

REQUEST FOR PROPOSAL

To: ALL BIDDERS

CTBTO Ref. No.: 2025-0001/RAHMAN ^{9/1}
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

E-mail: procurement@ctbto.org

Attn:

Phone:

Date: 13 Jan 25

Fax:

Email:

Subject: SnT2025: Event Production for the CTBT: Science and Technology 2025 (Lot 1: Event Production and Branding, Lot 2: Streaming and Lot 3: Content Production)

Deadline for Submission: 11 Feb 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,

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

ACKNOWLEDGEMENT FORM

Solicitation No: 2025-0001	Closing Date: 11 Feb 25
Title: SnT2025: Event Production for the CTBT: Science and Technology 2025 (Lot 1: Event Production and Branding, Lot 2: Streaming and Lot 3: Content Production)	Vienna Local Time: 17:00

Procurement Staff: Fazal Rahman

CTBTO Req. No.: 0010026148

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 *Event Production for the CTBT: Science and Technology 2025* services as described in the attached Terms of Reference.

The Proposal shall meet all requirements stated in the Terms of Reference and be submitted in accordance with these Instructions for Preparation and Submission of Proposals. For this project, the Commission is seeking capabilities, which will ensure that the services are delivered, and the tasks are accomplished expeditiously and at a reasonable cost.

2. Documents included in this RFP

This RFP consists of the following documents:

- (a) Letter of Invitation
 - These Instructions for Preparation and Submission of Proposals, Bidder's Statement Form and the following Attachments:
 - Attachment 1: Technical Compliance Matrix
 - Attachment 2: Evaluation Criteria and Method
 - Attachment 3: Procedure for submission of electronic offers in 2 sealed files
 - Attachment 4: Price Schedule Form
 - Attachment 5: Equipment List
- (b) Statement of Confirmation
- (c) Vendor Profile Form
- (d) The Commission's General Conditions of Contract (Annex A), incorporated herein by reference, found at www.ctbto.org under [CTBTO General Conditions of Contract](#)
- (e) The Commission's Terms of Reference (Annex B)

Note: In the event of award, the Proposal will be incorporated as Annex C to the Purchase Order.

3. Mandatory Bidders' Conference

A mandatory Bidders' Conference (meeting with suppliers) will take place at the Vienna International Centre (VIC), Wagramer Straße 5, 1400 Vienna – on **24 January 2025 at 11:00 hours (Vienna time)**. The Commission, at its sole discretion, will provide a registration confirmation, which shall be required for participation in the Bidders' Conference. Only confirmed participants will be pre-announced and granted access to the VIC. The Commission will inform the registered participants of any special access instructions. In this regard:

- Bidders shall confirm their participation to Procurement@ctbto.org copying

fazal.rahman.furqani@ctbto.org no later than 20 January 2025. Please include the telephone number and name of the contact person.

- A maximum of 3 participants per supplier shall be permitted. Only physical attendance is allowed.
- Each participant shall be required to sign an attendance record. Their individual identity will be verified against a photo identification document.
- Participants shall follow all the relevant security and safety instructions for accessing and visiting the VIC as appropriate.
- Bidders shall not take photos or make voice/video recordings during the visit.
- Participants shall behave in a professional manner and adhere to the highest ethical standards.
- The Bidders' Conference will be conducted in the English language.
- Bidders shall bear all costs associated with attending the Bidders' Conference; the Commission will not be responsible or liable for these costs, regardless of the conduct or outcome of the RFP.
- It is the bidder's sole responsibility to obtain and bear the costs related to visa or similar for the participants to the site visit (if applicable). The Commission will make no effort nor accept any responsibility for obtaining such visa or similar requirement.
- Following the Bidders' Conference, no bidder shall contact directly any Commission's staff on any matter relating to this procurement process. Any request for clarifications shall be submitted exclusively to in accordance with Section 7 "Request for Clarifications and Contacting the Commission".

Participation in the Bidders Conference is mandatory to be eligible to submit proposal for this RFP.

4. Amendment of RFP Documents

At any time prior to the closing date for submission of Proposals, 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.

5. Language of the Proposal

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

6. 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 according to the attached "PROCEDURE FOR SUBMISSION OF ELECTRONIC PROPOSALS IN TWO (2) SEALED FILES".

The Proposal shall be received 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 **10 business days** prior to the Closing Date. No requests for clarifications will be entertained after this time. Questions will only be accepted via e-mail sent to:

E-mail: procurement@ctbto.org
Subject: RFP No. 2025-0001/RAHMAN - Request for Clarifications

The Commission will make all reasonable efforts to issue the clarifications not later than 7 business days prior to the Closing Date.

Except in case of requesting clarifications as per above or responding to a query from the Commission, no Bidder shall contact the Commission on any matter relating to the Proposal or this RFP after its submission and until the results of this RFP. 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 in our website at 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 Purchase Order based on the Commission's standard Purchase Order. The Contract Price shall be based on firm fixed prices and paid in arrears, subject to satisfactory delivery and acceptance of the good and/or services by the Commission.

10. Preparation and content of the Proposal

Bidders may opt to bid for Event Production and Branding (LOT 1) and/or, Streaming (LOT 2), and/or Content Production (LOT 3) or all LOTs, as defined in the Terms of Reference. Bidder shall indicate clearly the LOT or LOTs for which they bid and submit separate offers for each LOT.

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

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

CONTENT OF THE PROPOSAL

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

The Proposal shall be composed of the following separate parts:

- I. **Technical Proposal;** and
- II. **Financial Proposal;**

providing, but not limited to, the following information:

PART I: TECHNICAL PROPOSAL

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

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

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

In reference to Section C “under LOT 2 and LOT 3 of Annex B, the Contractor shall provide samples in electronic form of works comparable to the Work described in this section as reference of qualification.

In reference to Section A. 4.34 under LOT 2 of Annex B, the Contractor proposal shall include the draft streaming plan.

Point of Contact

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

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

The Statement of Confirmation and Bidder’s Statement, and Vendor Profile Form attached hereto shall be duly signed and submitted together with the Proposal.

Description of Services, Minimum Content and Compliance Matrix for Technical Proposal

An explanation of the bidder's understanding of the services to be provided and an overall preliminary operational plan for the execution of the services following the attached Minimum Content and Mandatory Requirements of the Technical Proposal and including the Technical Compliance Matrix, all provided in Attachment 1.

The Proposal shall also provide any other relevant issue(s) which the bidder would like to bring to the attention of the Commission whether or not having cost implications.

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 compliance with all the requirements and qualifications set forth in the Terms of Reference (for each LOT) (see Attachment 1 to this RFP – Technical Compliance Matrix).

Commission's Inputs

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

Personnel

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

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

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 4 (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.

In reference to Section 4.18 “Exhibition stands” of Annex B:

- (1) In the Proposal the Contractor shall indicate the price per exhibition stand as well as the total costs for all exhibition stands, identifying possible discounts.
- (2) In the Proposal the Contractor shall offer an optional Multimedia-Add-On-Package, containing Lighting and a Video-Screen, bookable per Exhibition Stand. This Add-On-Package may be offered to Exhibitors to be rented directly from The Contractor without The Commission being involved.

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

In principle the Commission is exempt from taxes. Since the arrangement under which such exemption is respected varies from country-to-country, the selected Bidder will be informed by the Commission whether tax exemption will occur at source or whether taxes paid by the selected Bidder will be reimbursed by the Commission upon submission of the original supporting documentation.

(1) For Austrian companies

The price quoted shall be net of Taxes. All applicable Taxes payable by the selected Bidder at the conclusion or implementation of the Contract in respect of the goods/services shall be quoted separately or be separately identified on the Proposal together with information on the nature of the tax and its method of calculation.

(2) For European Union (EU) Companies

The price quoted shall be net of Taxes. All applicable Taxes payable by the selected Bidder at the conclusion or implementation of the Contract in respect of the goods/services shall be quoted separately or separately identified on the Proposal together with information on the nature of the Tax and its method of calculation. Due to the VAT exemption applicable to the Commission, no VAT will be charged to the Commission by the EEC Suppliers under the Contract (Ref. EU VAT Council Directive 2006/112/EC, Article 151).

(3) For Non-EU Companies

The price quoted shall be net of Taxes. All applicable Taxes payable by the selected Bidder at the conclusion or implementation of the Contract in respect of the goods/services shall be quoted separately or be separately identified on the Proposal together with information on the nature of the tax and its method of calculation. For deliveries to Vienna, Austria, and due to the tax exemption at source applicable to the Commission, no Taxes shall be charged to the Commission under the Contract.

11. Completeness and Correctness of the Proposal

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

12. Validity of the Proposal

The Proposal shall be valid for 90 (ninety) days after the deadline for its submission to the Commission unless an extension of validity has been requested by the Commission.

13. Correction of Errors

The Commission will check the Proposal for any arithmetic errors. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.

14. Evaluation of the Proposal and Award

- (a) The Commission will conduct the evaluation based on the criteria and method specified in Attachment 2 “Evaluation Criteria and Method”.
- (b) The Commission 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. Clarifications and Negotiations of the Proposal

The Commission reserves the right to request clarifications on the Proposal and to enter into negotiations regarding 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 and time for the submission of the Proposal. The Proposal may not be modified subsequent to the closing date and time.

17. The Commission’s Right to Reject the Proposal

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

18. Costs of preparation and submission of the Proposal

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

19. Proprietary Information

All documentation and information contained in this RFP are proprietary to the Commission and shall not be duplicated, used or disclosed -in whole or in part- for any purpose other than to evaluate them and respond to the Commission's request for Proposal or otherwise without prior written agreement of the Commission.

BIDDER'S STATEMENT
PLEASE STATE BELOW & SUBMIT WITH PROPOSAL

Delivery Time:

Shipping weight (kg) and Volume (m³) – if applicable:

List of recommended consumables and spares including prices and details on local availability, if applicable (please tick):

For one year period For a period of

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

For a two-year period For a period of

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

State country of origin or assembly of all items quoted:

Quantity discount and early payment discount (if any):

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

Included in this quotation : Yes No

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

Yes No

Remarks:

With regards to the software provided with the equipment, state and confirm whether the software licenses are transferable to third parties, i.e. the Commission or the Commission's State Signatories - list available at www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#).

Yes No Not applicable

Remarks:

Name:

Name & Title of Contact Person:

Signature & date:

ATTACHMENT 1 Technical Compliance Matrix

Provision of Event Production for the CTBT: Science and Technology 2025

*Below sets out the **Minimum content of the Proposal and the Mandatory Requirements of the Technical Proposal**. Bidders are requested to demonstrate compliance with the requirements and add any further information in support of their Proposal. Please refer to the relevant section of the Terms of Reference for further explanation of the requirements. The information provided will form an integral part of the technical evaluation process. **Part II of this document must be completed.***

Part II of this document must be completed.

Part I

Item	Minimum content
1. Executive Summary	<ul style="list-style-type: none"> • Provide an overview of proposal
2. Experience, Resources and Project Management	
2.1 Corporate Profile and Values	<ul style="list-style-type: none"> • Background of company, ownership, size, location, profile • Company business structure and its authority to execute all Work under the Contract. • If a consortium, provide a clear explanation of the business relationship between the members and governance for the execution of this project. • In case the Bidder requires the services of subcontractors, the Proposal shall include: <ol style="list-style-type: none"> a) Relationship of the Bidder's business to any subcontractor(s) that will be used. b) Names, addresses, legal status, and qualifications of major sub-contractor(s) proposed by your organization. • The scope of work and nature of subcontracting.
2.2 Corporate Experience	<ul style="list-style-type: none"> • The proposal should detail the Bidder's experience in executing work of similar scope and complexity.
2.3 Requirements for the Contractor	<ul style="list-style-type: none"> • The Proposal should address and describe all Contractor's requirements set forth under each lot (LOT 1, 2, and 3) of the Terms of Reference (ToR).
2.4 Risk Management	Please provide an initial draft risk assessment plan pursuant to ToR.
3. Meeting the Requirements	
3.1 Understanding of the ToR	<ul style="list-style-type: none"> • Please describe your understanding of the services that are to be provided under the ToR, detailing key assumptions, by giving a section-by-section response to the tasks and requirements listed in Section 4 (Scope of Work) of the ToR.
4. Contractor's key staff	

4.1. Visa & Work Permits	Provide written confirmation that the Bidder understands and agrees to take responsibility for obtaining any Visa and/or work permits, which may be required to perform the Work under the Contract. The CTBTO does not sponsor work permits for contractors.
4.2. Documentation and Reporting	<ul style="list-style-type: none"> • Provide written assurance that all reports, documentation, and communication (written and oral) supplied to the Commission shall be in English and submitted in electronic form. • Provide written assurance that all documentation will adhere to the IDC Documentation Standards, samples of which will be provided to the successful Contractor.

