

REQUEST FOR PROPOSAL



To: ALL BIDDERS

CTBTO Ref. No.: 2025-0005/JIBRIL
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

E-mail: procurement@ctbto.org

Attn:

Phone:

Date: 5 Feb 25

Fax:

Email:

Subject: Provision of 10 Gbit/sec ISP services for 1 year plus three optional extensions of 1 year each.

Deadline for Submission: 3 Mar 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

Chief, Procurement Services Section

ACKNOWLEDGEMENT FORM

<p>Solicitation No: 2025-0005 Title: Provision of 10 Gbit/sec ISP services for 1 year plus three optional extensions of 1 year each.</p>	<p>Closing Date: 3 Mar 25 Vienna Local Time: 17:00</p>
--	--

Procurement Staff: Othman Jibril

CTBTO Req. No.: 0010026182

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	
<p>By: _____ (date)</p>	<p>Company Name: _____ Contact Name: _____ Email/Tel: _____</p>

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

C: We will not submit a proposal for the following reason(s)	
<p>___ 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) _____</p>	<p>Company Name: _____ Contact Name: _____ Email/Tel: _____</p>

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 *Internet Service (10GBit)* as described in the attached Terms of Reference.

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

2. Documents included in this RFP

This RFP consists of the following documents:

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

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

3. Amendment of RFP Documents

At any time prior to the closing date for submission of Proposal, the Commission may, for any reason, modify the RFP documents by amendment. The Commission may consider extending the deadline in order to allow adequate time for considering the modifications in the preparation of the Proposal.

4. Language of the Proposal

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

5. Format and Submission of the Bid

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

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

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

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

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

- (ii) **The second sealed envelope shall contain 1 (one) original of the Financial Proposal marked as “Original Financial Proposal”. The second envelope shall also contain a memory stick with:**
 - 1(one) pdf of the Financial Proposal; and
 - 1(one) pdf of the Financial Proposal without prices

The outer envelope containing the 2 envelopes shall be clearly marked as follows:

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

CLOSING DATE: [Date indicated in Letter of Invitation]

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

"DO NOT OPEN BEFORE THE CLOSING DATE"

Mailing Address

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

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

6. Closing Date and Time

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

7. Request for Clarifications and Contacting the Commission

The Commission will issue clarifications, if required. Bidders are requested to e-mail any questions pertaining to this RFP as soon as possible after receipt of the solicitation documents, but in any case, no later than **10 business days** prior to the Closing Date. No requests for clarifications will be entertained after this time. Questions will only be accepted via e-mail be sent to:

E-mail: procurement@ctbto.org
Subject: RFP No. RFP 2025-0005/JIBRIL - Request for Clarifications

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

Except in case of responding to a RFP clarification, no Bidder shall contact the Commission on any matter relating to the Proposal or this RFP after its submission and until the award of the Contract. Any attempt to influence the Commission in its evaluation of the Proposal or the contract award decision may result in the rejection of the Proposal.

8. Eligible Goods and Services

The services and goods (if any) to be rendered under the Contract shall have their origin in the States Signatories of the Comprehensive Nuclear-Test-Ban Treaty (CTBT), the list of which is available at our website www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#). For purposes of this paragraph, "the origin" means the place from where the materials, goods and/or from which the services are supplied.

9. Type of Contract and Payment

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

10. Preparation of the Proposal

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

The Proposal shall be composed of the following separate parts:

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

providing, but not limited to, the following information:

PART I: TECHNICAL PROPOSAL

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

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

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

Point of Contact

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

Supplier Registration Form

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

Technical Compliance Matrix, Statement of Confirmation and Bidder's Statement Form

The attached Technical Compliance Matrix (Attachment 1), Statement of Confirmation and Bidder's Statement Form shall be duly signed and submitted together with the Proposal.

Documents Establishing the Eligibility and Qualifications of the Bidder

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

Description of Services

An explanation of the Bidder's understanding of the services to be provided and an overall preliminary operational plan for the execution of the services by providing a section-by-section response to the Terms of Reference indicating how the Bidder meet or will meet each of the technical requirements.

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

Commission's Inputs

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

Personnel

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

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

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

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

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

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

Sub-Contractors

Names, legal status, address and qualifications of subcontractor(s), if any, and the scope of the subcontracted services. The Proposal shall provide a statement that your organization shall be fully responsible for the performance of sub-contractors. All sub-contractors shall be legally established in one of the CTBTO States Signatories the list of which is available at www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#).

PART II: FINANCIAL PROPOSAL

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

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

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

(1) For Austrian companies

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

(2) For European Union (EU) Companies

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

(3) For Non-EU Companies

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

11. Completeness and Correctness of the Proposal

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

12. Validity of the Proposal

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

13. Correction of Errors

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

14. Evaluation of the Proposal and Award

- (a) The Commission will conduct the evaluation based on the criteria and method specified in Attachment 2 “Evaluation Criteria and Method”.
- (b) The Commission, based on the evaluation criteria and method given in Attachment 2, will determine the Proposal(s) that “most effectively satisfies the technical and operational requirements set out in the solicitation documents”, subject to contractual and commercial compliance.
- (c) The Commission reserves the right, as it deems appropriate, to award to a single bidder, to award to multiple bidders in any combination or not to award to any of the bidders as a result of this RFP.

15. Negotiations of the Proposal

The Commission reserves the right to request clarifications on the Proposal and to enter into negotiations regarding technical or commercial aspects of the Proposal before awarding the contract under this RFP.

16. Modification and Withdrawal of the Proposal

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

17. The Commission's Right to Reject the Proposal

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

18. Costs of preparation and submission of the Proposal

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

19. Proprietary Information

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

BIDDER'S STATEMENT
PLEASE STATE BELOW & SUBMIT WITH PROPOSAL

Delivery Time:

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

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

For one year period For a period of

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

For a two-year period For a period of

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

State country of origin or assembly of all items quoted:

Quantity discount and early payment discount (if any):

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

Included in this quotation : Yes No

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

Yes No

Remarks:

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

Yes No Not applicable

Remarks:

Name:

Name & Title of Contact Person:

Signature & date:

ATTACHMENT 1

TECHNICAL COMPLIANCE MATRIX FOR THE PROVISION OF INTERNET SERVICE (10GBIT)

Bidders are requested to demonstrate compliance with the requirements by entering a “Bidders’s response” in the form below and add any further information in support of their Proposal. Please refer to the relevant section of the Terms of Reference (ToR) for further explanation of the requirements. The information provided will form an integral part of the technical evaluation process.

Ref No. of ToR	Requirements	Bidder’s Response		Remarks
		<i>Please tick whichever is applicable</i>		
		Yes	No	
Mandatory Requirements				
3.1.1	The interface between the ISPs and the Commission will be on the Commission’s premises in the Computer Centre location. The ISP is responsible to provision the local loop circuit and shall provide all necessary termination equipment for it.			
3.1.3	The interface between the Commission’s peering router and ISP local loop circuit is a 10 Gigabit Ethernet fibre socket of a CISCO ASR 9000 router. The Contractor provides a suitable SFP module to be installed at the ASR 9000 router socket of the Commission.			
3.1.4	The details of the local loop provider including the physical routing of the local loop circuit are included in the proposal.			
3.1.5	The ISP shall in no way deprioritise, filter, modify, purposely intercept or monitor the Commission’s Internet traffic unless previously requested by or agreed upon by the Commission.			

