REQUEST FOR PROPOSAL

To: ALL BIDDERS

CTBTO Ref. No.: 2021-0068/THORVALDSDOTTIR
(Please quote on all communications)

Tel. No.: +43 (1) 26030-6350
Fax No.: +43 (1) 26030 5948
E-mail: procurement@ctbto.org

Date: 22 Jun 21

Subject: Scientific Writing and Editing of OSI Technical Reports

Deadline for Submission: 14 Jul 21

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 fax or email as soon as possible.

If you have any questions you should contact the email address indicated above.

Yours Sincerely,

Courtney Linley
Chief, Procurement Section
## ACKNOWLEDGEMENT FORM

<table>
<thead>
<tr>
<th>Solicitation No:</th>
<th>2021-0068</th>
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<tbody>
<tr>
<td>Title:</td>
<td>Scientific Writing and Editing of OSI Technical Reports</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>14 Jul 21</td>
</tr>
<tr>
<td>Vienna Local Time:</td>
<td>17:00</td>
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**Procurement Staff: Thorvaldsdottir**

**CTBTO Req. No.:** 0010018028

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

<table>
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<tr>
<th>Company Name:</th>
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### B: We may submit and will advise

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<td>Contact Name:</td>
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</tr>
<tr>
<td>Email/Tel:</td>
<td>________________________________</td>
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</tbody>
</table>

### 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) ________________________________

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<thead>
<tr>
<th>Company Name:</th>
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<tbody>
<tr>
<td>Contact Name:</td>
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<td>Email/Tel:</td>
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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 Scientific Writing and Editorial Services (hereinafter referred to as the “Services”) as described in the Terms of Reference. The Commission intends to conclude a Call-Off Contract for the provision of the Services as mentioned above. The award for the Services may be split, if deemed desirable by the Commission.

The Commission will award the Contract to the bidder/bidders that receive the highest combined score in the technical and financial evaluation, in line with the Best Value for Money-principle. The weight of the technical and financial score is 70% / 30% respectively.

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

NOTE: Sample Document (Attachment No. 2 to the Terms of Reference) shall be included with the Proposal as a part thereof to demonstrate the bidder’s capabilities and expertise. The Sample Document shall be evaluated with the Proposal accordingly.

2. Documents included in this RFP

This RFP consists of the following documents:

(a) Letter of Invitation;
(b) These Instructions for Preparation and Submission of Proposals;
(c) List of CTBTO Member States;
(d) Statement of Confirmation;
(e) Vendor Profile Form;
(a) The Commission’s Model Call-Off Contract and its Annexes A – B;
   o The Commission’s General Conditions of Contract (Annex A)
   o Terms of Reference (Annex B), including:
     ✓ Attachment No. 1 (Technical Evaluation Criteria);
     ✓ Attachment No. 2 (Sample Document).

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 Proposal**

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

(a) The Bid shall be submitted electronically in three separate pdf files, one containing a Financial Bid with prices, one containing a Financial Bid without prices, and one containing a Technical Bid, to procurement@ctbto.org.

The subject of the email shall contain the following:

*NAME OF THE PROJECT: Scientific Writing and Editing Services on a Call-Off Basis*

*CTBTO REFERENCE No.: 2021-0068/THORVALDSDOTTIR*

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

6. **Mailing Address and Closing Date**

(a) The Bid, including Sample Document, shall be sent electronically to the following addressee:

Chief, Procurement Section
procurement@ctbto.org
CTBTO, Vienna International Centre
Wagramer Strasse 5
A-1400 Vienna
AUSTRIA

(b) The Bid shall be received by the above-mentioned addressee 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 and should be sent to:

E-mail: procurement@ctbto.org
Subject: Request for Clarifications re RFP No. 2021-0068/THORVALDSDOTTIR

The Commission will make all reasonable efforts to issue the clarifications not later than 5 business days prior to the Closing Date. Except in case of responding to an RFP clarification, no bidder shall contact the Commission on any matter relating to the Proposal after its submission and until the award of the Contract. Any attempt to influence the Commission in its evaluation of the Proposal or the contract award decision may result in the rejection of the Proposal.

8. Eligible Goods and Services

The Services 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 attached to this RFP. For purposes of this paragraph, "the origin" means the place from which the Services are supplied.

9. Type of Contract and Payment

The Commission intends to conclude a firm fixed price based on the attached Model Call-Off Contract. The terms and conditions of payment for services are described in Clause 12 of the attached Model Contract. The Commission will issue separate Formal Requests for Delivery (hereinafter referred to as the “FRD”) indicating the respective Services required.