Part II- Compliance Matrix

Ref No. of ToR	Requirements	Bidder's Response		Indicate the section in your Proposal and ensure that it is sufficiently described in the Proposal
		<i>Please tick whichever is applicable</i>		
		"Yes"	"No"	
2	A section-by-section response to each section of the Terms of Reference is included in the Proposal			
2	Compliance with all the time schedule			
LOT 1				
B. 4.3 (1)	Experience with providing technical equipment and production services in the fields of audio, lighting, video and branding for large conferences, conventions or comparable event formats with at least 800 attendees. The Contractor shall provide references of a minimum of 3 such productions it has supported during the last 2 years.			
B. 4.3 (2)	A Senior Project Manager who serves as main contact point for the Work under LOT 1 (pre-event and on-site). This Senior Project Manager shall have experience with supervising the technical production of large conferences, conventions or comparable event formats with at least 800 attendees. The Contractor shall provide a CV of the proposed Senior Project Manager and references of a minimum of 3 comparable productions the Senior Project Manager has supervised during the last 2 years.			
B. 4.3 (3)	Experience working in the Hofburg Palace, Vienna would be desirable.			
B. 4.3 (4)	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 and dismantling, all of which shall also be coordinated among the Commission, the Contractor and the Hofburg Palace administration.			

LOT 2

A. 4.34	The Contractor’s proposal shall include the draft streaming plan. The Contractor shall submit the detailed final streaming plan not later than two weeks after the issuance of the Purchase Order.			
B. 4.41. 1	Experience with providing technical equipment and production services in the fields of streaming, audio, video and branding for large conferences, conventions or comparable event formats with at least 800 attendees. The Contractor shall provide references of a minimum of 3 such productions it has supported during the last 2 years.			
B. 4.41. 2	A Project Manager who serves as main contact point for the Work under LOT 2 (pre-event and on-site). This Project Manager shall have experience with supervising the streaming production of live events or broadcasts with comparable magnitude and shall have a very good working knowledge of the English language. The Contractor shall provide a CV of the proposed Project Manager and references of a minimum of 3 comparable productions the Project Manager has supervised during the last 2 years.			
B. 4.41. 3	A qualified Technical Streaming Producer supporting the Commission with the Run of Stream as well as with the Handling of all assets (also see Heading E of this LOT). This Technical Streaming Producer shall have experience with live events or broadcasts with comparable magnitude and shall have a very good working knowledge of the English language. The Contractor shall provide a CV of the proposed Technical Streaming Producer and references of a minimum of 3 comparable projects the Technical Streaming Producer has supported during the last 2 years.			
B. 4.41. 4	The Contractor’s proposal shall include samples in electronic form of works comparable to the Work described under this LOT as reference of qualification			
B. 4.41. 5	Experience working in Hofburg Palace, Vienna, would be desirable.			
B. 4.41. 6	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 and dismantling/removal of equipment, all of which shall also be coordinated among the Commission, the Contractor and the Hofburg Palace administration.			
B. 4.41. 7	Experience in supporting scientific events or conferences would be desirable.			

LOT 3

B. 4.56. (1)	Experience with providing graphic designs and video content for events and broadcasts. The Contractor shall provide references of a minimum of 3 such productions it has supported overall during the last 2 years.			
B. 4.56. (2)	The Contractor's proposal shall include samples or examples in electronic forms of works comparable to the Work described under this LOT as reference of qualification.			
B. 4.56. (3)	A Senior Project Manager who serves as main contact point for the Work under LOT 3. This Senior Project Manager shall have experience with producing and supervising live events or broadcasts with comparable magnitude and shall have a very good working knowledge of the English language. The Contractor shall provide a CV of the proposed Senior Project Manager and references of a minimum of 3 comparable projects the Senior Project Manager has supervised during the last 2 years.			
B. 4.56. (4)	A qualified Show Caller for the High-Level Opening and The Conference Closing Session respectively (also see Heading D of this LOT). This Show Caller shall have experience with live events or broadcasts with comparable magnitude and shall have a very good working knowledge of the English language. The Contractor shall provide a CV of the proposed Show Caller and references of a minimum of 3 comparable projects the Show Caller has supported during the last 2 years.			
B. 4.56. (5)	A qualified Broadcast Producer supporting the Commission with the Run of Stream in respect to content and various pre-produced content for the stream as well as with the Handling of all assets (also see Heading E of this LOT). This Streaming (Broadcast) Producer shall have experience with live events or broadcasts with comparable magnitude and shall have a very good working knowledge of the English language. The Contractor shall provide a CV of the proposed Streaming (Broadcast) Producer and references of a minimum of 3 comparable projects the Streaming (Broadcast) Producer has supported during the last 2 years.			

Risk Management

5	<p>An initial risk assessment plan is included in the Proposal.</p> <p>The Contractor shall provide a final risk assessment plan at the project's commencement to identify potential risks that could impact the successful execution of the outlined activities in these Terms of Reference.</p> <p>The Contractor shall manage and close the risk plan in accordance with the requirements of the Terms of Reference.</p>			
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**Attachment 2 - A
Evaluation Criteria and Method
Event Production for the Snt205 Conference**

LOT 1 - Event Production and Branding				
No.	Ref No. in TOR	1.QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL	
		Requirements for the Contractor (PASS /FAIL)	PASS/FAIL	
1	B. 4.3 (1)	The Contractor shall have experience providing technical equipment and production services in the fields of audio, lighting, video and branding for large conferences, conventions or comparable event formats with at least 800 attendees.	PASS/FAIL	
		Requirement for the Contractor's Personnel (PASS /FAIL)	PASS/FAIL	
2	B. 4.3 (2)	Senior Project Manager shall have experience with supervising the technical production of large conferences, conventions or comparable event formats with at least 800 attendees.	PASS/FAIL	
3	2	Compliance with all the time schedule.	PASS/FAIL	
Only bidders who pass all above criteria will be considered for the point system evaluation (2nd stage)				
No.	Ref No. in TOR	2.TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Points	
		Quality of the Proposal	Max Points	Factor
				Weighted score
1	B. 4.	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity.	5	1
				5
2	B. 4.	Understanding of the scope of work and the responsibilities of the Contractor	5	1
				5
3	LOT 1	Completeness of the proposed technical solutions	5	1
				5
4	C.	Quality of proposed technical Set Up in Festsaal: Set Decoration incorporating two LED Stage Displays in Festsaal, Show Lighting and Show Special Effects, Video-Set Up	5	2
				10
5	D.	Quality of proposed technical Set Up in Prinz Eugen Saal: Video-Set Up, Stage Backdrop	5	2
				10
6	E.	Quality of proposed technical Set Up in Forum: Video-Set Up, Stage Backdrop	5	2
				10
7	F.	Quality of proposed technical Set Up in Wintergarten: Video-Set Up, Stage Lighting, Stage Backdrop	5	2
				10
8	G.	Quality of proposed Branding Solution for e-poster presentation area in Zeremoniensaal	5	2
				10
9	H.	Quality of proposed Exhibition Stands in Exhibition Area (Seitenhalle, Gardehalle I & II, Oberes Platz)	5	1
				5
10	I.	Quality of proposed assets in Interactive Area in Gardehalle I: trussing construction incl. Branding, curtain and carpet; LCD-TVs	5	1
				5
11	J.	Quality of proposed technical Set Up in Künstlerzimmer: Video Projection, Laptop	5	1
				5
12	K.	Quality of proposed technical Set Up in Radetzky Appt. I: Video Projection, Laptop	5	1
				5
13	L.	Quality of proposed assets for Foyer and Entrance Area: flags	5	1
				5
		Subtotal	65	90
	Ref No. in TOR	Requirements for the Contractor	Max Points	Factor
				Weighted score
14	B. 4.3 (1)	The Contractor shall provide references of a minimum of 3 such productions it has supported during the last 2 years.	5	1
				5
15	B. 4.3 (3)	Experience working in the Hofburg Palace, Vienna would be desirable	5	0.5
				2.5
16	B. 4.3 (4)	The Contractor has experience regarding Delivery and Installation at Hofburg Palace (asset)	5	0.5
				2.5
17	B. 4.3 (5)	Experience in supporting scientific events or conferences would be desirable.	5	0.5
				2.5
18	B. 4.26	The contractor shall provide appropriate support personnel on site during set up, operation and dismantling	5	1
				5
		Subtotal	25	17.5
	Ref No. in TOR	Required Experience Contractor's personnel	Max Points	Factor
				Weighted score
19	B. 4.3 (2)	The Contractor shall provide a CV of the proposed Senior Project Manager and references of a minimum of 3 comparable productions the Senior Project Manager has supervised during the last 2 years.	5	1
				5
20	B. 4.27	The Senior Project Manager shall have a good working knowledge of the English language.	5	1
				5
		Subtotal	10	10
	Ref No. in TOR	Skills and experience of (key) personnel to be met at the team level	Max Points	Factor
				Weighted score
21	3.2	Effective communication skills in English	5	0.5
				2.5
		Subtotal	5	2.5
		TOTAL - Technical Evaluation	105	120

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 point of 63 and or minimum score of 72** and in accordance with the scoring table indicated below:

Points	Scoring
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 criterion in most areas but is lacking details and responsiveness in some areas of the criterion.
4	Very good - Meets the criterion to minimum acceptable levels in all areas.
5	Excellent - Meets the criterion in all areas and exceeds it in some 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 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 - B
Evaluation Criteria and Method
Event Production for the SnT205 Conference

LOT 2 - Streaming

No.	Ref No. in TOR	1.QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL
		Requirements for the Contractor (PASS /FAIL)	PASS/FAIL
1	B. 4.41 (1)	The Contractor shall have experience providing technical equipment and production services in the fields of audio, lighting, video and branding for large conferences, conventions or comparable event formats with at least 800 attendees.	PASS/FAIL
		Requirement for the Contractor's Personnel (PASS /FAIL)	PASS/FAIL
2	B. 4.41 (2)	Senior Project Manager shall have experience with supervising the streaming production of live events or broadcasts with comparable magnitude and shall have a very good working knowledge of the English language.	PASS/FAIL
3	B. 4.41 (3)	Technical Streaming Producer shall have experience with live events or broadcasts with comparable magnitude as SnT2025	PASS/FAIL
4	2	Compliance with all the time schedule.	PASS/FAIL

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

No.	Ref No. in TOR	2.TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Points		
			Max Points	Factor	Weighted score
1	LOT 2	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity.	5	1	5
2	A and C	Understanding of the scope of work and the responsibilities of the Contractor	5	1	5
3	LOT 2	Completeness of the proposed technical solutions (proposed plan)	5	1	5
4	D.	Compatibility of the plan with Commission's asset, e.g. with conference platforms (preferably Indico and Superevent) and WebEx, as set out in the TOR	5	2	10
5	D.	Quality of proposed Streaming Plan	5	2	10
6	E.	Quality of proposed technical Set Up for Streaming: Equipment	5	1	5
7	E.	Quality of proposed technical Set Up for Streaming: Support	5	1	5
		Subtotal	35		45
Ref No. in TOR	Requirements for the Contractor	Max Points	Factor	Weighted score	
8	B. 4.41 (1)	The Contractor shall provide references of a minimum of 3 such productions it has supported during the last 2 years.	5	1	5
9	B. 4.41 (4)	The Contractor shall provide samples in electronic form of works comparable to the Work described under this LOT as reference of qualification	5	1	5
10	B. 4.41 (5)	Experience working in Hofburg Palace, Vienna, would be desirable	5	0.5	2.5
11	B. 4.41 (6)	Experience regarding Delivery and Installation at Hofburg Palace would be desirable.	5	0.5	2.5
12	B. 4.41 (7)	Experience in supporting scientific events or conferences would be desirable.	5	0.5	2.5
		Subtotal	25		17.5
Ref No. in TOR	Required Experience Contractor's personnel	Max Points	Factor	Weighted score	
13	B. 4.41 (2)	The Contractor shall provide a CV of the proposed Project Manager and references of a minimum of 3 comparable productions the Project Manager has supervised during the last 2 years.	5	1	5
14	B. 4.41 (3)	The Contractor shall provide a CV of the proposed Technical Streaming Producer and references of a minimum of 3 comparable projects the Technical Streaming Producer has supported during the last 2 years.	5	1	5
		Subtotal	10		10
Ref No. in TOR	Skills and experience of (key) personnel to be met at the team level	Max Points	Factor	Weighted score	
15	3.2	Effective communication skills in English	5	0.5	2.5
		Subtotal	5		2.5
		TOTAL - Technical Evaluation	75		75

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 point of 45 and or minimum score of 45** and in accordance with the scoring table indicated below:

TABLE 2

Points	Scoring
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 criterion in most areas but is lacking details and responsiveness in some areas of the criterion.
4	Very good - Meets the criterion to minimum acceptable levels in all areas.
5	Excellent - Meets the criterion in all areas and exceeds it in some 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 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.**