3.1.6	Upon Commission request any copies of that traffic, including metadata, shall be securely destroyed within 30 calendar days after the expiration of the agreement or immediately if so requested by the Commission.			
3.1.7	The ISP shall exchange all routing information with the Commission using the external border gateway protocol (eBGP) in accordance with RFC 4271.			
3.1.8	The IP addresses used for the establishing of the eBGP session will be provided by the ISP from the ISP's own public IP addressing space.			
3.1.9	The standard eBGP keepalives and hold down timers (60 seconds and respectively 180 seconds) will be used for the eBGP session unless otherwise agreed with the Commission.			
3.1.10	The ISP shall provide to the Commission all the necessary parameters including the BGP and interface parameters, necessary for the provisioning of the service.			
3.1.11	The ISP shall export via eBGP the full IPv4 internet routing table to the Commission.			
3.1.12	The Contractor shall support IPv6 BGP peering and implement it at the Commission's request at no extra cost. The ISP shall export via eBGP the full IPv6 internet routing table to the Commission. The parameters of the IPv6 peering shall be agreed with the Commission.			
3.1.13	The Contractor shall be able to support MSDP in accordance with RFC 3618 and RFC 4611 and implement it at the Commission's request at no extra cost			
3.1.14	The ISP shall support the protection of BGP sessions via the TCP MD5 signature option in accordance with RFC 2385.			
3.1.15	The ISP should support BGP communities including the well-known communities such as NO_EXPORT (0xFFFFF01) and NO_ADVERTISE (0xFFFFF02).			
3.1.16	The ISP shall implement BGP Support for Four-Octet Autonomous System (AS) Number Space in accordance with RFC 6793.			
3.1.17	The Contractor shall ensure that the protocol traffic on the local loop circuit has the highest priority such that congestion on the link will not impact the routing protocol.			

3.2.1	The ISP shall provide full internet connectivity with a capacity of 10 Gbps in both upstream and downstream directions.			
3.2.2	The ISP shall guarantee a service availability of 99.9% measured on a quarterly basis.			
3.2.3	In the quarters where the ISP fails to deliver a service availability of 99.9% the Contractor shall pay a penalty 0.25% of the quarterly Contract value for each 0.1% of availability under the required 99.9%. The quarterly penalty will be capped at 25% of the quarterly contract value.			
3.2.4	For chronic SLA breaches, repeated service outages or any service outages exceeding 24 hours the Commission reserves the right to terminate the Contract with a 30 calendar days' notice.			
3.2.5	The ISP shall not use deep packet inspection on the Commission's traffic or in any way throttle or prioritize differently the traffic of the Commission with respect to type of application, source, destination, services or any other criteria in accordance with the net neutrality principles.			
3.2.6	The ISP shall guarantee a packet loss of less than 0.01% on the local loop circuit in the absence of traffic congestion.			
3.2.7	The internet service provider shall be capable to achieve, in the absence of traffic congestion on the local loop, round trip times to destinations at the below locations of less than the specified values: <ul style="list-style-type: none"> - Paris - 70ms - Rome - 70ms - Barcelona – 80ms - New York - 150ms - San Francisco – 250ms - Tokyo – 300ms - Sydney – 500ms 			
3.3	The Contractor shall provide the Commission the documentation specified under 3.3 as part of the technical proposal.			
3.4.1	For the purposes of installation, integration, service migration and acceptance testing the Bidder shall designate one single point of contact capable of			

	effectively communicating with the Commission in English.			
3.4.2	The ISP shall coordinate with the Commission all the installation, integration, service migration and acceptance testing activities and shall ensure minimal disruption to existing services.			
3.4.3	The ISP shall provision the local loop circuit at least 15 working days before the effective start date of the Contract (1 st of May 2025 and 16 th of June, respectively) in order to have sufficient margin for acceptance testing.			
3.4.4	The ISP shall present as part of the proposal a draft acceptance test plan for the service.			
3.4.5	Testing acceptance testing shall prove compliance with the requirements specified under ToR 3.4.5			
3.4.7	The ISP shall inform and coordinate with the Commission in advance, before starting the acceptance testing and be in a position to complete the acceptance testing at least 7 working days before the effective start date of the Contract (1 st of May 2025 and 16 th of June, respectively).			
3.4.9	The Internet service shall be fully operational and able to carry full traffic at least 3 working days before the effective start date of the Contract (1 st of May 2025 and 16 th of June, respectively) in order to ensure a seamless transition of service.			
3.5.1	The ISP shall provide a 24/7 help desk service that is able to effectively communicate in English with the Commission's representatives.			
3.5.2.	The ISP shall be fully responsible for the monitoring and operation of the internet service.			
3.5.4	The ISP shall permit the Commission to ping the associated peering interface on their routers.			
3.5.5	The ISP shall immediately inform the Commission of any outage in excess of 15 min for the Internet service. The ISP shall also inform the Commission of the suspected cause of outage and the estimated time to repair.			
3.5.7	The ISP shall report to the Commission any outage including but not limited to: cause of outage, start time, end time, mitigation actions taken, restoration action take and any other relevant information.			
3.5.8	The ISP shall provide the Commission a quarterly service availability report.			

3.5.9	The ISP shall log all BGP adjacency changes.			
3.5.10	The ISP shall schedule maintenance activities work with a potential for service disruption outside the Commission's working hours in order to minimize impact.			
3.5.11	The ISP shall provide at least 3 working days' notice of any scheduled maintenance activity that is expected to cause disruption of service.			
3.5.12	Any onsite maintenance on the Commission's premises work shall be coordinated with the Commission, scheduled during Commission working hours and the ISP shall make in advance the necessary arrangements for site access.			
3.5.13	The ISP shall have a mean time to repair of less than 1 hour for service outages.			
3.5.14	In case of incidents including but not limited to service outage and security incidents the Bidder accepts to fully cooperate with the Commission and provide all the necessary information including logs, configuration files, traffic level information etc.			
3.5.15	In the situation of a Denial of Service or Distributed Denial of Service attack the ISP shall fully cooperate with the Commission in implementing mitigation actions.			
Optional Requirements				
4.1	It is desirable that the ISP offers as an option a DDoS mitigation service. If such a service is offered, the details of the service shall be included in the bidding documentation, although this option will not become part of the ISP contract directly. The Commission may request such optional services if required under a separate purchase order with reference to the ISP's offer under this contract.			
4.2	The ISP shall provide the required support to the Commission for the integration of the provisioned links to the selected or existing DDoS service.			
4.3	It is considered an advantage if the ISP is participating in the Vienna Internet Exchange.			
4.4	It is highly desirable for the ISP to implement BFD (Bidirectional Forwarding Detection) in conjunction with eBGP on the local loop link.			