The terms and conditions of the payment are as follow:

Within 30 days of receipt and acceptance of the Services under the respective FRD, as delivered, and of the following documents:

(1) Invoice(s) showing price of respective Services provided under the relevant FRD. The Contractor shall submit an invoice in 1 (one) original and 2 (two) copies or electronically, from the Contractor’s official e-mail address in PDF format, duly signed and stamped by the Contractor and submitted to the Commission’s email address specified in the Contract. 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 and actual pre-paid transportation & insurance cost (if applicable);

(2) Certificate of Origin (original) or equivalent;

(3) Acknowledgement Copy of the relevant FRD with the Contractor’s signature;

(4) The Contractor’s certificate, counter-signed by the Consignee/end-user, confirming the successful completion of the respective Services as delivered; and

(5) Any other relevant documents.

Applicable Taxes payable by the Contractor and/or its subcontractor(s) shall be invoiced separately or be separately identified on the invoice. Actual payment of the Taxes must primarily be supported by original documentation such as invoices, bank account statements, transfer orders, or receipts issued by the local tax or customs authorities. If submission of such original documentation is not possible for justifiable reasons, their copies could be accepted by the Commission provided that they are duly signed and certified by local tax or customs authorities. In case the currency in which the taxes are levied is not the currency of the Contract, bank statements (or equivalent) showing the exchange rate used for the conversion shall be submitted to the Commission, in addition to any other supporting documentation.
“Taxes” means all direct and indirect taxes (including value added tax, general sales tax or goods and services tax), assessments, fees, customs duties, liens and charges in as much as they are levied in conclusion or implementation of the Contract, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission’s official use.

10. Preparation of the Proposal

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

The Proposal shall be composed of the following separate parts:

I. Technical Proposal; and
II. Financial Proposal;

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.

Personnel

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.

Statement of Confirmation

The attached Statement of Confirmation shall be duly signed and submitted together with the Proposal.

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.

The estimated number of person-days/work-hours proposed for the project as part of the “turn-key solution” (off-site only) and their respective estimated allocation to different work-phases shall be specified clearly in the proposal. In any case it shall be sole responsibility of the Contractor to fulfil and complete the scope of work as specified in these Terms of Reference regardless of the actual number of man-days dedicated to a specific task.

Specifications

The Proposal shall include a detailed description of the items proposed and include relevant technical literature.

The Proposal shall include an example of the bidder’s capabilities to demonstrate the bidder’s relevant expertise. This example can be provided on a USB, DVD, web-link or equivalent.

The Proposal shall include the Sample Document (Attachment No. 2) to demonstrate the quality of the bidder’s work.

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.

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

Qualifications
Documentary evidence of your 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.

Personnel
Curriculum vitae of key staff proposed for this contract, including technical experience to perform the Work.

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 Member States.

References
Potential bidders shall include a minimum of 3 client references with their offer. If after reasonable efforts, the Commission is unable to contact the client references provided by the bidder, the Commission may take the decision not to further consider the offer provided by the bidder.

Model Contract
A statement that the bidder has carefully reviewed the Model Contract and its Annexes and is in agreement with all its terms and conditions.

Delivery Schedule
Delivery time shall be indicated in weeks after receipt of an FRD and shall be firm during the validity of the Proposal.

PART II: FINANCIAL PROPOSAL
In the financial Proposal, you are required to define the following:

(i) The Total Contract Price in EURO (for EU Companies) or US Dollars, exclusive of taxes.

(ii) A breakdown of the Contract Price, indicating the price for the following items:
    (1) The sub-total cost of each category mentioned in the Terms of Reference (TOR).
    (2) Costs agreed with sub-contractors (if any).
    (3) Overheads (if any).
    (4) Any other direct costs (insurance, communications, licenses etc. if not already included elsewhere), as and if applicable.

(iii) In presenting the cost for each item, adequate justification and calculation must be included in the cost Proposal. All individual costs shall be stated in EURO or US Dollars and be computed to constitute the total Contract Price.
(iv) 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 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.

(v) Note that clear and detailed explanations would enable us 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.

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 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 Proposal

(a) The Commission will perform a detailed technical evaluation of the Technical Proposal previously determined as substantially responsive in order to determine if it fully satisfies the technical requirements of the Terms of Reference.

(b) The technical evaluation shall include the following evaluation criteria:
(i) Compliance of the Proposal with the Terms of Reference;
(ii) Experience and Resources of the Contractor;
(iii) Skills and Experience of the proposed key staff;
(iv) Quality of Sample Document, Attachment No. 2.