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

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

**Attachment 2 - C
Evaluation Criteria and Method
Event Production for the SnT205 Conference**

LOT 3 - Content Production

No.	Ref No. in TOR	1.QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL
		Requirements for the Contractor (PASS /FAIL)	PASS/FAIL
1	B. 4.56 (1)	The Contractor shall have experience graphic designs and video content for events and broadcasts.	PASS/FAIL
		Requirement for the Contractor's Personnel (PASS /FAIL)	PASS/FAIL
2	B. 4.56 (2)	Senior Project Manager shall have experience with producing and supervising live events or broadcasts with comparable magnitude and shall have a very good working knowledge of the English language.	PASS/FAIL
3	B. 4.56 (3)	Show Caller shall have experience with live events or broadcasts with comparable magnitude	PASS/FAIL
4	B. 4.56 (4)	Streaming (Broadcast) Producer shall have experience with live events or broadcasts with comparable magnitude	PASS/FAIL
5	2	Compliance with all the time schedule.	PASS/FAIL

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

No.	Ref No. in TOR	2.TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Points		
		Quality of the Proposal	Max Points	Factor	Weighted score
1	LOT 3	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity.	5	1	5
2	A	Understanding of the scope of work and the responsibilities of the Contractor	5	1	5
3	LOT3	Completeness of the proposed content services	5	1	5
Subtotal			15		15
Ref No. in TOR	Requirements for the Contractor		Max Points	Factor	Weighted score
4	B. 4.56 (1)	The Contractor shall provide references of a minimum of 3 such productions it has supported overall during the last 2 years.	5	1	5
5	C	Quality of assets-proposal for graphic content for branding and set decoration (proposed resources, suggested workflow)	5	2	10
6	C	Quality of provided comparable samples for graphic content for branding and set decoration	5	1	5
7	D	Quality of assets-proposal for video content for live show (proposed resources, suggested workflow)	5	2	10
8	D	Quality of provided comparable samples for video content for live show	5	1	5
9	E	Quality of assets-proposal for content support for live streaming (proposed resources, quality of comparable samples)	5	2	10
10	E	Quality of provided comparable samples for content support for live streaming	5	1	5
11	F	Quality of assets-proposal for event documentation and on-site footage (proposed resources, quality of comparable samples)	5	2	10
12	F	Quality of provided comparable samples for event documentation and on-site footage	5	1	5
Subtotal			45		65
Ref No. in TOR	Required Experience Contractor's personnel		Max Points	Factor	Weighted score
13	B. 4.56 (2)	The Contractor shall provide samples or examples in electronic forms of works comparable to the Work described under this LOT as reference of qualification.	5	1	5
14	B. 4.56 (3)	The Contractor shall provide a CV of the proposed Senior Project Manager and references of a minimum of 3 comparable projects the Senior Project Manager has supervised during the last 2 years.	5	1	5
15	B. 4.56 (4)	The Contractor shall provide a CV of the proposed Show Caller and references of a minimum of 3 comparable projects the Show Caller has supported during the last 2 years.	5	1	5
16	B. 4.56 (5)	The Contractor shall provide a CV of the proposed Streaming (Broadcast) Producer and references of a minimum of 3 comparable projects the Streaming (Broadcast) Producer has supported during the last 2 years.	5	1	5
Subtotal			20		20
Ref No. in TOR	Skills and experience of (key) personnel to be met at the team level		Max Points	Factor	Weighted score
17	3.2	Effective communication skills in English	5	0.5	2.5
Subtotal			5		2.5
TOTAL - Technical Evaluation			85		102.5

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 point of 51 and or minimum score of 63.5** and in accordance with the scoring table indicated below:

TABLE 2

Points	Scoring
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 criterion in most areas but is lacking details and responsiveness in some areas of the criterion.
4	Very good - Meets the criterion to minimum acceptable levels in all areas.
5	Excellent - Meets the criterion in all areas and exceeds it in some 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 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 3

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

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

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

CRITICAL INFORMATION:

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

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

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

Should you have any questions, please send an email to procurement@ctbto.org.

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

INSTRUCTIONS:

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

We recommend using the open-source, free software **7-zip**, but if you are comfortable with other tools, the result should be the same, as long as you can apply encryption to the archive.

In the below, we'll use 7-zip as an example.

(You can download the 7-zip code for Windows at: 7-zip.org)

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

Creating the archives for submission

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

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

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

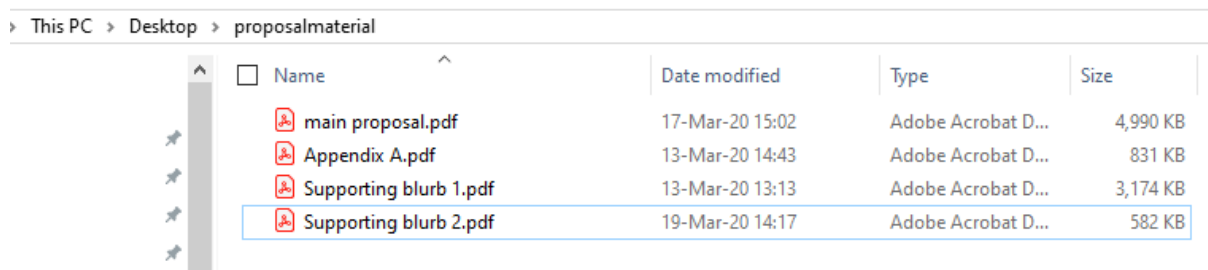


Figure 1 An example set of files to be submitted

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

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

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

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

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

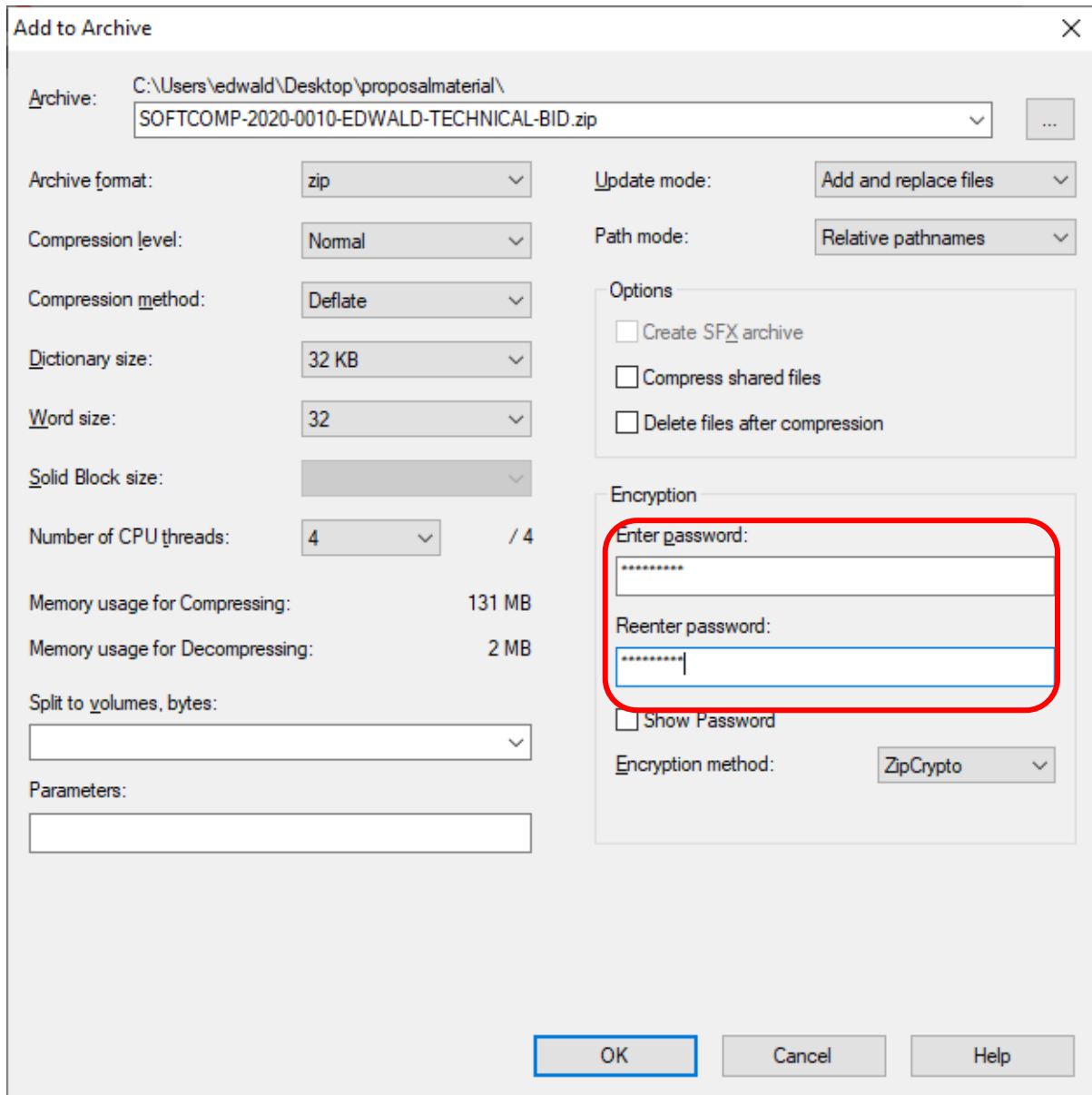


Figure 2 Creating an Archive

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

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

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

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

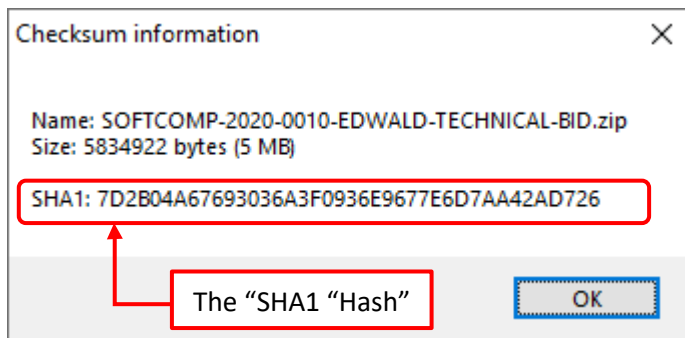


Figure 3 SHA1

If this CRC SHA function is not available by 'right-click' on your Windows version, you can also do this from 'the command line', a slightly more complicated way. Open a CMD window (see sidebar below), move to the folder where your archive is, and execute the command:

`"certutil -hashfile SOFTCOMP-2020-0010-EDWALD-TECHNICAL-BID.zip sha1"`
where you obviously replace the name of the file with your real file name. The output of this command is the SHA1 "hash". You can copy-and-paste the string for use in the email (below).

Sidebar: How to open a CMD window in Windows:

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

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

Finally,

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

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

SEND THIS TO: bid_keys@ctbto.org

IMPORTANT NOTE: As stated above, only send the Encryption Key for the Technical Offer to the bid_keys@ctbto.org mailbox when sending your Technical and Financial Offer to the sealed_bids@ctbto.org mailbox. **You shall only send the Encryption Key for the Financial Offer to the Commission if and when informed by the Commission that your Technical Offer had been evaluated as “technically acceptable”.**

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

As mentioned above, should you have questions or difficulties, please send an e-mail to procurement@ctbto.org.