4.5	It is highly desirable and it shall constitute an advantage the implementation of BGP communities for BGP Traffic Engineering such as RFC 1998, AS path prepending and geographic based traffic engineering using BGP communities.			
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>			

**Attachment 2
Evaluation Criteria and Method**

TABLE 1: PROVISION OF INTERNET SERVICE (10GBit) 2025 ONWARDS

Mandatory

Ref No. in TOR	Description	Criteria
3.1.3	The interface between the Commission's peering router and ISP local loop circuit is a 10 Gigabit Ethernet fibre socket of a CISCO ASR 9000 router. The Contractor provides a suitable SFP module to be installed at the ASR 9000 router socket of the Commission.	PASS/FAIL
3.1.4	The details of the local loop provider including the physical routing of the local loop circuit are included in the proposal.	PASS/FAIL
3.1.6	Upon Commission request any copies of that traffic, including metadata, shall be securely destroyed within 30 calendar days after the expiration of the agreement or immediately if so requested by the Commission.	PASS/FAIL
3.1.7	The ISP shall exchange all routing information with the Commission using the external border gateway protocol (eBGP) in accordance with RFC 4271.	PASS/FAIL
3.1.8	The IP addresses used for the establishing of the eBGP session will be provided by the ISP from the ISP's own public IP addressing space.	PASS/FAIL
3.1.9	The standard eBGP keepalives and hold down timers (60 seconds and respectively 180 seconds) will be used for the eBGP session unless otherwise agreed with the Commission.	PASS/FAIL
3.1.10	The ISP shall provide to the Commission all the necessary parameters including the BGP and interface parameters, necessary for the provisioning of the service.	PASS/FAIL
3.1.11	The ISP shall export via eBGP the full IPv4 internet routing table to the Commission.	PASS/FAIL
3.1.12	The ISP shall export via eBGP the full IPv6 internet routing table to the Commission.	PASS/FAIL
3.1.13	The Contractor shall be able to support MSDP in accordance with RFC 3618 and RFC 4611	PASS/FAIL
3.1.14	The ISP shall support the protection of BGP sessions via the TCP MD5 signature option in accordance with RFC 2385.	PASS/FAIL
3.1.15	The ISP should support BGP communities including the well-known communities such as NO_EXPORT (0xFFFFF01) and NO_ADVERTISE (0xFFFFF02).	PASS/FAIL
3.1.16	The ISP shall implement BGP Support for Four-Octet Autonomous System (AS) Number Space in accordance with RFC 6793.	PASS/FAIL
3.2.1	The ISP shall provide full internet connectivity with a capacity of 10 Gbps in both upstream and downstream directions.	PASS/FAIL
3.2.2	The ISP shall guarantee a service availability of 99.9% measured on a quarterly basis.	PASS/FAIL
3.2.3	In the quarters where the ISP fails to deliver a service availability of 99.9%	PASS/FAIL
3.2.4	For chronic SLA breaches, repeated service outages or any service outages exceeding 24 hours the Commission reserves the right to terminate the Contract with a 30 calendar days' notice.	PASS/FAIL
3.2.6	The ISP shall guarantee a packet loss of less than 0.01% on the local loop circuit in the absence of traffic congestion.	PASS/FAIL
3.4.3	The ISP shall provision the local loop circuit at least 15 working days before the effective start date of the Contract (1 st of May 2025 and 16 th of June, respectively) in order to have sufficient margin for acceptance testing.	PASS/FAIL
3.4.4	The ISP shall present as part of the proposal a draft acceptance test plan for the service.	PASS/FAIL
3.4.7	The ISP shall inform and coordinate with the Commission in advance, before starting the acceptance testing and be in a position to complete the acceptance testing at least 7 working days before the effective start date of the Contract (1 st of May 2025 and 16 th of June, respectively).	PASS/FAIL
3.4.9	The Internet service shall be fully operational and able to carry full traffic at least 3 working days before the effective start date of the Contract (1 st of May 2025 and 16 th of June, respectively) in order to ensure a seamless transition of service.	PASS/FAIL
3.5.1	The ISP shall provide a 24/7 help desk service that is able to effectively communicate in English with the Commission's representatives.	PASS/FAIL
3.5.5	The ISP shall immediately inform the Commission of any outage in excess of 15 min for the Internet service. The ISP shall also inform the Commission of the suspected cause of outage and the estimated time to repair.	PASS/FAIL
3.5.11	The ISP shall provide at least 3 working days' notice of any scheduled maintenance activity that is expected to cause disruption of service.	PASS/FAIL
3.5.13	The ISP shall have a mean time to repair of less than 1 hour for service outages.	PASS/FAIL

No.	Ref No. in TOR	EVALUATION CRITERIA	Points		
			Max Points	Factor	Weighted score
1	3.1 and 3.2	Fulfillment of other technical requirements as demonstrated in the Technical Compliance Matrix	5	10	50
2	3.3	Documentation	5	5	25
3	3.4	Service Migration and Integration	5	10	50
4	3.5	Monitoring and Service Management	5	10	50
5	4	Optional Requirements	5	5	25
6	5	Risk Management	5	10	50
TOTAL - Technical Evaluation			30	50	250

EVALUATION METHOD:

1. Technical Evaluation:

The technical evaluation process will be done in two stages:
 1) **Stage 1:** Technical proposals will first be evaluated against the mandatory requirements outlined in section 1 above, on a PASS/FAIL basis. Compliance with all mandatory requirements is required in order to pass stage 1 of the technical evaluation and to be further considered for stage 2 of the evaluation process;
 2) **Stage 2:** The technical proposals that have passed stage 1 of the technical evaluation process, will be evaluated against the weighted criteria set forth in the evaluation matrix above.
 In order to pass this stage, bidders must obtain a **minimum points of 18 and/or score of 150** and in accordance with the scoring table indicated below

TABLE 2

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

2. Financial and commercial evaluation

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

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

Legend:

X= points to be assigned to the offer being evaluated
 Y= price of the lowest priced, technically compliant offer
 Z= price of the offer being evaluated

The weight of the technical and financial components is **60%** and **40%** respectively.

Attachment 3 - Price Schedule Form

Basic requirements					
Description	10 Gbps in both Upstream and downstream directions.				Remarks
	Unit	QTY in months	Unit Price _____ (please specify the currency)	Total Price _____ (please specify the currency)	
Installation and set up of the services-firm fixed price	1 Lot				
Firm fixed price for initial contract period (Year 1)	Month	12			
Firm fixed price for the first optional extension (Year 2)	Month	12			
Firm fixed price for the second optional extension (Year 3)	Month	12			
Firm fixed price for the third optional extension (Year 4)	Month	12			
Total firm price for the initial period and 3 optional extensions					

If the unit price during each period is not the same, the bidder shall provide detailed sheet for each period.