The detailed list of the evaluation criteria against which the Bidder’s Proposal will be evaluated is enclosed herewith as Attachment No. 1 to these Instructions. The Services will also be scored based on the quality of the Sample Document (Attachment No. 2).

(c) Subject to the conformance of the Technical Proposal to the technical requirements of the Terms of Reference, as referred to above, the Financial Proposal shall be examined for its commercial acceptability. The Commission will evaluate the following:

(i) contractual compliance;
(ii) commercial acceptability.

(d) The Commission will award the Contract to the bidder that receives the highest combined score in the technical and financial evaluation, in line with the Best Value for Money-principle. The weight of the technical and financial score is 70% / 30% respectively. The award may be split between the two (2) bidders receiving the highest combined score if deemed desirable by the Commission.

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 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.

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<td><strong>Use of former Preparatory Commission for the CTBTO (“Commission”) employees in the preparation of Proposals:</strong></td>
</tr>
<tr>
<td>A Bidder must <strong>not</strong>, 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 Proposal or the procurement process if the person:</td>
</tr>
<tr>
<td>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;</td>
</tr>
<tr>
<td>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.</td>
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### BIDDER’S STATEMENT
PLEASE STATE BELOW & SUBMIT WITH PROPOSAL

<table>
<thead>
<tr>
<th>Delivery Time:</th>
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<tbody>
<tr>
<td>Shipping weight (kg) and Volume (m³) – if applicable:</td>
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<tr>
<td>List of recommended consumables and spares including prices and details on local availability, if applicable (please tick):</td>
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<tr>
<td>□ For one year period □ For a period of ……………………..</td>
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<tr>
<td>Warranty period applicable (it shall be for a <strong>minimum of 24 months</strong>, starting from the acceptance of the goods/services by the Commission) – please tick below:</td>
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<tr>
<td>□ For a two year period □ For a period of ……………………..</td>
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<td>Note: The provisions of article 28 of the Commission’s General Conditions of Contract apply to the services to be provided under the Purchase Order and/or Contract, wherever it is referred to “Goods” it shall read “Services”.</td>
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<tr>
<td>Availability of local service in Vienna, Austria (if any):</td>
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<td>State country of origin or assembly of all items quoted:</td>
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<td>Quantity discount and early payment discount (if any):</td>
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<tr>
<td>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.</td>
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<tr>
<td>Included in this quotation: Yes □ No □</td>
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<tr>
<td><strong>Confirmation that the bidder has reviewed the Commission’s General Conditions of Contract and Draft Model Contract and agreed to all terms and conditions.</strong></td>
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<td>Yes □ No □</td>
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<tr>
<td>Remarks:</td>
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<td>With regards to the software provided with the equipment, state and confirm whether the software licenses are transferable to third parties, i.e. the Commission or the Commission’s State Signatories (Member States).</td>
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<td>Yes □ No □</td>
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<tr>
<td>Remarks:</td>
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<td>Name:</td>
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<td>Name &amp; Title of Contact Person:</td>
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<td>Signature &amp; date:</td>
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CTBTO Member States

Afghanistan
Albania
Algeria
Andorra
Angola
Antigua and Barbuda
Argentina
Armenia
Australia
Austria
Azerbaijan
Bahamas
Bahrain
Bangladesh
Barbados
Belarus
Belgium
Belize
Benin
Bolivia (Plurinational State of)
Bosnia and Herzegovina
Botswana
Brazil
Brunei Darussalam
Bulgaria
Burkina Faso
Burundi
Cambodia
Cameroon
Canada
Cabo Verde
Central African Republic
Chad
Chile
China
Colombia
Comoros
Congo
Cook Islands
Costa Rica
Cote d'Ivoire
Croatia
Cuba
Cyprus
Czech Republic
Democratic Republic of the Congo
Denmark
Djibouti
Dominican Republic
Ecuador
Egypt
El Salvador
Equatorial Guinea
Eritrea
Estonia
Eswatini

Ethiopia
Fiji
Finland
France
Gabon
Gambia
Georgia
Germany
Ghana
Greece
Grenada
Guatemala
Guinea
Guinea-Bissau
Guyana
Haiti
Holy See
Honduras
Hungary
Iceland
Indonesia
Iran (Islamic Republic of)
Iraq
Ireland
Israel
Italy
Jamaica
Japan
Jordan
Kenya
Kiribati
Kuwait
Kyrgyzstan
Lao People's Democratic Republic
Latvia
Lebanon
Lesotho
Liberia
Libya
Lithuania
Luxembourg
Madagascar
Malawi
Maldives
Mali
Malta
Marshall Islands
Mauritania
Mexico
Micronesia, Federated States of
Monaco
Mongolia
Montenegro