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

ATTACHMENT 4 - PRICE SCHEDULE FORM - LOT 1

Prices shall be defined in EURO or US DOLLARS
 Prices shall be net of any taxes
 The table serves as a reference and can be modified as appropriate

<p>FEST SAAL</p> <p>Video/Audio and Projection Equipment</p> <p style="text-align: right;">Unit price</p> <p>Item 1 Item 2 Item 3 etc...</p> <p>Lighting Equipment</p> <p>Others</p> <hr/> <p>PRINZ EUGEN SAAL</p> <p>Video/Audio and Projection Equipment</p> <p style="text-align: right;">Unit price</p> <p>Item 1 Item 2 Item 3 etc...</p> <p>Lighting Equipment</p> <p>Others</p> <hr/> <p>FORUM</p> <p>Video/Audio and Projection Equipment</p> <p style="text-align: right;">Unit price</p> <p>Item 1 Item 2 Item 3 etc...</p> <p>Lighting Equipment</p> <p>Others</p> <hr/> <p>WINTERGARTEN</p> <p>Video/Audio and Projection Equipment</p> <p style="text-align: right;">Unit price</p> <p>Item 1 Item 2 Item 3 etc...</p> <p>Lighting Equipment</p> <p>Others</p> <hr/> <p>ZEREMONIESAAL</p> <p>Video/Audio and Projection Equipment</p> <p style="text-align: right;">Unit price</p> <p>Item 1 Item 2 Item 3 etc...</p> <p>Lighting Equipment</p> <p>Others</p> <hr/> <p>SEITENHÄLLE, GARDENHÄLLE I & II, Oberer Platz</p> <p>Video/Audio and Projection Equipment</p> <p style="text-align: right;">Unit price</p> <p>Item 1 Item 2 Item 3 etc...</p> <p>Lighting Equipment</p> <p>Others</p> <hr/> <p>GARDENHÄLLE I</p> <p>Video/Audio and Projection Equipment</p> <p style="text-align: right;">Unit price</p> <p>Item 1 Item 2 Item 3 etc...</p> <p>Lighting Equipment</p> <p>Others</p> <hr/> <p>KÜNSTLERZIMMER</p> <p>Video/Audio and Projection Equipment</p> <p style="text-align: right;">Unit price</p> <p>Item 1 Item 2 Item 3 etc...</p> <p>Lighting Equipment</p> <p>Others</p> <hr/> <p>RADETSKY APPT 1</p> <p>Video/Audio and Projection Equipment</p> <p style="text-align: right;">Unit price</p> <p>Item 1 Item 2 Item 3 etc...</p> <p>Lighting Equipment</p> <p>Others</p> <hr/> <p>FLAGS FOR FOYER and ENTRANCE AREA</p> <p>Prints in form of flags</p> <p style="text-align: right;">Unit price</p> <p>Item 1 Item 2 Item 3 etc...</p> <p>Lighting Equipment</p> <p>Others</p> <hr/>	<p>PERSONNEL FOR TECHNICAL SUPPORT</p> <table border="0"> <tr> <td></td> <td style="text-align: right;">Hourly rate</td> <td style="text-align: right;">Hours</td> <td style="text-align: right;">Total</td> </tr> <tr> <td>Operation Manager</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Technician 1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Technician 2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Technician 3</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3"></td> <td style="text-align: right;">Total</td> </tr> </table> <p>OPTIONAL EQUIPMENT (Section N of the Terms of Reference) Video/Audio and Projection Equipment</p> <p style="text-align: right;">Unit price</p> <p>Item 1 Item 2 Item 3 etc...</p> <p>Lighting Equipment</p> <p>Others</p> <hr/> <p>Additional Services</p> <p>Transportation Set-up and dismantling Static Report Other...</p> <hr/> <p style="text-align: right;">TOTAL PRICE LOT 1 =</p>		Hourly rate	Hours	Total	Operation Manager				Technician 1				Technician 2				Technician 3							Total
	Hourly rate	Hours	Total																						
Operation Manager																									
Technician 1																									
Technician 2																									
Technician 3																									
			Total																						

In reference to Section 4.18 "Exhibition stands" of Annex B:

(1) In the proposal the Bidder shall indicate the price per exhibition stand as well as the total costs for all exhibition stands, identifying possible discounts.

(2) In the proposal the Bidder shall offer an optional Multimedia-Add-On Package, containing Lighting and a Video-Screen, bookable per Exhibition Stand. This Add-On Package may be offered to Exhibitors to be rented directly from the Contractor without the Commission being involved.

ATTACHMENT 4 - PRICE SCHEDULE FORM - LOT 2

Prices shall be defined in EURO or US DOLLARS
 Prices shall be net of any taxes
 The table serves as a reference and can be modified as appropriate

PLANNING

develop a plan for the overall technical set-up

	Hourly rate	est. Hours	Total
Item 1			
Item 2			
Item 3			
etc...			

Others

 Total

EQUIPMENT AND TECHNICAL SUPPORT FOR STREAMING

Equipment for the streaming

	Unit price
Item 1	
Item 2	
Item 3	
etc...	

Others

 Total

PERSONNEL FOR TECHNICAL SUPPORT

	Hourly rate	Hours	Total
Operation Manager			
Technician 1			
Technician 2			
Technician 3			

Total			

Additional Services

Transportation
Set-up and dismantling
Static Report
Other...

Total

TOTAL PRICE LOT 2 =

ATTACHMENT 4 - PRICE SCHEDULE FORM - LOT 3

Prices shall be defined in EURO or US DOLLARS
 Prices shall be net of any taxes
 The table serves as a reference and can be modified as appropriate

GRAPHIC CONTENT FOR BRANDING AND SET DECORATION

visual design elements for the branding

	Unit price
Item 1	
Item 2	
Item 3	
etc...	
Others	
<hr/>	
Total	

VIDEO CONTENT FOR LIVE SHOW

video design elements for the live shows

	Unit price
Item 1	
Item 2	
Item 3	
etc...	
Others	
<hr/>	
Total	

CONTENT SUPPORT FOR STREAMING

content support for the Streaming

	Unit price
Item 1	
Item 2	
Item 3	
etc...	
Others	
<hr/>	
Total	

EVENT DOCUMENTATION AND ON-SITE FOOTAGE

document The Conference on Video

	Unit price
Item 1	
Item 2	
Item 3	
etc...	
Others	
<hr/>	
Total	

PERSONNEL FOR TECHNICAL SUPPORT

	Hourly rate	Hours	Total
Operation Manager			
Technician 1			
Technician 2			
Technician 3			
			<hr/>
Total			

Additional Services

Transportation	
Set-up and dismantling	
Static Report	
Other...	
<hr/>	
Total	

TOTAL PRICE LOT 3 =

Attachment 5

SnT2025 - LIST OF EQUIPMENT

	LAPTOPS (Non-PTS)*	22-24" LCD MONITORS (non-PTS)*	27" PREVIEW SCREENS (non-PTS)*	LCD-TVs (on stands)	A/V SWITCH (Atem)	REMOTE CAMERAS (PTZ)	OPERATED CAMERAS	LED WALL	DATA PROJECTOR	VIDEO CONTROLLER	VIDEO SPLITTERS	STAGE LIGHTNING WHITE	AUDIO EQUIPMENT	RECEIVERS & EAR SHELLS (Interpretation)	WIRELESS KEYB./MICE	SLIDE ADVANCER (MicroCue)
FESTSAAL Stage Set	5	2	3		1	2	2	1		1	1	1	1	1000	1	1
FESTSAAL Interpreter Booths		6											1			
PRINZ EUGEN SAAL (Session Set Up)	5	2	2		1	1	1		1	1	1	1	1		1	1
FORUM (Session Set Up)	5	2	2		1	1	1		1	1	1	1	1		1	1
WINTERGARTEN (E-poster Presentations)	5	2			1	1	1		1	1	1	1	1		1	1
GARDEHALLE I (Interactive Area)	1			2												
KUNSTLERZIMMER (Mtg. Room)	1								1							1
RADETZKY APPT I (ES Meeting Room)	1								1							1
TOTAL REQUIRED:	23	14	7	2	4	5	5	1	5	4	4	4	5	1000	4	6
PROVIDED BY CONTRACTOR LOT 1:	2		7	2	4	5	5	1	5	4	4	1				6
PROVIDED BY CONTRACTOR LOT 2:	21	14														
PROVIDED BY CONTRACTOR LOT 3:																

*) Final amounts subject to change due to adaption in suggested technical set up as part of LOT 2 D 4.44

ANNEX B

TERMS OF REFERENCE

Event Production for the CTBT: Science and Technology 2025

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1 BACKGROUND

- 1.1 The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (the Commission) operates a global verification regime to monitor compliance with the Comprehensive Nuclear-Test-Ban Treaty (CTBT). It provides timely data, assessments and other products and services to Signatory States of the Treaty. More information about the Organisation can be found at www.ctbto.org.
- 1.2 The Commission requires goods and services for event production for the provision of equipment and technical support for the CTBT: *Science and Technology 2025 Conference* (hereafter referred to as “SnT2025” or the “Conference”) as specified in the Lots described below (hereinafter referred to as the “Work”). The Conference will be held from 8 to 12 September 2025 at Hofburg Palace (Hofburg) in Vienna (Austria) . More information about this event can be found at <https://ctbto.org/SnT2025/>
- 1.3 The Commission outlines here the technical requirements and specifications for the provision of the Work.
- 1.4 The Contractor shall carry out the Work in accordance with the requirements specified in these Terms of Reference, in the most efficient and cost-effective manner possible.

2 LOCATION, DURATION AND SCHEDULE OF THE CONFERENCE

Location: Wiener Kongresszentrum Hofburg, Heldenplatz, 1010 Vienna, Austria

Duration: 8-12 September 2025

Dates/Conference Programme modality:

7 and 8 September 2025: delivery; setup on 8 September only

8 September 2025: only online/via Stream, no on-site Conference Program

9-12 September 2025: on-site and online Conference Program

12 September 2025: dismantling to start after the closure* of the Conference and to be completed by 23:00 hrs

* Note: dismantling can start from 13:00 in all areas except Festsaal. Event finishes at 16:30 the latest in all other areas

Daily Schedule:

The Commission may hold daily in-person and/or on-line meetings from 09:00 till 20:00, with the option to extend from 8:00 till 23:00.

- 2.1 The Conference will be held in hybrid format with both in-person and remote participants via Webex (all days). During the opening day in the Hofburg on Tuesday 9 September 2025, the Commission will arrange interpretation services using UN web TV or Interprefy or similar.



- 2.2 The Commission will provide the Contractor with a final schedule of the Conference one (1) week prior to the start of the Conference.
- 2.3 The Contractor shall ensure that the deliveries and dismantling is done in accordance with the specified schedule as per above and that technical staff is available for the provision of Work during the specified dates and times.

3 DESCRIPTION OF THE WORK

- 3.1 The Work shall consist of three LOTs that shall be performed in parallel and in accordance with the terms and conditions of the Commission's Purchase Order:

LOT 1 Event Production and Branding

LOT 2 Streaming

LOT 3 Content Production

- 3.2 All communication with the Commission shall be in the English language, both orally and in writing.

4 SCOPE OF WORK

LOT 1

Event Production and Branding

A. GENERAL REQUIREMENTS

- 4.1 The Contractor shall **provide the equipment on a rental basis and technical support services** as described in this section.
- 4.2 Transportation to the Hofburg Palace, set-up, and testing of the equipment shall be performed ONLY on Sunday 7 September 2025 (14:00-20:00) and Monday 8 September 2025 (06:00-24:00). The Contractor shall ensure that dismantling of the Equipment is completed after the Conference on Friday 12 September 2025 by 23:00.

B. CONTRACTOR's AND CONTRACTOR's KEY-PERSONNEL's QUALIFICATIONS

- 4.3 The Contractor shall have:
 - (1) Experience with providing technical equipment and production services in the fields of audio, lighting, video and branding for large conferences, conventions or comparable event formats with at least 800 attendees. The Contractor shall provide



references of a minimum of 3 such productions it has supported during the last 2 years.

- (2) A Senior Project Manager who serves as main contact point for the Work under LOT 1 (pre-event and on-site). This Senior Project Manager shall have experience with supervising the technical production of large conferences, conventions or comparable event formats with at least 800 attendees. The Contractor shall provide a CV of the proposed Senior Project Manager and references of a minimum of 3 comparable productions the Senior Project Manager has supervised during the last 2 years.
- (3) Experience working in the Hofburg Palace, Vienna would be desirable.
- (4) 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 and dismantling, all of which shall also be coordinated among the Commission, the Contractor and the Hofburg Palace administration.
- (5) Experience in supporting scientific events or conferences would be desirable.

C. MAIN PLENARY (FESTSAAL) – 9-12 September 2025 (as per schedule)

4.4 The Contractor shall provide and operate the equipment for the multimedia setup as described below:

- (1) **Conceptual Process.** The Contractor and the Commission will meet not later than one week after the issuance of the Purchase Order to discuss the concept of the entire event. During the conceptual process, the Contractor shall suggest technical solutions and design proposals in the technical implementation area.
- (2) The Contractor shall:
 - (a) Provide a **Set Decoration** incorporating two **LED Stage Displays**, in line with the branding concept of the Commission, and as set out in Annex 1.A of these Terms of Reference. The Contractor shall plan, construct/install, set up, operate, and dismantle the Set Decoration as agreed.
 - (b) Provide and operate **Show Lightning and Show Special Effects** in line with the branding concept provided by the Commission. The Contractor shall ensure that the equipment provided by the Hofburg is used and incorporated as necessary.
 - (c) Provide and operate the **Video Control System** (mixer) to control what is displayed on the LED Stage Displays (i.e., camera images, static images/graphics, pre-recorded videos, remote meeting feed and/or presentation PC output), as well as



providing the displayed signal for streaming to the remote meeting via the ROOM SHARE device.