Attachment 4

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

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

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

CRITICAL INFORMATION:

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

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

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

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

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

INSTRUCTIONS:

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

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

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

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

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

Creating the archives for submission

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

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

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

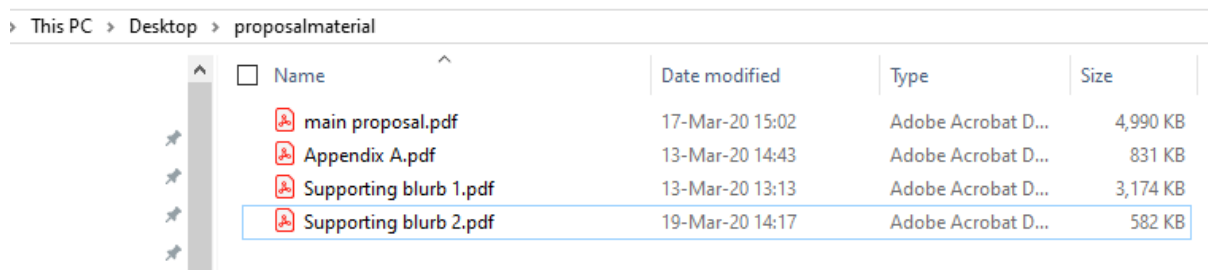


Figure 1 An example set of files to be submitted

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

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

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

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

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

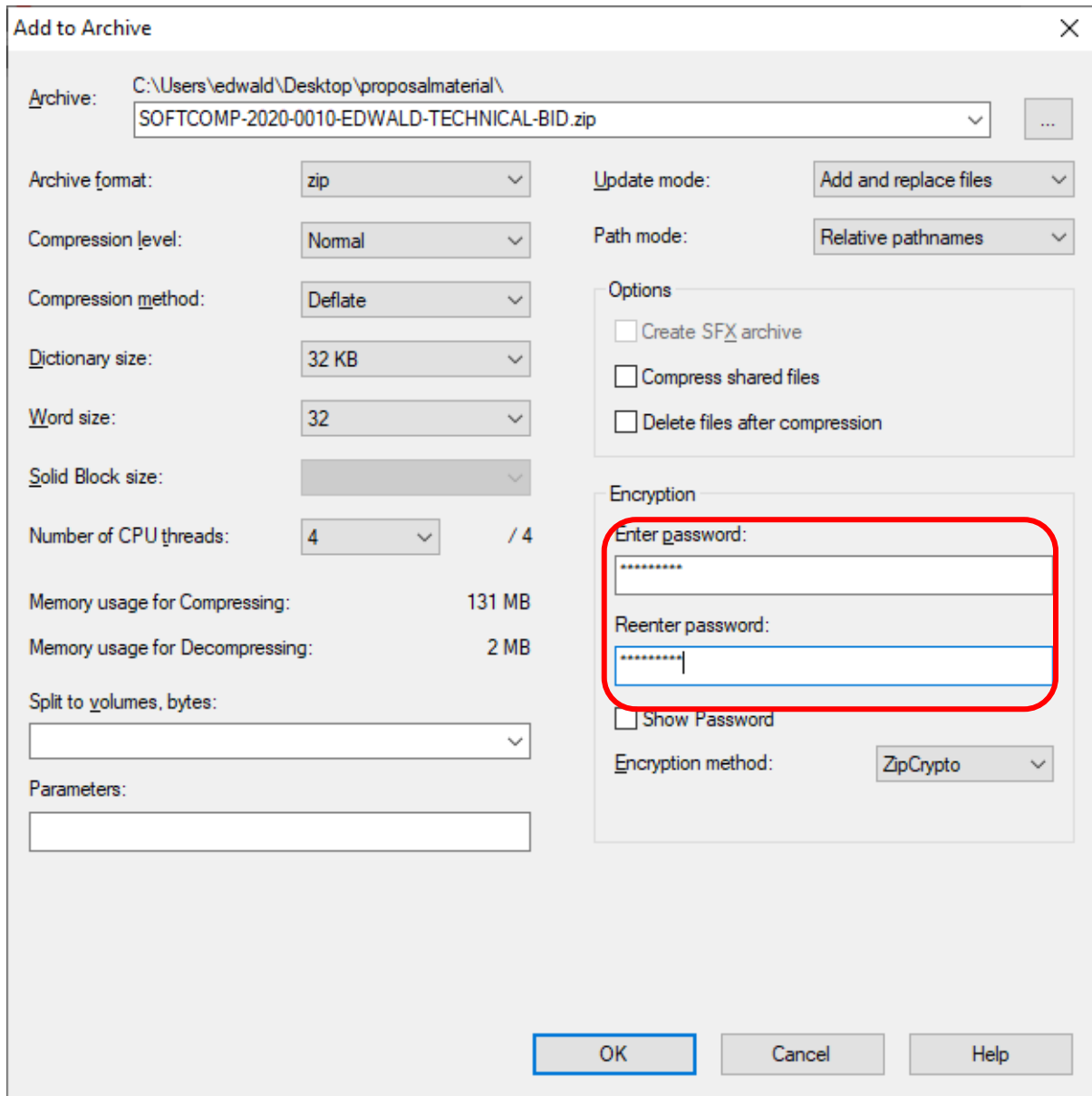


Figure 2 Creating an Archive

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

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

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

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

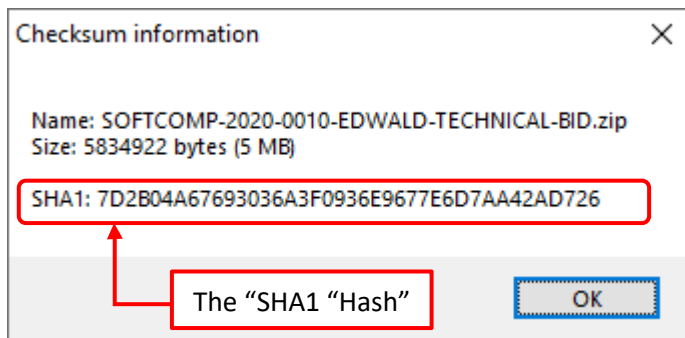


Figure 3 SHA1

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

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

Sidebar: How to open a CMD window in Windows:

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

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

Finally,

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

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

SEND THIS TO: bid_keys@ctbto.org

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

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

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

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

MODEL CONTRACT

between

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

and

(INSERT NAME OF THE CONTRACTOR)

For:

PROVISION OF INTERNET SERVICE (10GBIT)

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

February 2025

TABLE OF CONTENTS

[TO BE UPDATED ONCE SPECIFIC CONTRACT IS PREPARED]]

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

MODEL CONTRACT

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

The Parties hereto mutually agree as follows:

1. DEFINITIONS

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

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

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

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

“**Contract**” means this document, its Annexes and any further modifications or such further documents as may be expressly incorporated in this Contract by the Parties in accordance with Clause 20 below.

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

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

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

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

“**Taxes**” means all direct and indirect taxes (including value added tax, general sales tax or goods and services tax), assessments, fees, customs duties, liens and charges in as much as they are levied in conclusion or implementation of the Contract, including customs restrictions and

charges of similar nature in respect of articles imported or exported for the Commission's official use.

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

2. AIM OF THE CONTRACT

The aim of this Contract is to provide Internet Services (hereinafter referred to as the “Services” or “Work”) for the Commission.

3. ENTRY INTO FORCE AND DURATION OF THE CONTRACT

This Contract shall enter into force upon the date of the last signature by the authorized representatives of the Parties (hereinafter referred to as the “Effective Date”) and it shall remain in force until the Parties fulfill all their obligations hereunder.