Morocco
Mozambique
Myanmar
Namibia
Nauru
Nepal
Netherlands
New Zealand
Nicaragua
Niger
Nigeria
Niue
North Macedonia
Oman
Palau
Panama
Papua New Guinea
Paraguay
Peru
Philippines
Poland
Portugal
Qatar
Republic of Korea
Republic of Moldova
Romania
Russian Federation
Rwanda
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Samoa
San Marino
Sao Tome and Principe
Senegal
Serbia
Seychelles
Sierra Leone
Singapore
Slovakia
Slovenia
Solomon Islands
South Africa
Spain
Sri Lanka
Sudan
Suriname
Sweden
Switzerland
Tajikistan
Thailand
Timor-Leste
Trinidad and Tobago
Togo
Tunisia
Turkey
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;

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.

Name (print): _________________________ Signature: _________________________

Title/Position: _________________________

Place (City and Country): _________________________ Date: _________________________
**VENDOR PROFILE FORM (VPF) – FOR PRODUCTS/SERVICES/WORK**

1. Name of Company:  

2. Street Address:  

   P.O. Box:  
   City:  

3. Telephone:  

   E-Mail:  

4. 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)*:  

    Annual Export Turnover (US$m)*:  

12. Type of Business/Products:  

   Manufacturer ☐  
   Sole Agent ☐  
   Supplier ☐  
   Other ☐ (please explain)  

13. Type of Business/Services/Work:  

   Engineering ☐  
   Civil Work ☐  
   Governmental Institution ☐  
   Other ☐ (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:

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<tr>
<th>Product/Service/Work #</th>
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18. This section shall be **signed and stamped** by an official legally authorized to enter into contracts on behalf of your organization:

Name:  
Title:  
Signature:  
Date:  

**Bank Details**

Bank Name:  
Bank Address:  
Exact Account Holder Name:  

**Beneficiary Details**

Beneficiary Name:  
(Exactly as stated on bank statements)

IBAN:  
(if applicable)

Account number:  
SWIFT/BIC:  
ABA/Sort Code:  

**Additional Details** (if applicable)

Correspondent bank:  
Correspondent account number:  
Correspondent SWIFT/BIC:  
Tax Identification Number:  

---

* 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.
CALL-OFF CONTRACT NO. 2021-XXXX

between

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

and

NAME OF CONTRACTOR

for

Scientific Writing and Editing Services on a Call-off Basis

This Contract comprises this cover page, a table of contents, 11 (eleven) pages of text, a signatories page, a List of Annexes and 3 (three) Annexes (A to C)

June 2021
TABLE OF CONTENTS

1. DEFINITIONS .......................................................................................................................... 3

2. AIM OF THE CONTRACT ....................................................................................................... 4

3. ENTRY INTO FORCE AND DURATION OF THE CONTRACT ................................................. 4

5. FORMAL REQUESTS FOR DELIVERY ................................................................................... 4

6. STANDARD OF WORK .......................................................................................................... 5

7. WARRANTY ............................................................................................................................. 5

8. PERMITS, NOTICES, LAWS AND ORDINANCES ................................................................. 5

10. RESPONSIBILITIES OF THE COMMISSION ....................................................................... 6

11. PRICES .................................................................................................................................. 6

12. PAYMENT TERMS ................................................................................................................ 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

SIGNATURE PAGE ...................................................................................................................... 11

LIST OF ANNEXES .................................................................................................................... 13
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 Wagramerstrasse 5, 1400 Vienna, Austria, and Name of Contractor (hereinafter referred to as the “Contractor”), having its principal 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, FRD and any further modifications or such further documents as may be expressly incorporated in this Contract by the Parties in accordance with Clause 22 (Contract Amendment) 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.

“FRD” means a Formal Request for Delivery to be issued by the Commission specifying the services to be provided by the Contractor upon request by the Commission in accordance with the provisions of the Contract and Annexes B and C.

“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 services provided by the Contractor under this Contract as requested by the Commission under FRDs.

“Taxes” shall mean 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 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 Scientific Writing and Editing Services on a Call-off Basis, (hereinafter referred to as the “Services”) as and when required by the Commission.

3. ENTRY INTO FORCE AND DURATION OF THE CONTRACT

The Contract shall enter into force upon the date of the last signature by the authorized representatives of the Parties (hereinafter referred to as the “Effective Date”) and shall be valid for 2 (two) years thereafter and until the Parties fulfill all their obligations hereunder.