(d) Provide:

- i. A **Video Server and Software** that supports and runs video content from various sources simultaneously (i.e., HD Video, frame rates, Live feeds – external and internal, video loops, still photos, possible time codes, etc.). Last minute changes to the visual content should be easily added to the server, if necessary.
- ii. Two Professional **HD Video Cameras** (to film the proceedings, send a signal to the video control system and send a 1080P signal to the Digital Recorder) with **Tele-Zoom Lenses** (to provide stable close-ups and wide shots).
- iii. Two Remote **4k cameras** with HD output for wide-angle shots / cutaways / audience.
- iv. **Digital Recorder(s)** HD to record 1080P digital recordings from each camera and the mixed signal which is sent to remote participants through the ROOM SHARE device via Webex or UN web TV (or similar). Recordings will be uploaded to video sharing platforms after each session ends. Two copies of the recordings will be provided to the Commission on external hard disk drives.
- v. 3 **Preview Screens** at least 27” (for speakers on stage).
- vi. 6 **LCD Monitors** (21-24”), showing the room camera feed (for interpretation booths).

4.5 Provide an intercom-system connecting Front of House, The Commission’s Room Managers (located in front of the stage) and the Stage Manager (backstage).

4.6 The following items will be provided and operated by the Hofburg:

- (1) **Audio and Microphone Equipment**
- (2) **Receivers & Ear Shells** for participants to listen to interpretation in CTBTO official languages
- (3) **Standard Stage Lighting** (white)

D. PRINZ EUGEN SAAL - 9-12 September 2025 (as per schedule)

4.7 The Commission and/or the Hofburg will prepare the room in Theatre style for 162 persons and provide a stage (6m x 2m, 40cm height) with a podium for four and a lectern and table(s) near the lectern for conference staff and presentation PC(s).

4.8 The Contractor shall provide and operate the following equipment:

- (1) Front **Projection Screen** Full White with a dimension of 444cm x 250cm (w x h)



- (2) **Data Projector** 1 Chip, DLP, WUXGA 1920x1200 (16:10), 8.500 ANSI lumens (or better).
- (3) **Projection Tower** including skirting.
- (4) One Professional HD **Video Camera** (to film the proceedings, send a signal to the video control system and send a 1080P signal to the Digital Recorder) including a professional HD **Tele-Zoom Lens** (to provide stable close ups and wide shots).
- (5) One remote **4k camera** with HD output for wide-angle shots/cutaways/audience.
- (6) **Video Control System** (mixer) to control what is projected (i.e., camera images, static images/graphics, pre-recorded videos, remote meeting feed and/or Presentation PC output), as well as providing the displayed signal to the remote meeting via the ROOM SHARE device.
- (7) **Digital Recorder(s)** HD (to record full HD digital recordings from each camera and the mixed signal which is sent to remote participants through the ROOM SHARE device via Webex. Two copies of the recordings will be provided to the Commission on external hard disk drives.).
- (8) The Contractor shall produce and implement a 600cm x 200cm (w x h) **Stage Backdrop** depicting the event CI. The Contractor shall also provide an appropriate carrying structure for the Stage Backdrop. The print file (blueprint) will be provided under LOT 3. If applicable, different Contractors shall coordinate their workflows to ensure a timely production and implementation of the asset (goods and/or services/deliverables).

4.9 The following items will be provided and operated by the Hofburg:

- (a) Standard **Stage Lighting** (white);
- (b) **Audio and Microphone equipment.**

E. FORUM - 9-12 September 2025 (as per schedule)

4.10 The Commission and /or the Hofburg will prepare the room in Theatre style for 144 persons with a podium for four persons and a lectern and table(s) near the lectern for conference staff and presentation PC(s).

4.11 The Contractor shall provide and operate the following equipment:

- (1) Front **Projection Screen** Full White with a dimension of 444cm x 250cm (w x h)
- (2) **Data Projector** 1 Chip, DLP, WUXGA 1920x1200 (16:10), 12.000 ANSI lumens (or better).
- (3) **Projection Tower** including skirting.
- (4) One Professional HD **Video Camera** (to film the proceedings, send a signal to the video control system and send a 1080P signal to the Digital Recorder) including Professional HD **Tele-Zoom Lens** (to provide stable close ups and wide shots).
- (5) One Remote **4k Camera** with HD output for wide-angle shots/cutaways/audience.



- (6) **Video Control System** (mixer) to control what is projected (i.e., camera images, static images/graphics, pre-recorded videos, remote meeting feed and/or Presentation PC output), as well as providing the displayed signal to the remote meeting via the ROOM SHARE device.
- (7) **Digital Recorder(s)** HD to record Full HD digital recordings from each camera and the mixed signal which is sent to remote participants through the ROOM SHARE device via Webex. Two copies of the recordings will be provided to the Commission on external hard disk drives.
- (8) The Contractor shall produce and implement a 500cm x 200cm (w x h) **Stage Backdrop** depicting the event CI. The Contractor shall also provide an appropriate carrying structure for the Stage Backdrop. The print file (blueprint) will be provided under LOT 3. If applicable, different Contractors shall coordinate their workflows to ensure a timely production and implementation of the asset.
- (9) **2 Preview Screens 27"** (one for the lectern and one for the speakers on stage).

4.12 The following items will be provided and operated by the Hofburg:

- (a) Standard **Stage Lighting** (white)
- (b) **Audio and Microphone Equipment.**

F. WINTERGARTEN - 9-12 September 2025 (as per schedule)

4.13 The Commission and/or the Hofburg will prepare the room in Theatre style for about 50 persons, a stage with a lectern and table(s) near the lectern for conference staff and presentation PC(s).

4.14 The Contractor shall provide and operate the following equipment:

- (1) Front **Projection Screen** Full White with a dimension of 444cm x 250cm (w x h)
- (2) **Data Projector** 1 Chip, DLP, WUXGA 1920x1200 (16:10), 12.000 ANSI lumens
- (3) **Projection Tower** including skirting
- (4) One Professional HD **Video Camera** (to film the proceedings, send a signal to the video control system and send a 1080P signal to the Digital Recorder) incl. professional HD **Tele-Zoom Lens** (to provide stable close ups and wide shots)
- (5) One Remote **4k cameras** with HD output for wide-angle shots/cutaways/audience
- (6) **Video Control System** (mixer) to control what is projected (i.e., camera images, static images/graphics, pre-recorded videos, remote meeting feed and/or Presentation PC output), as well as providing the displayed signal to the remote meeting via the ROOM SHARE device.
- (7) **Digital Recorder(s)** HD to record 1080P digital recordings from each camera and the mixed signal which is sent to remote participants through the ROOM SHARE device via Webex. Two copies of the recordings will be provided to the Commission on external hard disk drives.



- (8) A **Stage Podium** 400cm x 200cm (w x d) with a height of 40cm including skirting and two single steps as entrance on each side.
- (9) **Standard Stage Lighting** (white) to ensure a well-lit environment for the video-recording.
- (10) The Contractor shall produce and implement a 400cm x 200cm (w x h) **Stage Backdrop** depicting the event CI. The Contractor shall also provide an appropriate carrying structure for the Stage Backdrop. The print file (blueprint) will be provided under LOT 3. If applicable, different Contractors shall coordinate their workflows to ensure a timely production and implementation of the asset.

4.15 The following items will be provided and operated by the Hofburg:

Audio and Microphone Equipment.

G. E-POSTERS PRESENTATION AREA (ZEREMONIENSAAL)

- 4.16 The Contractor shall set up the e-poster presentation area to be operational from Tuesday 9 September at 12:00 hrs to Friday 12 September 2025 13:00 hrs.
- 4.17 The Contractor shall provide a carrying structure for the e-poster-screens as well as branding solutions in form of prints for these carrying structures as set out in Annex 1.B of this specification. The Contractor shall plan, construct/install, set up and dismantle the assets as agreed.

H. EXHIBITION AREA (SEITENHALLE, GARDEHALLE I & II, Oberes Platzl) 9-12 September 2025

- 4.18 **Exhibition stands:** The Contractor shall provide up to 40 exhibition stands as set out in Annex 1.C of these Terms of Reference. The Contractor shall plan, construct/install, set up and dismantle the assets as agreed. The Exhibition Stands shall include carpets and printed backdrops.

I. INTERACTIVE AREA (GARDEHALLE I)

- 4.19 The Contractor shall provide a trussing-construction measuring 400cm x 400cm x 250cm (w x d x h) with prints and an entrance curtain as set out in Annex 1.D of these Terms of Reference. The Contractor shall plan, construct/install, set up and dismantle the assets as agreed.
- 4.20 The Contractor shall provide two **LCD-TV** 85” with **Stand** compatible with laptops (HDMI input).

J. KÜNSTLERZIMMER – 9-12 September 2025



4.21 The Contractor shall provide and operate the following equipment:

- (1) Small **Projection Screen** – 286cm x 170cm
- (2) Small **Data Projector**, WUXGA 1920x1200 (16:10), 4800 Ansi Lumens
- (3) **Laptop** – English Windows/Office Pro, OBS, VLC, Webex (HDMI output)

K. RADETSKY APPT I – 9-12 September 2025

4.22 The Contractor shall provide and operate the following equipment:

- (1) Small **Projection Screen** – 286cm x 170cm
- (2) Small **Data Projector**, WUXGA 1920x1200 (16:10), 4800 Ansi Lumens
- (3) **Laptop** - English Windows/Office Pro, OBS, VLC, Webex (HDMI output)

L. FLAGS FOR FOYER and ENTRANCE AREA

4.23 The Contractor shall provide prints in form of flags as per below and following the guidelines of the Commission and Hofburg:

- (1) One Flag 120cm x 300cm (w x h), suitable for outdoor-use
- (2) Two Flags 90cm x 410cm (w x h) to be used indoors.

4.24 All Flags will be installed by Hofburg-Staff.

4.25 The Printfiles (blueprints) for all Flags will be provided under LOT 3.

M. RELATED TECHNICAL SUPPORT

4.26 The Contractor shall provide on-site technical personnel as necessary to perform the Work under LOT 1. This shall include Work performed outside normal business hours, if necessary. Personnel shall be technically qualified and cover all areas of relevant expertise (e.g. audio and light technicians, camera operators etc.)

4.27 The Contractor shall ensure that one Senior Project Manager serves as permanent person of contact during the conceptual- and planning-process and will be present during the Conference to manage all Work and personnel. The Senior Project Manager shall have a good working knowledge of the English language.

4.28 The Contractor shall provide up to 20 hand-held radio devices with a designated communication channel for the Commission's staff members as well as a communication channel with the Operation Manager(s) of Lots 1, 2 and 3.



- 4.29 The Contractor shall be responsible for all necessary activities related to the Work e.g., packing and delivery of equipment, on-site testing of equipment, on-site repair, set-up, and dismantling.
- 4.30 The Contractor shall provide the Commission with the Static Reports in accordance with the Austrian Law. ref ÖNORM EN 13814 "*Veranstaltungsstättenrichtlinie*" (Download: <https://www.wien.gv.at/wirtschaft/gewerbe/technik/pdf/veranstaltungsstaetten-richtlinie.pdf>)

N. OPTIONAL EQUIPMENT

- 4.31 In addition to the above, the Contractor shall provide and operate the following optional equipment, only if-and-when requested by the Commission. The equipment may be installed in any rooms above. The Contractor shall ensure that the equipment listed below is provided to the Commission as, and when, required during the Conference.
- a. **Up to 10 (ten) LCD-TVs 55"** with **Stands** compatible with laptops (HDMI input) and USB-Sticks
 - b. One Small **Data Projector** (HDMI input) for small meeting room
 - c. One small **Projection Screen** for small meeting room
 - d. one Small **Sound System** (i.e., Speakers) with Wireless Handheld **Microphone(s)**
 - e. One portable HD **Video Camera** with **Tripod**
 - f. One small Remote 4K **Camera** with HD output with Tripod or Stand
 - g. One small streaming **Mixer/Switcher** (ie. ATEM Mini) for hybrid meetings
 - h. One All-in-One **Conferencing Camera** for hybrid meetings (i.e., Kandao Meeting)

[END OF LOT 1]



LOT 2

Streaming

A. GENERAL REQUIREMENTS

- 4.32 The Contractor shall provide the following Work:
- (1) **planning** of overall technical set-up for the streaming of the Conference (described below).
 - (2) **Supplying of necessary equipment on a rental basis and technical support services** for the streaming of the Conference (described below).
- 4.33 Delivery to the Hofburg Palace, set-up, and testing of the equipment shall be performed **ONLY** on Sunday 7 September 2025 (14:00-20:00) and Monday 8 September 2025 (08:00-23:00). The Contractor shall ensure that dismantling of the Equipment is completed after the closure of the Conference on Friday 12 September 2025 by 23:00.
- 4.34 The Contractor's proposal shall include a proposed draft streaming plan. The detailed final streaming plan shall be submitted not later than two weeks after the issuance of the Purchase Order.
- 4.35 The Commission shall review the plan and call for a meeting with the Contractor to provide feedback and request for clarification or request for changes of the streaming plan not later than one week after meeting between both parties.
- 4.36 The Contractor shall prepare the updated streaming plan based on feedback from the Commission. The Commission shall review the plan and item 4.35 is repeated until approval of the plan by the Commission which shall be not later than 3 months before the Conference.
- 4.37 The Contractor shall demonstrate the streaming capabilities during a test event that will be scheduled approximately 1 month prior to the start of the Conference. The test event will involve technical staff from the Commission to operate WebEx and external providers from SuperEvent (remotely) for broadcasting the stream. Optionally UN web TV staff may also participate.
- 4.38 The Contractor shall provide personnel as necessary to perform the Work under LOT 2. This shall include Work performed outside normal business hours, if necessary. The personnel shall be technically qualified, cover all areas of relevant expertise and have a working knowledge of the English language.
- 4.39 The Contractor shall ensure that an experienced Project Manager will be available during the entire Runtime of the Project including the Conference itself to manage all Work and



personnel. Furthermore, the Contractor shall ensure that key personnel of the Work is available for meetings with the Commission as required.