4. COMMENCEMENT AND COMPLETION OF THE SERVICES

- (a) The Contractor shall commence the Services on [1 May 2025 or 16 June 2025]. The Services shall be provided for a period of 12 months from the commencement date.
- (b) The Services shall be extended automatically for up to three (3) additional 12-month periods, subject to the availability of funds, under the same terms and conditions as those of this Contract, unless the Commission notifies the Contractor in writing, at least one (1) month prior to the expiry of the relevant 12-month period of its intention not to extend the Services.

5. STANDARD OF WORK

The Contractor shall furnish the highest skill and judgement and cooperate with the Commission, including all the Commission's consultants and agents, in best furthering the interests of the Commission and the aim of this Contract. The Contractor shall provide efficient business administration and supervision and perform the Work in the best way and in the most expeditious and economical manner consistent with the requirements set forth in this Contract.

6. RESPONSIBILITIES OF THE CONTRACTOR

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

7. WARRANTY

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

8. PERMITS, NOTICES, LAWS AND ORDINANCES

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

9. PROTECTION OF PERSONS AND PROPERTY

- (a) The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programmes in connection with the Work.
- (b) The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury and loss to:
 - (i) all employees on the Commission's premises and all other persons who may be affected thereby;
 - (ii) all the Work, Equipment, its spare parts, materials and supplies to be incorporated therein, whether in storage on or off the Commission's premises, which are under the care, custody or control of the Contractor or any of its subcontractors; and
 - (iii) other property on the Commission's premises or adjacent thereto.
- (c) The Contractor shall give all notices and comply with all applicable laws and Rules bearing on the safety of persons and property and/or their protection from damage, injury and loss.
- (d) The Contractor shall erect and maintain, as required by existing conditions and progress of the Work, all reasonable safeguards for the safety and protection of persons and property, including posting danger signs and other warnings against hazards and promulgating safety regulations.
- (e) When the use or storage of combustible, explosive or other hazardous materials is necessary for the execution of the Work, the Contractor shall exercise the utmost care and shall carry on such activities under the supervision of properly qualified personnel.

- (f) The Contractor shall be responsible for the prevention of accidents on the Commission's premises during the execution of the Work.
- (g) In any emergency affecting the safety of persons or property, the Contractor shall promptly act to prevent threatened damage, injury and loss.
- (h) The Contractor shall promptly remedy all damage and loss to any property, referred to in Sub-Clause (b) above, caused in whole or in part by the Contractor, any subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable and for which the Contractor is responsible under Sub-Clause (b) above, except damage and loss attributable to the acts or omissions of the Commission or anyone directly or indirectly employed by it, or of anyone for whose acts the Commission may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to its obligations under Clause 9 of Annex A.

10. RESPONSIBILITIES OF THE COMMISSION

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

11. CONTRACT PRICE

- (a) The Commission shall pay to the Contractor, in consideration of the full and proper performance of its obligations under the Contract the maximum amount of **[EUR or USD] [amount in number and letters]** (hereinafter referred to as the "Contract Price"), as follows:
 - (i) The firm fixed amount of **[EUR or USD] [amount in number and letters]** for the firm period of the Services referred to in Clause 4(a) above;
 - (ii) Subject to Clause 4(b) above, the firm fixed annual amount of **[EUR or USD] [amount in number and letters]** for each annual automatic extension of the Services as referred to in Clause 4(b) above.

[NOTE: THE PRICE INDICATED IN THIS CLAUSE SHALL EXCLUDE TAXES]

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

- (c) The Contract Price shall be firm and fixed and shall not be subject to escalation. The Contractor shall not do any work, provide any materials or equipment, or perform any services which may result in any charges to the Commission over and above the Contract Price without the prior written consent of the Commission and a formal written amendment to this Contract.
- (b) The Contract Price shall cover all costs and expenses, excluding Taxes, incurred by the Contractor for the full and proper performance of all obligations under the Contract (including travel, allowances, management and remuneration of the personnel, national income tax, medical insurance, and social security contributions). It also includes work performed by the Contractor's personnel outside the Commission's normal working hours.
- (c) The Contract Price shall be firm and fixed and shall not be subject to escalation. The Contractor shall not do any work, provide any materials or equipment, or perform any services which may result in any charges to the Commission over and above the Contract Price without the prior written consent of the Commission and a formal written amendment to this Contract.
- (d) **[PLEASE IDENTIFY WHETHER TAXES ARE APPLICABLE UNDER THIS CONTRACT AND SELECT ONE OF THE FOLLOWING OPTIONS AT THE TIME OF AWARD]:**

The Contractor shall be reimbursed by the Commission for such taxes on the basis of actual amounts paid and duly documented by the Contractor as per Clause 12 (e).

OR

No Taxes are applicable under this Contract.

12. PAYMENT

- (a) The Contract Price shall be paid monthly, in arrears.
- (b) The Commission shall make the payments to the Contractor on the basis of an invoice submitted by the Contractor as per 12 (d) below. All payments shall be made within 30 (thirty) days of the receipt and acceptance of the invoice, provided that the Work has been satisfactorily completed and has been accepted by the Commission.
- (c) The making of any payment hereunder by the Commission shall not be construed as an unconditional acceptance by the Commission of the Work accomplished by the Contractor up to the time of such payment.
- (d) The Contractor shall submit an invoice electronically, from the Contractor's official e-mail address in PDF format, duly signed and sealed by the Contractor and submitted to the Commission's email address specified in Clause 21 below. Each invoice shall contain the Contract number (CTBTO and SAP numbers), detailed banking instructions, including the name and address of the Contractor's bank, account number, account holder's name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer.

[NOTE: PARAGRAPH (e) BELOW ONLY APPLIES IF THERE ARE TAXES (SEE CLAUSE 11 (d) ABOVE). IF NO TAXES ARE APPLICABLE UNDER THIS CONTRACT, PARAGRAPH (e) SHOULD BE OMITTED.]

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

13. TEMPORARY SUSPENSION OF WORK

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

14. DELAYS AND EXTENSION OF TIME

- (a) If the Contractor is delayed at any time in the progress of the Work by any act or omission of the Commission or by any of its employees, or by any other contractor employed by the Commission, or by changes in the Work ordered by the Commission, or by any causes beyond the Contractor's reasonable control, or by any other cause which the Commission determines may justify the delay, then the time for completion of the Work shall be extended by an amendment to this Contract in accordance with Clause 20 below for such reasonable time as the Commission may determine.
- (b) Any request for extension of the time for reasons referred to in Clause 14 (a) above shall be submitted to the Commission not later than 20 (twenty) days after the commencement of the delay, otherwise said request shall be deemed to be waived. Such request shall state grounds for the delay and shall provide an estimate of the probable effect of such delay on the progress of the Work.

15. CONTRACTOR'S CLAIMS AND REMEDIES

In no event shall the Contractor make any claim against the Commission for or be entitled to additional costs or compensation resulting from any delays in the progress or completion of the Work or any portion thereof, whether caused by the acts or omissions of the Commission, including, but not limited to, damages related to overheads, loss of productivity, acceleration due to delay and inefficiency. The Contractor's sole remedy in such event shall be an extension of time for completion of the Work, provided the Contractor otherwise meets the requirements and conditions set forth in this Contract.

16. ENTIRE AGREEMENT

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

17. DISCREPANCIES

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

- (i) this document;
- (ii) General Conditions of Contract (Annex A);
- (iii) Terms of Reference (Annex B);
- (iv) Contractor's Proposal (Annex C).