4. RESPONSIBILITIES OF THE CONTRACTOR

4.1 The Contractor shall provide the Services as specified in Annex B.

4.2 The Contractor shall provide qualified English-speaking personnel as necessary to perform the Work under this Contract. The key persons shall be available for possible tasks related to the Work throughout the duration of the Contract period. Any replacement of the key personnel shall be made in accordance with Clause 7 of Annex A.

5. FORMAL REQUESTS FOR DELIVERY

5.1 General provisions

(a) During the Contract duration the Commission will issue individual FRDs based on the firm fixed unit prices of the Services reflected in Annex C.

(b) Each FRD shall be valid until its successful completion by the Contractor and acceptance by the Commission of the Work performed.

(c) The FRD shall specify, as applicable, the required Services to be provided, details of the consignee (name, address and contact information), required delivery date, notification party(ies) and any other relevant information.

(d) The Commission may revise the FRD as and when it may deem necessary.

(e) The Commission makes no commitment under the Contract to call-off any specific quantities of the Services specified in Annex B.

5.2 Delivery Terms

5.2.1. Unless otherwise instructed in the FRD or authorized by the Commission in writing, the following shall apply in respect to the provision of Services under the Contract:
5.2.2. Delivery shall always be made in full in accordance with each FRD. Partial delivery (i.e. delivery not completed per each FRD) is not acceptable without prior written consent by the Commission.

5.3 Required Delivery Date

The Services shall be received by the consignee within the required date specified in the FRD, or within a longer period, if agreed in writing by the Commission.

5.4 Title and Risk

Unless stipulated otherwise, title to any Services supplied by the Contractor or provided by the Commission shall be transferred to the consignee upon the delivery of the Services. A note of acceptance of the Services shall be obtained by the Contractor from the consignee.

6. STANDARD OF WORK

The Contractor shall perform the Work in a workmanlike manner in conformity with standard professional practices, using qualified personnel and in strict accordance with the Contract. The Contractor shall furnish the highest skill and judgement and cooperate with the Commission, including all the Commission's consultants and agents, in best furthering the interests of the Commission and the aim of this Contract. The Contractor shall provide efficient business administration and supervision, and it shall perform the Work in the best way and in the most expeditious and economical manner consistent with the requirements of the Contract.

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

8.1 The Contractor shall obtain and pay for all permits and inspections necessary for the proper execution and completion of the Work that are customarily obtained upon execution of this Contract and that are legally required at the time the Proposal is received by the Commission. This shall include, but not be limited to, work permits, visa, or similar documents.

8.2 The Contractor shall give all notices required by the nature of the Work.

8.3 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

9.1 The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programmes in connection with the Work.

9.2 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 persons on the Commission’s or the Station’s premises, as applicable, who may be affected thereby;

(ii) property of the Commission or the Station, as applicable.

9.3 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.

9.4 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.

9.5 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.

9.6 The Contractor shall be responsible for the prevention of accidents on the Commission’s or the Station’s premises, as applicable, during the execution of the Work.

9.7 In any emergency affecting the safety of persons or property, the Contractor shall promptly act to prevent threatened damage, injury and loss.

9.8 The Contractor shall promptly remedy all damage and loss to any property, referred to in Clause 9.2 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 Clause 9.2 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 Work is carried out in accordance with Annexes B and C and shall promptly notify the Contractor thereof. The Commission shall respond promptly to requests for information by the Contractor regarding the Work.

11. PRICES

11.1 For each FRD the Commission shall pay to the Contractor, in consideration of the full and proper performance of its obligations under the Contract, the amount based on the firm fixed unit prices of the Services pursuant to Annex C attached hereto.

The firm fixed unit prices of the for the Services shall be held unchanged for the period indicated in Clause 3 above and shall exclude any applicable Taxes, fees, duties and charges owed by the Contractor in respect to the Services at the conclusion or implementation of this Contract.
11.2 The Prices 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.

11.3 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 issued FRD without the prior written consent of the Commission and a formal written amendment to this FRD.

11.4 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 12.2 (d) below.

OR

No Taxes are applicable under this Contract.

12. PAYMENT TERMS

12.1 Upon satisfactory completion of each FRD the Contractor shall submit the following supporting documentation to the Commission for payment:

(a) Original invoice submitted in accordance with Clause 12.2(a) below reflecting the actual costs;

(b) The Contractor’s certificate, counter-signed by the Consignee/end-user, confirming the successful completion of the Services as invoiced;

(c) Certificate of origin, if applicable;

(d) Documentation referred to in Clause 12.2 (d) below supporting any Taxes paid (if applicable); and

(e) Any other documentation that might be required under the applicable FRD.