- 4.40 The Contractor shall be responsible for all necessary activities related to the Work e.g., coordination and working meetings, delivery, testing of assets (pre-event and on-site) etc.

B. CONTRACTOR'S AND CONTRACTOR'S KEY-PERSONNEL'S QUALIFICATIONS

4.41 The Contractor shall have:

1. Experience with providing technical equipment and production services in the fields of streaming, audio, video and branding for large conferences, conventions or comparable event formats with at least 800 attendees. The Contractor shall provide references of a minimum of 3 such productions it has supported during the last 2 years.
2. A Project Manager who serves as main contact point for the Work under LOT 2 (pre-event and on-site). This Project Manager shall have experience with supervising the streaming production of live events or broadcasts with comparable magnitude and shall have a very good working knowledge of the English language. The Contractor shall provide a CV of the proposed Project Manager and references of a minimum of 3 comparable productions the Project Manager has supervised during the last 2 years.
3. A qualified Technical Streaming Producer supporting the Commission with the Run of Stream as well as with the Handling of all assets (also see Heading E of this LOT). This Technical Streaming Producer shall have experience with live events or broadcasts with comparable magnitude and shall have a very good working knowledge of the English language. The Contractor shall provide a CV of the proposed Technical Streaming Producer and references of a minimum of 3 comparable projects the Technical Streaming Producer has supported during the last 2 years.
4. The Contractor's proposal shall include samples in electronic form of works comparable to the Work described under this LOT as reference of qualification
5. Experience working in Hofburg Palace, Vienna, would be desirable.
6. 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 and dismantling/removal of equipment, all of which shall also be coordinated among the Commission, the Contractor and the Hofburg Palace administration.
7. Experience in supporting scientific events or conferences would be desirable.



C. AGENDA FOR STREAMING ACTIVITIES

- 4.42 The Conference will be a hybrid conference with the date and location as specified in the Section 2 of these Terms of Reference.
- 4.43 The current estimated planned schedule relevant for planning streaming related activities is as follows. This may be subject to change until all planning activities are concluded and the final programme is confirmed. The Commission will provide the final programme to the Contractor by July 2025.
- a) **Monday 8 September:** Several online sessions will take place and be operated from the Commission's headquarter. The Commission will provide hardware for the live sessions, including large screens, fixed cameras, microphones and desktop computers to operate the sessions using WebEx. Commission's personnel will chair the sessions and host WebEx meetings. The live feed from the session shall be streamed and recorded by the Contractor ensuring that it is forwarded to the live event platform selected by the Commission and provided by another Contractor.
 - b) **Tuesday 9 September Morning:** The high-level opening of the Conference will take place in the Hofburg Palace, in Festsaal. There will be no other session occurring during that time. Synchronous translation will be provided by the Commission for in-person attendants. The live feed from this session shall be streamed and recorded by the Contractor, ensuring that the English live-stream be forwarded to the live event platform (provided by another Contractor). Live-feeds in all languages shall be streamed and recorded by the Contractor and forwarded to UN web TV for streaming.
 - c) **Tuesday 9 September Afternoon until Friday 12 September Early-Afternoon:**
 - (1) This period will comprise 3 parallel sessions simultaneously in Festsaal, Prinz Eugen Saal and Forum. Commission's personnel will chair the sessions and host WebEx meetings. The live feeds from the parallel sessions shall be streamed and recorded by the Contractor, ensuring that the streams be forwarded to the live event platform (provided by another Contractor).
 - (2) In addition, at dedicated times, live sessions will occur in Wintergarten. Commission's personnel will chair the sessions and host WebEx meetings. The live feed from Wintergarten shall be streamed and recorded by the Contractor, which shall ensure that the streams be forwarded to the live event platform (provided by another Contractor).
 - d) **Friday 12 September Afternoon (until 16:00):** On Friday there will be only a closing session of the Conference, which will take place in Hofburg Palace, in Festsaal. There will be no other session occurring during that time. The live feed from this session shall be streamed and recorded by the Contractor, and the live-stream shall be forwarded to the live event platform (provided by another Contractor).

D. PLANNING

- 4.44 The **planning** of overall technical set up for the streaming of the Conference shall be as follow:

- a) The Contractor’s proposal shall include the proposed overall technical set-up of the streaming of the event including hardware, software and streaming productions requirements. The proposed and final implementation plan shall be developed by the Contractor meeting the below requirements.
- b) The Contractor’s plan shall make use of video material from multiple sources:
 - (1) The live feed from various parallel session room and e-poster lightning talk room,
 - (2) Provided under LOT 1 and described under LOT 1,
 - (3) Recordings from live sessions,
 - (4) Videos material provided by the Commission, video content produced under LOT 3 and described under LOT 3
- c) The Contractor’s plan shall be compatible with the expected hybrid set-up for the Conference (Appendix 2.A) and with technologies planned to be used for SnT2025 (Table 2.A).
- d) The Contractor’s plan shall also cover the first day of the Conference that will be a virtual day operated from the Commission’s headquarter in accordance with the above requirements.
- e) The Contractor’s final plan shall detail the final implementation plan, including all materials and items required for its execution.

Table 2.A: Technologies used by the Commission:

Technology	Functionality	Point of Contact
WebEx	Videoconferencing solution for online and hybrid sessions (for active participation of remote speakers and panelists)	Managed by Commission personnel
CTBTO Indico	Repository of conference material (Presentation slides and pre-recorded videos)	Managed by Commission personnel
SuperEvent	Live online platform for streaming content of the Conference: will receive feed from parallel streams of the various session rooms and from e-poster lightning talks	External Contractor, under contract with the Commission
UN Web TV	For Opening day: the streaming of the conference in CTBTO official languages will additionally be streamed on the UN Web TV	External Provider, coordination via the Commission



E. EQUIPMENT AND TECHNICAL SUPPORT FOR STREAMING

4.45 Supplying of necessary equipment and technical support shall be as follow:

- a) The Contractor shall provide the equipment for the streaming in Festsaal, Forum, Prinz Eugen Saal and Wintergarten on a rental basis in accordance with these Terms of Reference and the final streaming plan of the Conference submitted by the Contractor and approved by the Commission pursuant to Sections 4.34-4.36 above.
- b) The Contractor shall provide technical support services to support the approved streaming plan of the Conference.
- c) The implementation of the streaming set-up shall be in cooperation with staff from the Commission that will operate WebEx meetings and provide relevant information for broadcasting the streams on external platforms (e.g. SuperEvent live platform and UN web TV where applicable).
- d) The on-Site Operation of the streaming set-up shall be done in cooperation with staff from the Commission.
- e) The Contractor of LOT 2 shall coordinate and cooperate with the Production Supplier (LOT 1) (if different supplier for LOT 2), as required, in particular to receive the video- and audio-feeds to be streamed on external platforms (e.g. SuperEvent live platform and UN web TV where applicable).
- f) The Contractor of LOT 2 shall coordinate and cooperate with the Content Supplier (LOT 3) (if different supplier for LOT 2), as required, in particular to receive all necessary design files and multimedia-content.

[END OF LOT 2]



LOT 3

Content Production

A. GENERAL REQUIREMENTS

4.46 The Contractor shall provide the following Work:

- (1) **Development of graphic and animated design elements** for Branding, Set Decoration, Streaming and Event Documentation in accordance with branding concept provided by the Commission, including as a minimum three feedback loops if needed.
- (2) **Production of all print data** (blueprint) after approval of the graphic assets by the Commission.
- (3) **Production of video content** after approval of assets by the Commission
- (4) **Production/provision of the graphic design elements** in the format most suitable for the respective area of application as branding (such as prints, sets, projections, etc.).

4.47 The Contractor and the Commission shall meet and discuss the visual design elements not later than one week after the issuance of the Purchase Order. The Contractor shall provide suggestions and design of all the selected promotional print products (e.g., banners, backdrops, display walls, flags, roll ups for all branded rooms, etc.).

4.48 Following the meeting, the Contractor shall provide an initial graphic and video design solution to the Commission for evaluation, no later than three (3) weeks after said meeting, for final review and approval by the Commission. All proposed design/solutions shall be properly documented e.g., through written documentation and/or images or samples showing the expected results.

4.49 Following approval by the Commission, the Contractor shall complete the production of all print data and the production/provision of the graphic design outputs/deliverables. The production/provision of the outputs/deliverables shall be completed as soon as possible but no later than four (4) weeks before the start of the set-up at the Hofburg.

4.50 The Contractor of LOT 3 shall coordinate and cooperate with the Contractors of LOTs 1 and 2 (if different from LOT 3), as may be required, in particular in terms of technical specification required for print files, video content and streaming assets.

4.51 All multimedia-assets used for the content production shall include worldwide licenses for image and audio, and free use of audio and image rights.

4.52 Considering the international participation in the Conference, all documentation and branding materials shall be in the English language. The Commission may require



corrections to the English texts proposed by the Contractor together with the branding materials.

- 4.53 The Contractor shall provide personnel as necessary to perform the Work under LOT 3. This shall include Work performed outside normal business hours, if necessary. The personnel shall be technically qualified, cover all areas of relevant expertise, and have a working knowledge of the English language.
- 4.54 The Contractor shall ensure that one (1) Senior Project Manager will be available during the entire Runtime of the Project including the Conference itself to manage all Work and personnel.
- 4.55 The Contractor shall be responsible for all necessary activities related to the Work e.g., coordination and working meetings, delivery of files and assets, transportation, testing of assets (pre-event and on-site) etc.

B. CONTRACTOR'S AND CONTRACTOR'S KEY-PERSONNEL'S QUALIFICATIONS

4.56 The Contractor shall have:

- (1) Experience with providing graphic designs and video content for events and broadcasts. The Contractor shall provide references of a minimum of 3 such productions it has supported overall during the last 2 years.
- (2) The Contractor's proposal shall include samples or examples in electronic forms of works comparable to the Work described under this LOT as reference of qualification.
- (3) A Senior Project Manager who serves as main contact point for the Work under LOT 3. This Senior Project Manager shall have experience with producing and supervising live events or broadcasts with comparable magnitude and shall have a very good working knowledge of the English language. The Contractor shall provide a CV of the proposed Senior Project Manager and references of a minimum of 3 comparable projects the Senior Project Manager has supervised during the last 2 years.
- (4) A qualified Show Caller for the High-Level Opening and The Conference Closing Session respectively (also see Heading D of this LOT). This Show Caller shall have experience with live events or broadcasts with comparable magnitude and shall have a very good working knowledge of the English language. The Contractor shall provide a CV of the proposed Show Caller and references of a minimum of 3 comparable projects the Show Caller has supported during the last 2 years.
- (5) A qualified Broadcast Producer supporting the Commission with the Run of Stream in respect to content and various pre-produced content for the stream as well as with the Handling of all assets (also see Heading E of this LOT). This Streaming (Broadcast) Producer shall have experience with live events or



broadcasts with comparable magnitude and shall have a very good working knowledge of the English language. The Contractor shall provide a CV of the proposed Streaming (Broadcast) Producer and references of a minimum of 3 comparable projects the Streaming (Broadcast) Producer has supported during the last 2 years.

C. GRAPHIC OUTPUTS/DELIVERABLES FOR BRANDING AND SET DECORATION

4.57 The Contractor shall provide all visual design elements for the branding of the event in accordance with the branding concept provided by the Commission. These assets are in particular (but not limited to):

- (1) Layouts and Printfiles for the Set-Decoration in Festsaal as set out in Annex 1.A
- (2) Layouts and Printfiles for the Backdrop in Prinz Eugen Saal (see also LOT 1 heading D, 4.8 (8))
- (3) Layouts and Printfiles for the Backdrop in Forum (see also LOT 1 heading E, 4.11 (8))
- (4) Layouts and Printfiles for the Backdrop in Wintergarten (see also LOT 1 heading F, 4.14 (10))
- (5) Layouts and Printfiles for the Branding of the e-Poster Presentation Area in Zeremoniensaal as set out in Annex 1.B
- (6) Layouts and Printfiles for the Exhibition Stands in the Exhibition Area as set out in Annex 1.C (see also LOT 1 heading H, 4.18)
- (7) Layouts and Printfiles for the Interactive Area as set out in Annex 1.D (see also LOT 1 heading I, 4.19)
- (8) Layouts and Printfiles for the Flags in the Foyer and the Entrance Area as set out in Annex 1.C (see also LOT 1 heading L, 4.23)
- (9) Layouts and Printfiles for an Audience Guidance System suitable for Hofburg as well as further assets as required.