18. SEVERABILITY

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

19. NO WAIVER

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

20. CONTRACT AMENDMENT

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

21. TRANSMISSION OF NOTICES AND OTHER DOCUMENTS

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

- (a) The Commission:

For Contractual Issues:

Chief, Procurement Section

Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization

(CTBTO)
Vienna International Centre
Wagramerstrasse 5, P.O. Box 1200
1400 Vienna, Austria
Tel: + (43 1) 26030 6350
E-mail: procurement@ctbto.org

For submission of invoices:
Accounts Payable
CTBTO Financial Services Section
Vienna International Centre
Wagramerstrasse 5, P.O. Box 1200
1400 Vienna, Austria
Tel: + (43 1) 26030 6292
E-Mail: Payable_Invoices@ctbto.org

For invoices related enquiries:
Payments@ctbto.org

(b) The Contractor:

[ENTER DETAILS]

22. EFFECTIVENESS

- (a) Except as provided below, any communication in connection with the Contract will be deemed to be given as follows:
- (i) if delivered in person, at the time of delivery;
 - (ii) if by registered mail or courier, when received;
 - (iii) if by electronic communication, when retrievable by the Commission in document form.
- (b) A communication given under Clause 22(a) above that is received or becomes retrievable on a non-working day or after business hours at the seat of the Commission will only be deemed to be given on the next working day of the Commission.

[Remainder of page intentionally left blank]

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

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

[Name and Position]

Date: _____

Place: Vienna, Austria.

For and on behalf of **[CONTRACTOR]:**

[Name and Position]

Date: _____

Place: _____

LIST OF ANNEXES

ANNEX A: THE COMMISSION'S GENERAL CONDITIONS OF CONTRACT

ANNEX B: THE COMMISSION'S TERMS OF REFERENCE

ANNEX C: THE CONTRACTOR'S PROPOSAL

Annex B

Terms of Reference

Provision of Internet Service (10GBit) for the
Preparatory Commission for the Comprehensive
Nuclear-Test-Ban Treaty Organization

Contents

1. Introduction	3
1.1. Background Information.....	3
1.2. Scope of the Work	3
2. Connectivity Setup	3
3. Mandatory Requirements.....	4
3.1 Interface with the Commission	4
3.2 Service Metrics and Service Level Agreement	7
3.3 Documentation.....	7
3.4 Service Migration and Integration.....	8
3.5 Monitoring and Service Management.....	9
4. Optional Requirements.....	11
5. Risk Management	11

1. Introduction

1.1. Background Information

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the “Commission”) has engaged two separate Internet Service Provider (hereinafter referred to as “ISP”) for corporate Internet connectivity, with expiration dates of the current ISP contracts on April 30 and June 15 respectively. Two new ISP contracts are therefore required for the period starting after these expiration dates.

These Terms of Reference (ToR) describe the technical requirements for the provision of Internet services for the Commission, including specifications of:

- i. The internet connectivity service including but not limited to capacity, interfacing parameters, protocol specifications, etc. Provider IP addresses used within the transit LAN shared by two ISPs and the Commission;
- ii. The service levels required by the Commission.

1.2. Scope of the Work

The Commission is seeking two independent ISPs offering services as specified in these TOR, beginning 1 May 2025 and 16 June 2025 respectively to provide Internet connectivity in accordance with the Commission’s requirements described within this document.

Scope of the work for each ISP is to provide Internet service including a separate access circuit and local loop to the Commission’s Computer Centre at the Vienna International Centre (VIC), Wagramer straÙe 5, Vienna, Austria.

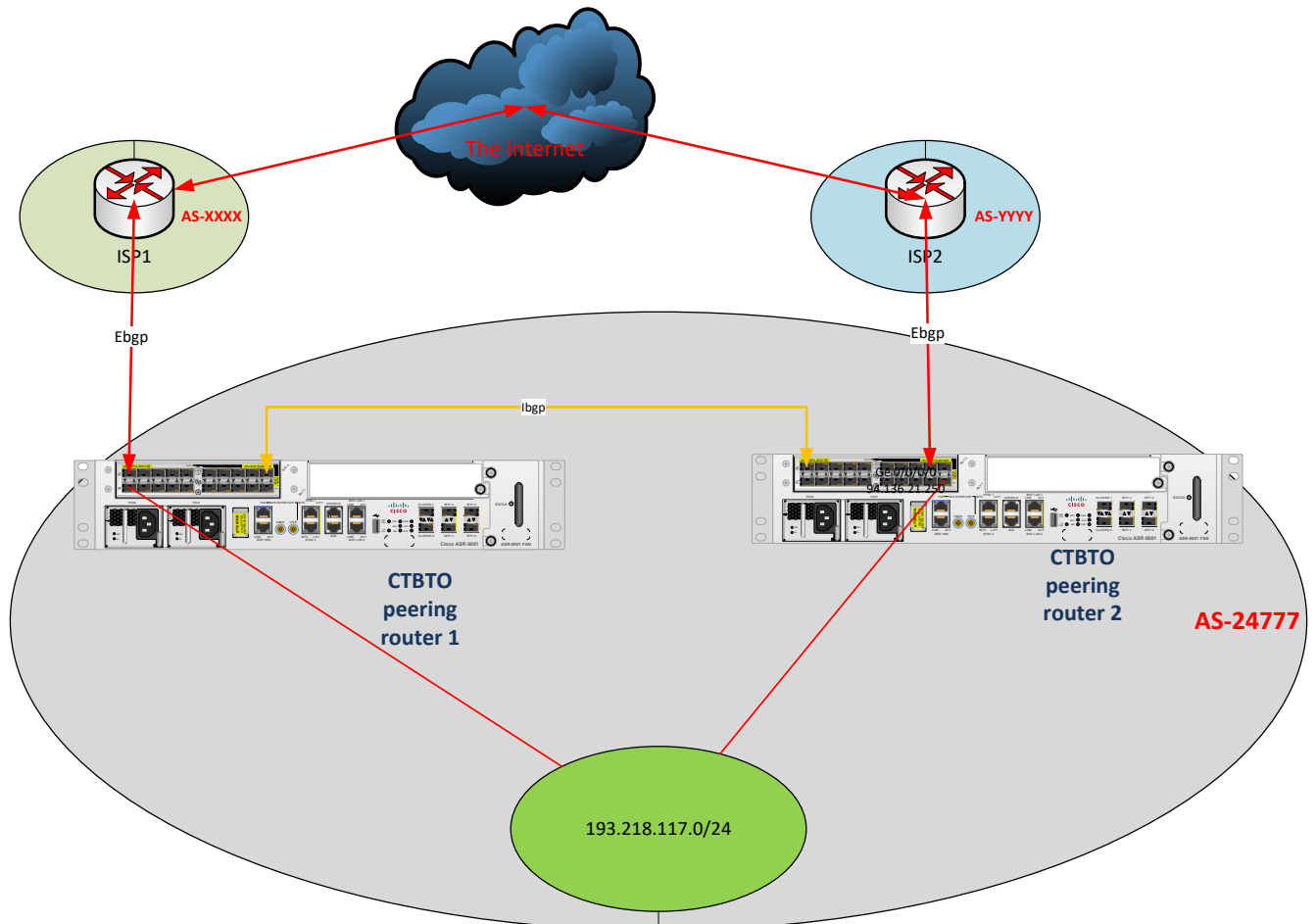
Each ISP contract will be concluded for a period of 12 months and be automatically renewed subject to availability of funds and the provision of satisfactory service meeting the service level agreements for additional 12 months periods, up to a maximum of four (4) years in total.