12.2 General Payment Provisions

(a) The Commission shall make the payments to the Contractor on the basis of an invoice submitted by the Contractor. All payments shall be made within 30 (thirty) days of the receipt and acceptance of the original invoice, provided that the Work has been satisfactorily completed and has been accepted by the Commission.

(b) 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.

(c) The Contractor shall submit an invoice in 1 (one) original and 2 (two) copies or electronically, from the Contractor’s official e-mail address in PDF format, duly signed and stamped by the Contractor and submitted to the Commission’s email addressed specified under Clause 23
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.

(d) 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

14.1 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.

14.2 Any request for extension of the time for reasons referred to in Clause 14.1 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:

(f) this document;
(ii) the Commission’s General Conditions of Contract (Annex A);
(iii) the Commission’s Terms of Reference (Annex B);
(iv) the Contractor’s Proposal (Annex C);
(v) the relevant FRD.

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 Parties.

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 at the following address (or such address or email address as the Party may substitute by notice after the date of the Contract):

(a) The Commission:

For Contractual Issues:
Chief, Procurement Section
Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO)
Vienna International Centre
Wagramerstrasse 5, P.O. Box 1200
1400 Vienna, Austria
Tel: + (43 1) 26030 6350
E-mail: procurement@ctbto.org
For invoices and related enquiries:
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 Payments@ctbto.org

(b) The Contractor:
Name:
Address:
Tel:
Email:

22. EFFECTIVENESS

22.1 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.

22.2 A communication given under Clause 22.1 above that is received or becomes retrievable on a non-working day or after business hours at the seat of the Commission will only be deemed to be given on the next working day of the Commission.
IN WITNESS hereof, the duly authorized representatives of the Parties have executed this Contract in Vienna, Austria:

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

Ms. Courtney Linley, Chief, Procurement Section

Date: ________________ Place: ________________

For and on behalf of [CONTRACTOR]:

[Name, Position/Title]

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 A

General Conditions of Contract

1. DEFINITIONS
(a) In these general conditions of contract the terms beginning with a capital letter shall have the meaning as defined in the Contract.
(b) “Services” means all services to be rendered under the Contract.
(c) “Goods” shall mean all goods, equipment, materials and/or other supplies to be provided under the Contract.
(d) “Taxes” shall mean 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.

2. LEGAL STATUS
The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the Commission. Neither the Contractor and any subcontractor, nor their personnel shall be considered to be an employee or an agent of the Commission.

3. ASSIGNMENT
The Contractor shall not assign, transfer, pledge or make other disposition of the Contract or any part thereof, or any of the Contractor’s rights, claims or obligations under the Contract except with the prior written consent of the Commission.

4. SUBCONTRACTING
In the event the Contractor requires the services of one or more subcontractors, the Contractor shall obtain the prior written approval and clearance of the Commission for such subcontractor(s). The Commission’s approval of a subcontractor shall not relieve the Contractor of any of his obligations under the Contract, and the terms of any subcontract shall be subject to and in conformity with the provisions of the Contract.

5. SOURCE OF INSTRUCTIONS
(a) The Contractor shall neither seek nor accept instructions from any authority external to the Commission in connection with the performance of its obligations under the Contract. The Contractor shall refrain from any action which may adversely affect the Commission and shall fulfil its commitments with the fullest regard to the interests of the Commission.
(b) While present at the Commission’s premises, personnel of the Contractor shall, at all times, obey and conform to all requests and instructions of the Commission’s officials and the United Nations Security Staff.

6. CONTRACTOR’S RESPONSIBILITY FOR EMPLOYEES
The Contractor shall be responsible for the professional and technical competence of its employees and will select, for the performance under the Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local customs and conform to a high standard of moral and ethical conduct.

7. ASSIGNMENT OF PERSONNEL
(a) The Contractor shall not replace or withdraw any personnel referred to in the Contract for the performance of the Services without the prior written approval of the Commission or unless requested by the Commission.
(b) Prior to assignment, replacement or withdrawal of personnel for the performance of the Services, the Contractor shall submit to the Commission for its consideration, the curriculum vitae or detailed justification to permit evaluation by the Commission of the impact which such assignment, replacement or withdrawal would have on the Services.
(c) In the event of withdrawal of personnel, all costs and additional expenses resulting from the replacement, for whatever reasons, of any of the Contractor’s personnel shall be for the account of the Contractor. Such withdrawal shall not be considered as termination in part or in whole of the Contract.