D. VIDEO CONTENT FOR LIVE SHOW

4.58 The Contractor shall provide all video design elements for the live shows of the event in accordance with the branding concept provided by the Commission.

4.59 In particular, the Contractor shall

- (1) produce an Opening Video for the High-Level Opening in Festsaal on 9 September 2025 with a length of up to 3 minutes. This video shall contain real-life footage (both photographs and videos) provided by the Commission as well as appropriate Stock Footage, abstract graphic elements connecting the real-life footage stylistically, inserts and superimposed titles, a narrator (m/f/d; voice only)

if required and musical elements. Technically and stylistically the video is to be structured visually making use of all LED-Elements which are part of the Set Up in Festsaal (as set out in Annex 1.A).

- (2) produce a Closing Video for The Conference Closing Ceremony in Festsaal on 12 September 2025 with a length of up to 3 minutes. This video shall refer stylistically to the Opening Video, contain real-life footage (both photographs and videos) acquired during SnT2025, abstract graphic elements connecting the real-life footage stylistically, inserts and superimposed titles, a narrator (m/f/d; voice only) if required and musical elements. Technically and stylistically the video is to be structured visually making use of all LED-Elements which are part of the Set Up in Festsaal (as set out in Annex 1.A).
- (3) also produce web-version in 16:9-Format of the Opening-Video and the Closing Video to be used for the Live-Stream of the High-Level Opening and The Conference Closing Session respectively.
- (4) produce Entrance-Bumpers and Exit-Bumpers, Jingles, Stingers and Name-Inserts as needed for the High-Level Opening in Festsaal on 9 September 2025 and for The Conference Closing Session in Festsaal on 12 September 2025.
- (5) produce a Template for Name- and Session-Title-Inserts to be used during the scientific program from 9-12 September 2025 in Festsaal, Prinz Eugen Saal, Forum and Wintergarten, designed to be easy to use and adapted by the Video Departments of the respective Areas.
- (6) provide a qualified Show Caller for the High-Level Opening in Festsaal on the morning of Tuesday 9 September 2025 and for The Conference Closing Session in Festsaal on the afternoon of Friday 12 September 2025. This Show Caller is responsible for the Run of Shows and is therefore expected to take part in all Production Meetings prior to the event to set up a correct Rundown for all Technical Departments (e.g. Audio, Lighting, Video, Streaming) and Contractors involved in the respective Shows.

E. CONTENT SUPPORT FOR STREAMING

4.60 The Contractor shall provide content support for the Streaming of the Conference in accordance with the branding concept provided by the Commission.

4.61 For this, the Contractor shall

- (1) produce assets for the overall appearance of the stream such as opening-, transition- and closing animations,
- (2) produce generic graphic assets such as intermission graphics, broadcast information and program information,
- (3) produce generic animated assets such as transitions, inserts and templates for superimposed titles,
- (4) provide a qualified Producer on-site in the Commission Headquarters on Monday 8 and in Hofburg from Tuesday 9 to Friday 12 September, supporting the Commission with the Run of Stream as well as with the Handling of all assets.



This Producer is expected to take part in all Production Meetings prior to the event to set up a correct Rundown for all Assets of the Broadcast.

F. EVENT DOCUMENTATION AND ON-SITE FOOTAGE

- 4.62 The Contractor shall document the Conference on Video, focussing on Event Ambience, Social Interaction of participants and Statements and/or Interviews.
- 4.63 For this, the Contractor shall
- (1) provide an on-site video-team to record footage on a daily basis from Monday 8 to Friday 12 September 2025,
 - (2) produce a Highlight-Video of each conference day to be used as asset for the live stream (online and in parallel session rooms). These Highlight-Videos with a runtime of approximatively 30 minutes each shall use Ambience Footage as well as Footage of Sessions recorded by the Contractor of LOT 1 and be broadcasted during the live stream on the day following each recording.

[END OF LOT 3]

5 RISK MANAGEMENT

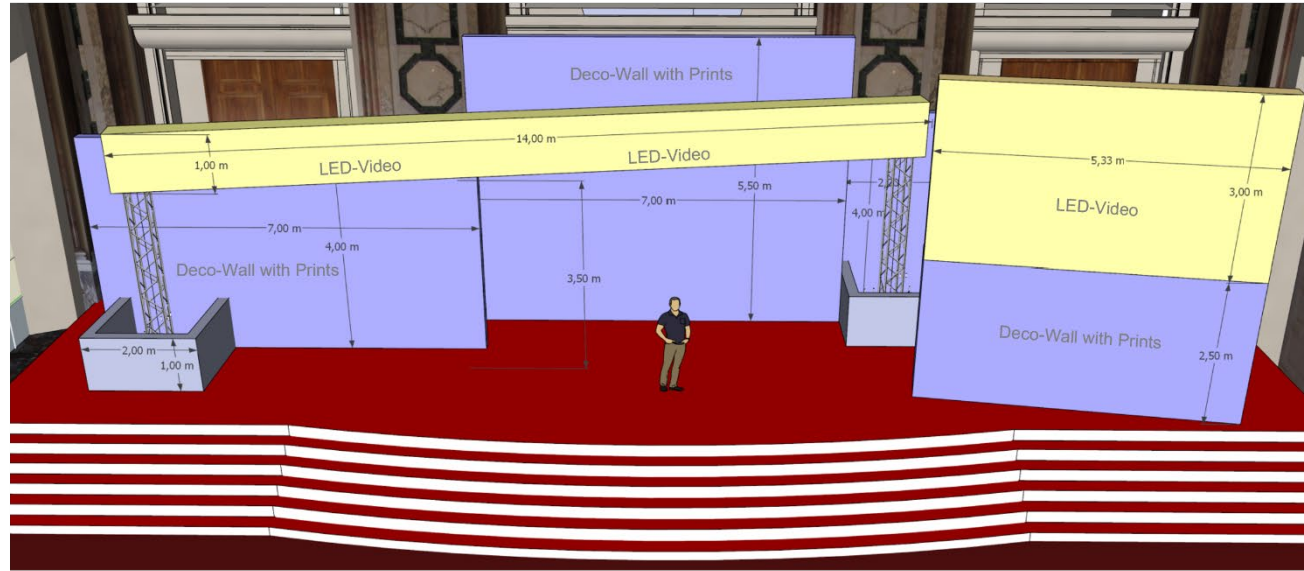
- 5.1 The Contractor shall provide a final risk assessment plan at the project's commencement identifying potential risks that could impact the successful execution of the outlined activities in this Terms of Reference. Risks may include but are not limited to technical challenges, changes in project requirements/scope, resource constraints, schedule delays, integration difficulties, and third-party dependencies. The risk assessment plan should be consistently updated, aligning with the delivery of project milestones or significant accomplishments.
- 5.2 Upon the project's satisfactory completion, the Contractor shall conduct a final review of the risk plan. Risks that have been effectively mitigated or did not materialize should be officially closed, accompanied by appropriate documentation. The insights gained from the risk management process should be methodically documented and shared with the CTBTO, thereby contributing to the knowledge repository for forthcoming large event and conference endeavours.



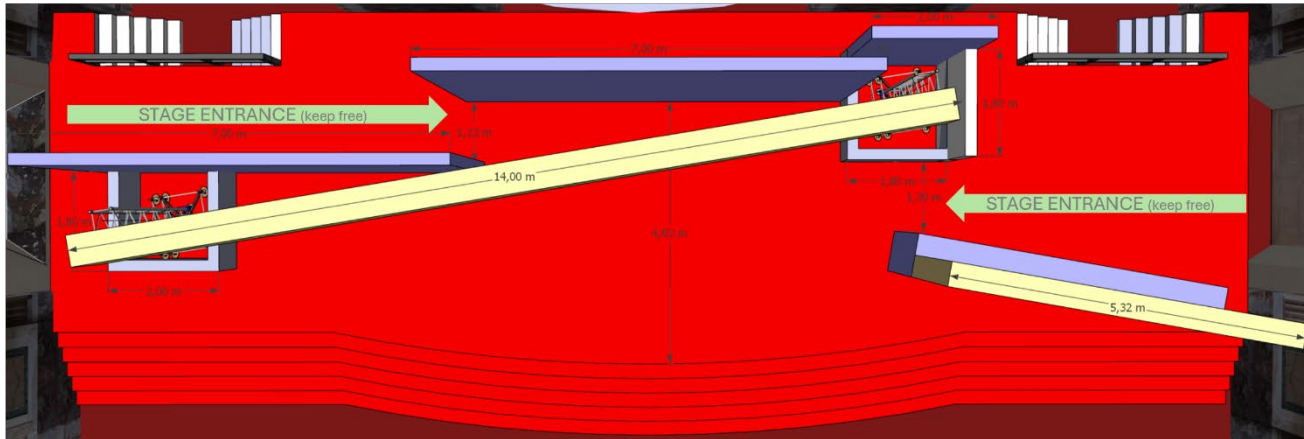
6 ANNEXES

ANNEX 1.A: STAGE SET Festsaal

Frontview:



Topview:



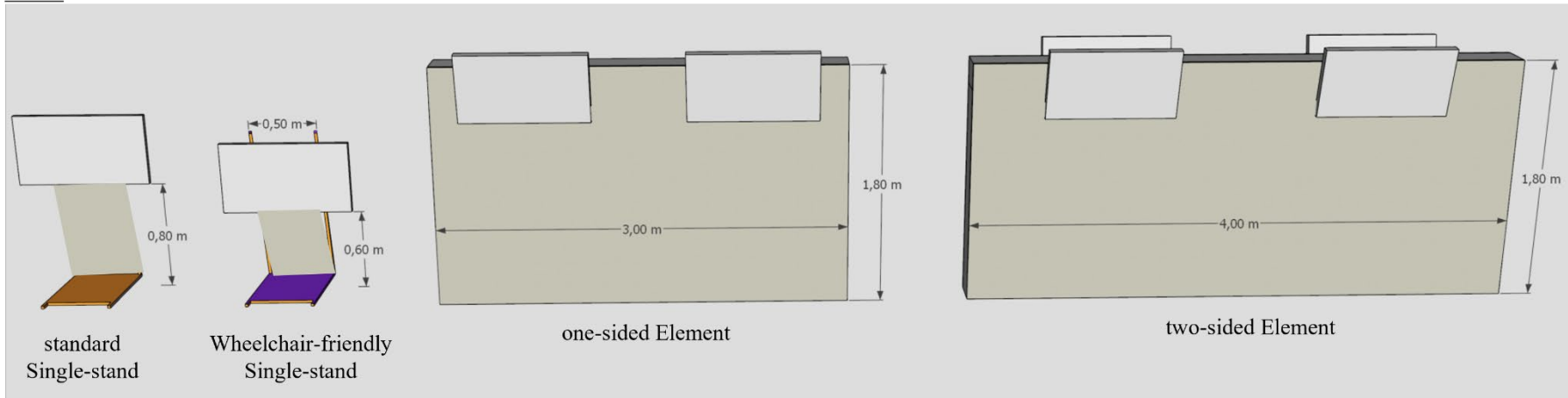
SERVICES TO BE PROVIDED:

- 1) Technical planning based on this plan layout. Measurements are meant as approximate values and may be altered slightly by Contractor if this supports feasibility.
- 2) Technical Equipment based on the technical planning incl. Prints (Printfiles (blueprint) will be provided by Contractor of LOT 3).
- 3) Implementation, Set-Up, Operation on all Show-Days & Dismantling