2. Connectivity Setup

The Autonomous System Number (ASN) allocated to the Commission is 24777 and the Commission owns its provider independent IPv4 address space which it is currently comprised of subnet 193.218.117.0/24.

At the moment the Commission does not implement IPv6 or IP multicast inter-domain routing, but the ISP shall provide this functionality upon request at no added extra cost.

The Commission operates on its premises its own BGP peering routers capable of supporting 1 Gigabit and 10 Gigabit Ethernet connectivity. The provision of peering routers on the Commission's premises is outside the scope of these TOR. However, the ISP shall provide all the necessary terminating equipment for the local loop circuit including the adequate SFP for the peering router of the Commission.



3. Mandatory Requirements

All the requirements contained in this section 3 including the requirements subsections 3.1, 3.2, 3.3, 3.4 and 3.5 are mandatory and the ISP shall comply with all of them.

3.1 Interface with the Commission

3.1.1 The interface between the ISPs and the Commission will be on the Commission's premises in the Computer Centre location. The ISP is responsible to provision the local loop circuit and shall provide all necessary termination equipment for it. The Commission will allocate

a maximum of 4 standard rack units space and the termination equipment shall fit within that space.

3.1.2 The Commission will provide the uninterruptible AC power on its premises for all local loop terminating equipment.

3.1.3 The interface between the Commission's peering router and ISP local loop circuit is a 10 Gigabit Ethernet fibre socket of the following CISCO ASR 9000 router model:

Cisco IOS XR Software, Version 5.1.2[Default]

Copyright (c) 2014 by Cisco Systems, Inc.

ROM: System Bootstrap, Version 2.03(20131022:110718) [ASR9K ROMMON],

System image file is "bootflash:disk0/asr9k-os-mpi-5.1.2/0x100000/mbiasr9k-rp.vm"

cisco ASR9K Series (P4040) processor with 8388608K bytes of memory.

P4040 processor at 1500MHz, Revision 2.0

ASR9001S Chassis

2 Management Ethernet

20 GigabitEthernet

4 TenGigE

4 DWDM controller(s)

4 WANPHY controller(s)

219k bytes of non-volatile configuration memory.

2868M bytes of hard disk.

3915760k bytes of disk0: (Sector size 512 bytes).

The respective TenGigE socket allows for optical 10 Gigabit Ethernet connectivity only. The ISP is responsible for providing all the termination and conversion equipment necessary to meet the physical specification of the interface point., including a suitable SFP to be installed at the ASR 9000 router socket of the Commission.

3.1.4 The ISP shall include in the proposal, the details of the local loop provider including the physical routing of the local loop circuit.

3.1.5 The ISP shall in no way deprioritise, filter, modify, purposely intercept or monitor the Commission's Internet traffic unless previously requested by or agreed upon by the Commission. Such an agreement will be limited in scope and time bound.

3.1.6 Should the Commission request that the ISP can, for a limited period of time, intercept and/or monitor the Commission's internet traffic for technical purposes, any copies of that traffic, including metadata,

shall be securely destroyed within 30 calendar days after the expiration of the agreement or immediately if so requested by the Commission.

- 3.1.7 The ISP shall exchange all routing information with the Commission using the external border gateway protocol (eBGP) in accordance with RFC 4271.
- 3.1.8 The IP addresses used for the establishing of the eBGP session will be provided by the ISP from the ISP's own public IP addressing space.
- 3.1.9 The standard eBGP keepalives and hold down timers (60 seconds and respectively 180 seconds) will be used for the eBGP session unless otherwise agreed with the Commission.
- 3.1.10 The ISP shall provide to the Commission all the necessary parameters including the BGP and interface parameters, necessary for the provisioning of the service.
- 3.1.11 The ISP shall export via eBGP the full IPv4 internet routing table to the Commission.
- 3.1.12 Although the Commission is not currently implementing IPv6 it may do so in the future. The Contractor shall support IPv6 BGP peering and implement it at the Commission's request at no extra cost. The ISP shall export via eBGP the full IPv6 internet routing table to the Commission. The parameters of the IPv6 peering shall be agreed with the Commission.
- 3.1.13 Although the Commission is not currently implementing any inter-domain IP multicast routing it may do so in the future. The Contractor shall be able to support MSDP in accordance with RFC 3618 and RFC 4611 and implement it at the Commission's request at no extra cost.
- 3.1.14 The ISP shall support the protection of BGP sessions via the TCP MD5 signature option in accordance with RFC 2385.
- 3.1.15 The ISP should support BGP communities including the well-known communities such as NO_EXPORT (0xFFFFF01) and NO_ADVERTISE (0xFFFFF02).
- 3.1.16 The ISP shall implement BGP Support for Four-Octet Autonomous System (AS) Number Space in accordance with RFC 6793.
- 3.1.17 The Contractor shall ensure that the protocol traffic on the local loop circuit has the highest priority such that congestion on the link will not impact the routing protocol.

3.2 Service Metrics and Service Level Agreement

- 3.2.1 The ISP shall provide full internet connectivity with a capacity of 10 Gbps in both upstream and downstream directions.
- 3.2.2 The ISP shall guarantee a service availability of 99.9% measured on a quarterly basis.
- 3.2.3 In the quarters where the ISP fails to deliver a service availability of 99.9% the Contractor shall pay a penalty 0.25% of the quarterly Contract value for each 0.1% of availability under the required 99.9%. The quarterly penalty will be capped at 25% of the quarterly contract value.
- 3.2.4 For chronic SLA breaches, repeated service outages or any service outages exceeding 24 hours the Commission reserves the right to terminate the Contract with a 30 calendar days' notice.
- 3.2.5 The ISP shall not use deep packet inspection on the Commission's traffic or in any way throttle or prioritize differently the traffic of the Commission with respect to type of application, source, destination, services or any other criteria in accordance with the net neutrality principles.
- 3.2.6 The ISP shall guarantee a packet loss of less than 0.01% on the local loop circuit in the absence of traffic congestion.
- 3.2.7 The internet service provider shall be capable to achieve, in the absence of traffic congestion on the local loop, round trip times to destinations at the below locations of less than the specified values:
 - Paris - 70ms
 - Rome - 70ms
 - Barcelona – 80ms
 - New York - 150ms
 - San Francisco – 250ms
 - Tokyo – 300ms
 - Sydney – 500ms

3.3 Documentation

The Contractor shall provide the Commission the following documentation as part of the technical proposal:

- 3.3.1 The characteristics, including but not limited to, of circuit capacity, provider, technology and physical routing of the proposed local loop circuit.
- 3.3.2 Relevant peering arrangements with upstream Tier1 and Tier2 providers or specify if the Contractor is a Tier 1 provider. The peering arrangements shall prove the ISP has of enough Internet capacity to meet the Commission's capacity requirements.
- 3.3.3 Any participation in various internet exchanges and their associated capacity.
- 3.3.4 Relevant details and diagrams of the ISP's backbone topology and capacity.
- 3.3.5 Following the implementation of the service the ISP shall provide the Commission with all the relevant design documentation including but not limited to:
 - Network diagrams;
 - IP addressing information;
 - Relevant configuration parameters;
 - Relevant configuration files or configuration files extracts;

3.4 Service Migration and Integration

- 3.4.1 For the purposes of installation, integration, service migration and acceptance testing the ISP shall designate one single point of contact capable of effectively communicating with the Commission in English.