8. CONFLICT OF INTEREST
No employee, officer, adviser, agent and/or subcontractor of the Contractor assigned to perform Services under the Contract shall engage, directly or indirectly, in any business, profession or occupation connected or related to the Services or Goods to be provided under the Contract if this constitutes a conflict of interest.
9. INSURANCES

(a) The Contractor shall provide and thereafter maintain appropriate insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with the Contract.
(b) The Contractor shall provide and thereafter maintain insurance against all risk in respect of its property and any equipment used for the execution of the Contract.
(c) The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death, bodily injury, loss of and damage to property arising from any operations carried out by the Contractor in performing its obligations in connection with the Contract or from operation of any vehicles, boats, airplanes and other equipment owned or leased by the Contractor or its agents, servants, employees or subcontractors.
(d) Except for insurance mentioned in paragraph (a), the insurance policies under this clause shall:
   (i) Name the Commission as additional beneficiary;
   (ii) Include a waiver of subrogation of the Contractor’s rights to the insurance carrier against the Commission.
(e) The Contractor shall, upon request, provide the Commission with satisfactory evidence of the insurance required under the Contract.
(f) Any amounts not insured, not recovered from or not claimed by the insurer shall be borne by the Contractor.
(g) Information concerning reduction of coverage shall be furnished by the Contractor to the Commission with at least thirty (30) days prior written notice.
(h) The Contractor undertakes that provisions to the same effect as the provisions in sub-clauses (a) through (c) above will be inserted in all subcontracts made in performance of the Contract, except sub-contracts exclusively for furnishing Goods.

10. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file in any public office or on file with the Commission against any monies due or to become due for any Services or Goods provided under the Contract, or by reason of any other claim or demand against the Contractor.

11. OBSERVANCE OF THE LAW

(a) The Contractor shall comply with all laws, ordinances, rules and regulations, including but not limited to health, environmental and labour laws bearing upon the performance of its obligations under the terms of the Contract.
(b) In particular, the Contractor shall comply with the labour laws of the country in which the Services or Goods are to be furnished providing for benefits covering injury or death in the course of employment.

12. CONFIDENTIALITY

(a) All technical, financial or other documentation and data the Contractor compiled for or received from the Commission under the Contract shall be treated as confidential and shall be delivered only to the Commission’s authorized officials on completion of the Services or as requested by the Commission.
(b) Either Party acknowledges that all knowledge and information concerning the other Party that may be acquired in connection with the performance of its obligations under the Contract, including but not limited to, any information relating to its operations and procedures, are confidential and proprietary information of the other Party and it shall receive such confidential and proprietary information of the other Party in confidence and shall not disclose or permit disclosure of any such knowledge or information to any person and/or entity without the prior written consent of the other Party.
(c) The Contractor shall not, at any time, use such confidential information to its own advantage.
(d) The restrictions on confidentiality shall not apply to the information which:
   (i) presently is in the public domain;
   (ii) hereafter becomes part of the public domain without the other Party’s fault;
   (iii) was in the possession of the other Party at the time of the disclosure, as shown by written evidence;
   (iv) is disclosed to the other Party at any time hereafter by a third Party.
   (v) is required to be disclosed to governing bodies, or to governmental authorities to the extent required by law or to obtain needed authorization to perform the Contract or pursuant to reporting requirements imposed by those governing bodies or the government of the State of the Contractor.
(e) These obligations do not lapse upon satisfactory completion of the Services, delivery of the Goods or termination of the Contract by the Commission.

13. LANGUAGES, WEIGHTS AND MEASURES

Unless otherwise specified in the Contract, the English language shall be used by the Contractor in all written communications to the Commission with respect to the Services or Goods to be provided and all documents procured or prepared by the Contractor. The Contractor shall use metric units, except when otherwise specified in the Contract.

14. PUBLICITY

(a) The Contractor shall not advertise or otherwise make public the fact that it is providing or has provided Services and Goods for the Commission. Also, the Contractor shall not, in any manner whatsoever, use the name, emblem or official seal of the Commission or any abbreviation of the name of the Comprehensive Nuclear-Test-Ban Treaty Organization in connection with its business or otherwise.
(b) These obligations do not lapse upon satisfactory completion of the Services, delivery of the Goods or termination of the Contract.
15. OFFICIAL NOT TO BENEFIT/CONTINGENT FEES

(a) The Contractor warrants that:
   (i) No person or selling agency has been employed or retained by it to solicit or secure the Contract upon an agreement or understanding for a commission, percentage, brokerage, contingent fee or retainer, except regular employees or bona fide and officially established commercial or selling agencies maintained by the Contractor for the purpose of securing business;
   (ii) No official or servant or retired employee of the Commission who is not a regular employee of the Contractor, has been or shall be admitted by the Contractor to any direct or indirect benefit arising from the Contract or the award thereof.