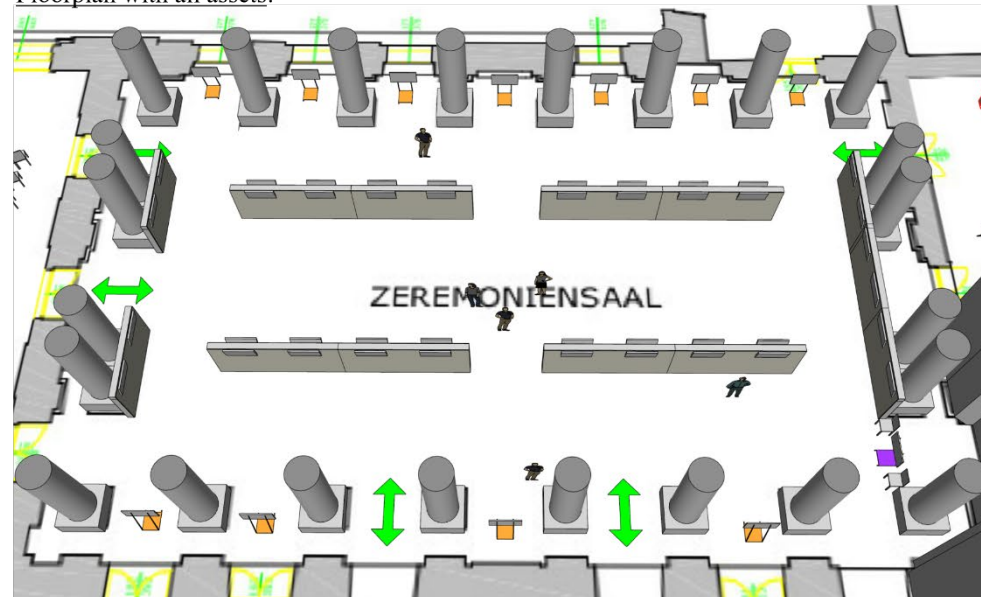


ANNEX 1.B: E-POSTERS PRESENTATION AREA (ZEREMONIENSAAL)

Assets:



Floorplan with all assets:



 = Area of Branding

SERVICES TO BE PROVIDED:

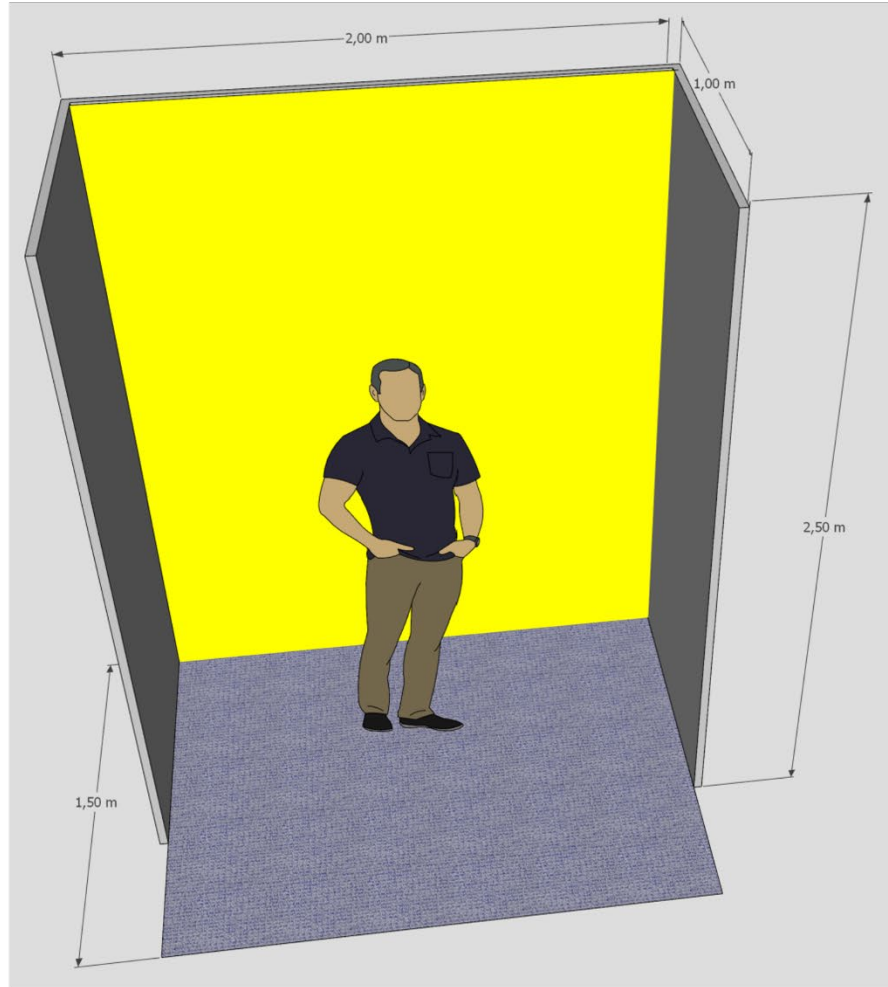
- 1) Branding solution for 11 standard Single-stands.
- 2) Branding solution for 2 wheelchair-friendly Single-stand.
- 3) Carrying Structure for screens and branding solution for 5 one-sided elements.
- 4) Carrying Structure for screens and branding solution for 8 two-sided elements.


Single-stands and Screens are not to be provided (not part of these Terms of Reference.)

Printfiles (blueprints) for the branding solutions to be provided by Contractor of LOT 3)

ANNEX 1.C: EXHIBITION-STANDS

Assets:



 = Area of Branding (Backdrop, Prints)

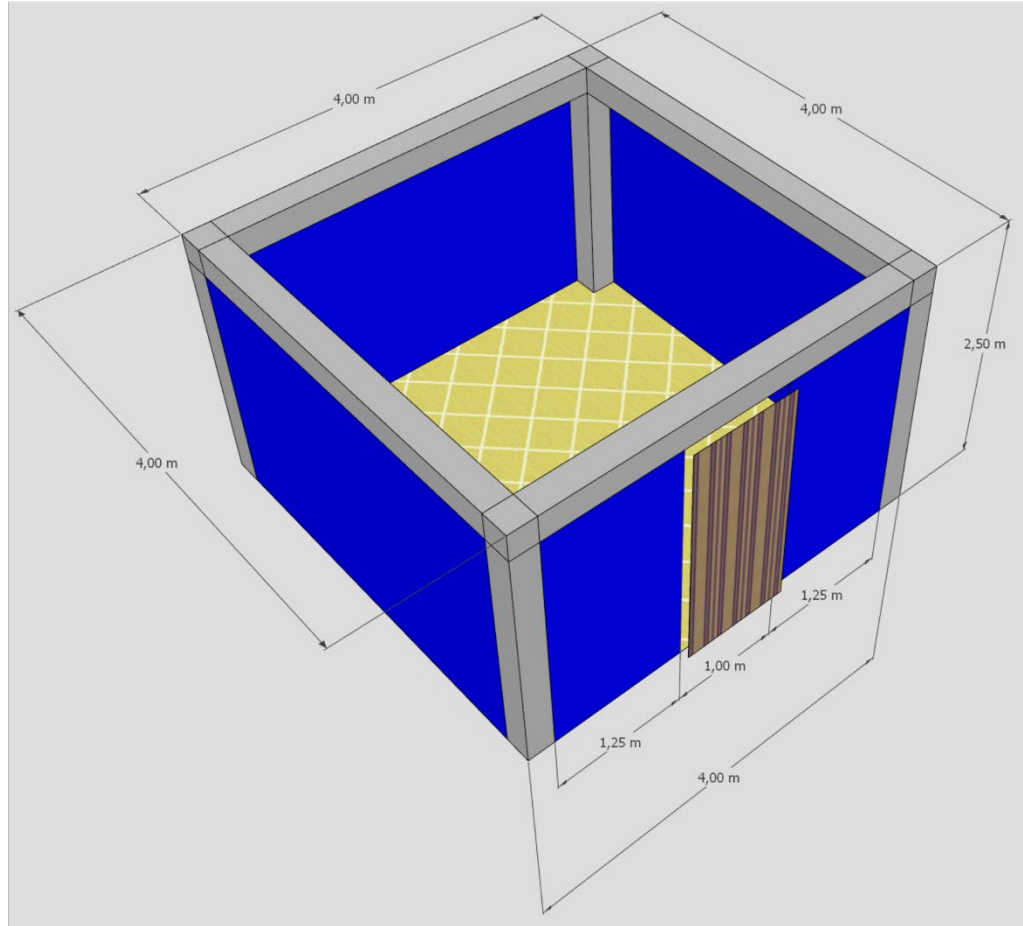
Carpets and Backdrops may be customized in terms of color and printfile (not one integral design for all booths)




Printfiles (blueprints) for the branding solutions to be provided by Contractor of LOT 3)



ANNEX 1.D: TRUSSING-CONSTRUCTION FOR INTERACTIVE AREA

Assets:

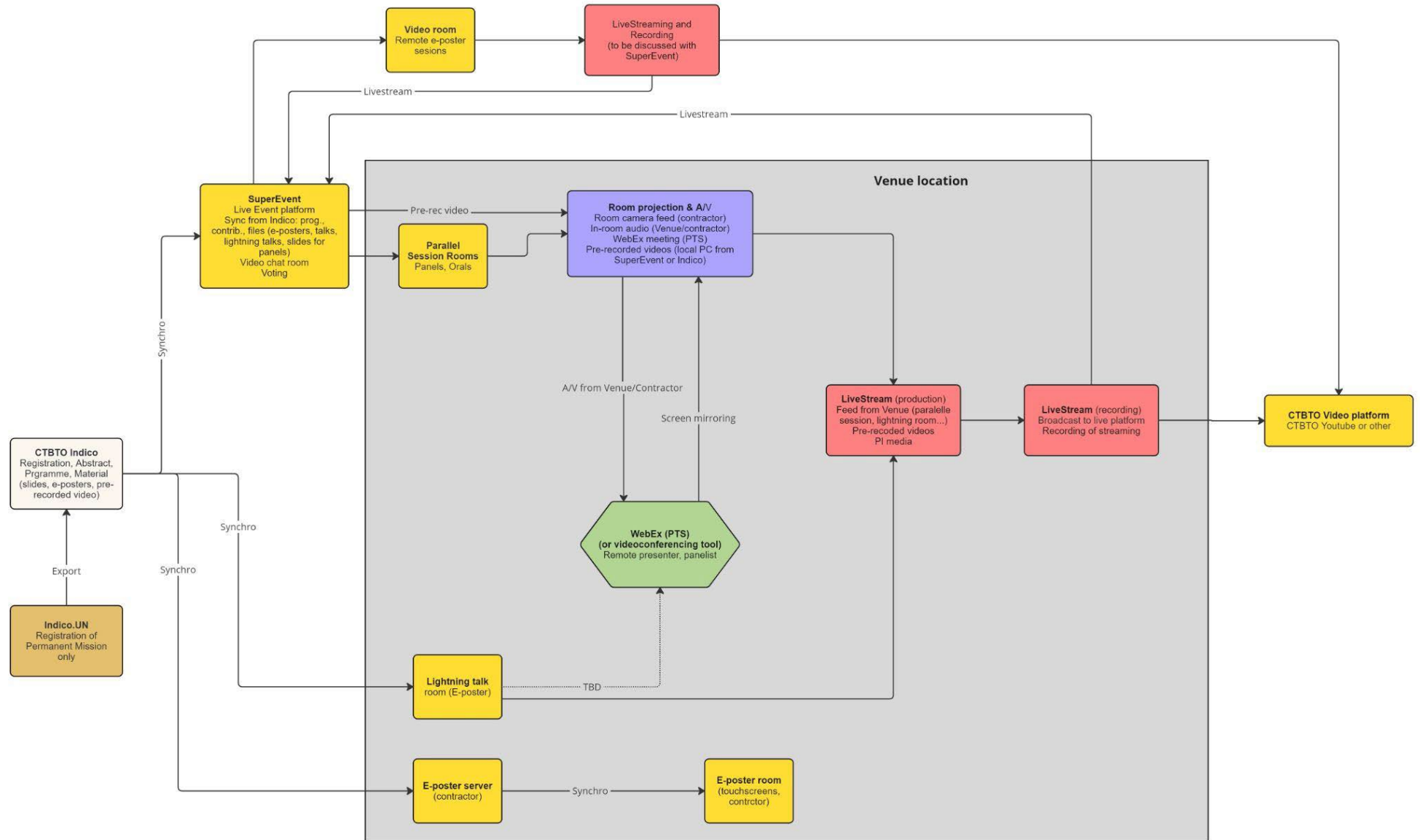


-  = Prints (Branding)
-  = Sliding Door Entrance
-  = Carpet (monocolor; color tbd)

SERVICES TO BE PROVIDED:

- 1) Technical planning based on this plan layout.
Measurements are meant as approximate values and may be altered slightly by Contractor if this supports feasibility.
- 2) Technical Equipment based on the technical planning incl. sliding door, carpet and prints (printfiles (blueprint) will be provided by Contractor of LOT 3).
- 3) Implementation, Set-Up & Dismantling.

ANNEX 2.A: Excepted hybrid set-up for SnT2025 Conference



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.

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:

<p>Bank Details</p> <p>Bank Name:</p> <p>Bank Address:</p> <p>Exact Account Holder Name:</p>	<p>Beneficiary Details</p> <p>Beneficiary Name: <small>(exactly as stated on bank statements)</small></p> <p>IBAN: <small>(if applicable)</small></p> <p>Account number:</p> <p>SWIFT/BIC:</p> <p>ABA/Sort Code:</p>
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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.