- 3.4.2 The ISP shall coordinate with the Commission all the installation, integration, service migration and acceptance testing activities and shall ensure minimal disruption to existing services.
- 3.4.3 The ISP shall provision the local loop circuit at least 15 working days before the effective start date of the Contract (1st of May 2025 and 16th of June, respectively) in order to have sufficient margin for acceptance testing.
- 3.4.4 The ISP shall present as part of the proposal a draft acceptance test plan for the service.
- 3.4.5 Testing acceptance testing shall prove compliance with the requirements and include but not limited to the following tests:
- Testing of the local loop circuit (packet loss, bandwidth, stability)
 - Establishment of the eBGP session
 - Exporting of the full BGP routing table to the commission.
 - Exporting the commission IP space to Internet.
 - Round trip times to different locations
- 3.4.6 The Internet Connectivity shall be fully operational at the start of the acceptance testing.
- 3.4.7 The ISP shall inform and coordinate with the Commission in advance, before starting the acceptance testing and be in a position to complete the acceptance testing at least 7 working days before the effective start date of the Contract (1st of May 2025 and 16th of June, respectively).
- 3.4.8 The ISP shall document all of the acceptance testing and provide the Commission with all the acceptance testing documentation.
- 3.4.9 The Internet service shall be fully operational and able to carry full traffic at least 3 working days before the effective start date of the Contract (1st of May 2025 and 16th of June, respectively) in order to ensure a seamless transition of service.

3.5 Monitoring and Service Management

- 3.5.1 The ISP shall provide a 24/7 help desk service that is able to effectively communicate in English with the Commission's representatives.

- 3.5.2 The ISP shall be fully responsible for the monitoring and operation of the internet service.
- 3.5.3 For the purposes of monitoring, the Commission will provide the ISP with read-only SNMP access to its peering BGP routers and allow icmp echo request from specific addresses provided by ISP. The ISP shall integrate them in their network monitoring system.
- 3.5.4 The ISP shall permit the Commission to ping the associated peering interface on their routers.
- 3.5.5 The ISP shall immediately inform the Commission of any outage in excess of 15 min for the Internet service. The ISP shall also inform the Commission of the suspected cause of outage and the estimated time to repair.
- 3.5.6 During an ongoing internet outage the ISP shall provide regular updates to the Commission.
- 3.5.7 The ISP shall report to the Commission any outage including but not limited to: cause of outage, start time, end time, mitigation actions taken, restoration action take and any other relevant information.
- 3.5.8 The ISP shall provide the Commission a quarterly service availability report.
- 3.5.9 The ISP shall log all BGP adjacency changes.
- 3.5.10 The ISP shall schedule maintenance activities work with a potential for service disruption outside the Commission's working hours in order to minimize impact.
- 3.5.11 The ISP shall provide at least 3 working days' notice of any scheduled maintenance activity that is expected to cause disruption of service.
- 3.5.12 Any onsite maintenance on the Commission's premises work shall be coordinated with the Commission, scheduled during Commission working hours and the ISP shall make in advance the necessary arrangements for site access.
- 3.5.13 The ISP shall have a mean time to repair of less than 1 hour for service outages.
- 3.5.14 In case of incidents including but not limited to service outage and security incidents the ISP shall fully cooperate with the Commission and provide all the necessary information including logs, configuration files, traffic level information etc.

3.5.15 In the situation of a Denial of Service or Distributed Denial of Service attack the ISP shall fully cooperate with the Commission in implementing mitigation actions.

4. Optional Requirements

- 4.1 It is desirable that the ISP offers as an option a DDoS mitigation service. If such a service is offered, the details of the service shall be included in the bidding documentation, although this option will not become part of the ISP contract directly. The Commission may request such optional services if required under a separate purchase order with reference to the ISP's offer under this contract.
- 4.2 The ISP shall provide the required support to the Commission for the integration of the provisioned links to the selected or existing DDoS service.
- 4.3 It is considered an advantage if the ISP is participating in the Vienna Internet Exchange.
- 4.4 It is highly desirable for the ISP to implement BFD (Bidirectional Forwarding Detection) in conjunction with eBGP on the local loop link.
- 4.5 It is highly desirable and it shall constitute an advantage the implementation of BGP communities for BGP Traffic Engineering such as RFC 1998, AS path prepending and geographic based traffic engineering using BGP communities.

5. Risk Management

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

Upon the project's satisfactory completion, the Contractor shall conduct a final review of the initially identified risks. Risks that have been effectively mitigated or did not materialize should be officially closed, accompanied by appropriate documentation. The insights gained from the risk management

process should be methodically documented and shared with the CTBTO, thereby contributing to the knowledge repository for forthcoming software development endeavours.

STATEMENT OF CONFIRMATION

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

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

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

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

Name (print): _____

Signature: _____

Title/Position: _____

Place (City and Country): _____

Date: _____

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

VENDOR PROFILE FORM (VPF) – FOR PRODUCTS/SERVICES/WORK

1. Name of Company:		
2. Street Address:	3. Telephone:	
P.O. Box: City:	4. E-Mail:	
Zip Code: Country:	5. Website:	
6. Contact Person:		Title:
7. Legal Status (e.g. Partnership, Private Limited Company, Government Institution) PLEASE INCLUDE A COPY OF THE CERTIFICATE OF INCORPORATION		
8. Year Established:	9. Number of Employees:	
10. Gross Corporate Annual Turnover (US\$m)*:	11. Annual Export Turnover (US\$m)*:	
12. Type of Business/Products: Manufacturer <input type="checkbox"/> Sole Agent <input type="checkbox"/> Supplier <input type="checkbox"/> Other <input type="checkbox"/> (please explain)		
13. Type of Business/Services/Work: Engineering <input type="checkbox"/> Civil Work <input type="checkbox"/> Governmental Institution <input type="checkbox"/> Other <input type="checkbox"/> (please explain)		
14. References (your main customers, country, year and technical field of products, services or work): **		
15. Previous Supply Contracts with United Nations Organizations (over the last 3 years)**		
Organization:	Value in US\$ Equivalent:	Year:
Organization:	Value in US\$ Equivalent:	Year:
16. Summary of any changes in your company's ownership during the last 5 years:		

* Please provide a copy of the most recent audited annual report and accounts. Note: Export includes services or work performed abroad or for foreign clients.
 ** Please provide supplementary documentation on these items.

17. List of Products/Services/Work offered:

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

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

Name: _____ Title: _____ Signature: _____ Date: _____

<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>
---	---

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.