnel (including support on site) shall, at the minimum, speak English at working level.

5. SCOPE OF THE WORK

The Contractor shall lead the e-poster process, and provide all necessary screens, software, and process experience to ensure successful use of e-posters for the CTBT: Science and Technology conferences.

The Commission anticipates that one room (Zeremoniensaal, to be confirmed in April 2025) in Hofburg Palace will be used to display approximately 50-55 e-posters at a time according to the schedule in the conference programme. There will be additional screens available for attendees to use to browse to find and read any e-poster.

The Contractor shall provide and install a total up to 80 e-poster screens throughout the venue showing room maps, conference agenda, daily room programme and prepared displays to guide attendees to find an e-poster of interest.

It is anticipated that presenters will upload their e-poster to the conference platform (Indico). E-poster should then be regularly synchronized with updated content on CTBTO conference

platform (Indico), e-poster should support synchronization over wired and wireless (WiFi) network.

The Contractor shall also work with the Commission to ensure that power and network requirements are well understood and provided.

The SnT2025 Conference is being planned as a hybrid event, including in person and online components, via the use of a centralized management portal. The Contractor will be able to download information from this portal. This includes both programme information, and the e-poster context (including pdf, ppt, pptx, and video formats), as well as each e-poster's associated metadata. The Contractor shall be able to parse this programme information and use it to schedule e-poster displays (e.g., have the correct e-poster display on the correct screen at its assigned time).

6. DELIVERABLES

The Contractor shall:

1. Provide and install up to 80 (minimum 50) large screens, at minimum size of 43", for e-poster display, navigable via multitouch screen. Screens shall be delivered through a logistic company permitted to enter Hofburg Palace, Vienna. The Contractor shall place the screens in their final display locations, at Hofburg Palace, as agreed with the Commission, in landscape orientation. Alternatively, the Contractor may provide screen size larger than 43" for the Commission's consideration.
2. Provide all accessories, tools and floor stands necessary to install the displays. Floor stands should hold the screens at the height, which is comfortable for touch screen operations, at least 2 stands should make screens accessible from wheelchair. Floor stands should ensure stable support of e-poster and ensure safe operation of the touch screen without the need to be mounted on the wall or floor. It is desirable that the cable routing is hidden as much as possible to ensure safety and suitable aesthetic look for an SnT Conference (see example from SnT2023 in CTBTO flickr album: <https://www.flickr.com/photos/ctbto/52989065524/in/album-72177720309206944>). Contractor should make sure that the power supply cables for e-posters are of appropriate length.
3. At the end of the event, remove all screens and accessories.
4. Prepare the layout diagram on the floor map including the numbers of the screens and provide it to the Commission one month before the event.
5. Provide on-site server to avoid any interruptions and minimize bandwidth needs. The Contractor shall provide and install all necessary cables between the displays and the control server.
6. Ensure that the full programme is available on each screen (e.g. at times when no scheduled e-poster display session is going on and for the screen not used at such a session the screens will be used to allow attendees to browse for e-posters).
7. Provide scheduled e-poster display (e.g. during each session a particular e-poster will automatically display on a particular screen, according to the programme schedule).

8. Provide screens frames, which show SnT2025 branding and individual screen numbering according to the screen layout (item 4).
9. Ensure menu header applies SnT2025 branding.
10. Provide operational and technical on-site support for the duration of the Conference (minimum 2 people shall be on site at Hofburg Palace).
11. Ensure data are imported from the SnT2025 event portal (e.g. e-poster context, e-poster metadata, author details, programme).
12. Prepare and provide screens that will display room maps, agenda information and daily room schedule – one screen will be installed in front or at the entrance of each conference room. Preferably, those screens should be remotely accessible via secure channel to be updated as needed during the Conference.
13. Perform any other activities, as necessary for the proper implementation of the Work.

7. RESPONSIBILITIES OF THE COMMISSION

The Commission will be responsible for:

- Providing programme on the event portal
- Providing branding for e-posters
- Collecting posters in pptx and pdf format in the weeks before the event
- Assisting with testing of downloading from and uploading to event portal

8. DELIVERY AND TIMELINE

The Contractor shall deploy at the Commission premises in Vienna International Center, Vienna, Austria a pilot solution consisting of at least one (1) screen and an instance of the management software. For the pilot demonstration, it is acceptable to organize the installation and testing remotely, with the assistance of the Commission designated personnel. Such demonstration of technical capability by the Contractor shall be conducted in Q1 2025. The Contractor shall have thoroughly tested all functionality, including integration with the portal before the event. Frequent interactions with the Commission's designated points of contact are recommended and encouraged throughout the duration of the Project, in order to ensure rapid feedback and to expedite the process.

Due to rental contract with Hofburg Palace, on the Day of installation (exact day will be provided at the contract signature) all e-poster screens shall be installed, tested and made ready in Hofburg Palace, Vienna. Dismantling shall be completed after the closure of the SnT2025.

Support staff shall also be on-site in the Hofburg Palace, Vienna, during the week of 08 to 12 September 2025 during the working working hours, to troubleshoot any issues and ensure

smooth operations. Specific detailed requirements will be shared and Conference programme at the later stage later by June 2025

8.1 Delivery Timelines chronological order

MILESTONES	COMPLETION DATE
Pilot Demonstration of E-poster Solutions	Q1 2025
Installation of E-poster Screens at Hofburg	8 September 2025
On-Site Support in Hofburg Palace, Vienna	8 – 12 September 2025
Remote and/or On-Site Support in Hofburg Palace, Vienna	8 – 12 September 2025
Dismantling of E-poster Screens at Hofburg	12 September 2025
E-poster solution platform remains open, fully functional and operational	until 31 October 2025

9. ACCEPTANCE OF THE WORK

Acceptance of the Work shall be subject to the successful implementation of the Work during SnT2025 for all requested Goods and Services.

Subject to the above, the Commission will provide its acceptance in writing, which shall be the basis for the payment of the Work under the Contract.

10. UNFORESEEN ADDITIONAL ACTIVITIES

If during the Work any unforeseen additional activities at additional cost is considered necessary by the Contractor, the Contractor shall immediately inform the Commission, describing the proposed activities and the related costs. The Commission is not obliged to accept any additional activities.

The Commission, at its own discretion, shall have the option to request additional activities based on the same terms and conditions and unit prices applicable to the initial Work.

If so decided by the Commission, any additional Work will be exercised as optional Work through a separate Purchase Order issued by the Commission. However, any modifications to the initial Work and its Contract Price shall be agreed in writing, through an Amendment to the Contract in accordance with the contract provisions. No such additional Work shall be performed or costs incurred unless the Commission has issued a Purchase Order.