(b) In case of breach by the Contractor of the warranties referred to in previous clauses, the Commission shall have the right to deduct from the Contract Price, or otherwise recover from the Contractor, the full amount of any such commission, percentage, brokerage, contingent fee or retainer so paid.

16. INTELLECTUAL PROPERTY AND OTHER PROPRIETARY RIGHTS

(a) Except to the extent the Contractor has granted a license to the Commission, the Contractor shall be entitled to all intellectual property, including but not limited to copyrights, patents and trademarks, with regard to products, documents or other materials which bear a direct relation to or are produced or collected under the Contract. The Contractor shall take all necessary steps, prepare and process all necessary documents and assist in securing such property rights and transferring them to the Commission and/or to the government where the Services or Goods are to be provided, in compliance with the requirements of the applicable law.

(b) The Contractor declares that it does not know of any intellectual property rights of third parties, which might be infringed in the execution of the Contract. Should, contrary to the Contractor’s expectation, claims be raised against the Commission charging it with infringement of intellectual property rights, the Contractor shall hold harmless the Commission and shall indemnify it to the full extent of any damages or awards arising from such claims. This obligation of the Contractor shall continue to be in full force and effect up to the expiration of such intellectual property rights.

(c) The Commission shall give the Contractor due notice in writing of any charges of infringement brought against the Commission and of the filing of any suit for infringement of intellectual property rights of third parties due to the execution of the Contract, and, without prejudice to the immunity enjoyed by the Commission as an international organization from every form of legal process, including enforcement and execution, the Commission shall give the Contractor the opportunity to defend the Commission against the said suit at its discretion and shall not, without the Contractor’s consent in writing, make any admission or consent to any claim of any third party, which might be prejudicial to the Contractor’s position.

17. DEFAULT BY THE CONTRACTOR

(a) In case the Contractor fails to fulfil its obligations and responsibilities under the Contract and provided the Contractor has not remedied such failure(s) within thirty (30) days of having been given written notification by the Commission of the nature of the failure(s), the Commission may, at its entire discretion and without prejudice to its right to withhold payment(s), hold the Contractor in default under the Contract.

(b) When the Contractor is thus in default, the Commission may, by giving written notice to the Contractor, terminate the Contract as a whole or such part or parts thereof in respect of which the Contractor is in default. Upon such notice, the Commission shall have the right to seek completion, at the Contractor’s expense, of that part or those parts of the Contract with respect to which the Contractor is in default.

(c) The Contractor shall, in this case, be solely responsible for any reasonable costs of completion of the Services and/or delivery of Goods, including such costs, which are incurred by the Commission over and above the originally agreed Contract Price.

18. WITHHOLDING OF PAYMENT

(a) The Commission may withhold any payment to the Contractor or, on account of subsequently discovered evidence, nullify the whole or part of any payment approval theretofore given, to such an extent as may be necessary to protect the Commission from loss under the Contract on account of:
   (i) The Contractor’s failure to carry out its obligations or to make adequate progress with the obligations, except for failure arising out of force majeure;
   (ii) The Contractor’s failure to remedy unsatisfactory performance, when such failure has been drawn to his attention by the Commission;
   (iii) The Contractor’s failure to submit on time the reports required.

(b) The withholding by the Commission of any interim payment shall not affect the Contractor’s obligation to continue performance of his obligations under the Contract.

(c) No interest shall accrue on payments eventually withheld by the Commission in application of the stipulations of this paragraph.

19. LIQUIDATED DAMAGES

Subject to Clause 20 below (force majeure), if the Contractor fails to deliver any or all of the Services and/or Goods within the latest time period(s) specified in the Contract, the Commission may, without prejudice to its other remedies under the Contract, deduct from the Contract Price as liquidated damages, a sum equivalent to 0.2 per cent of the portion of the Contract Price for the delayed Services and/or Goods for each working day of
delay until actual performance, up to a maximum of sixty (60) working days. The recovery by the Commission of proven damages shall not be excluded.

20. FORCE MAJEURE

(a) Force majeure as used herein shall mean acts of God, industrial disturbances, acts of the public enemy, civil disturbances, explosions and any other similar cause of equivalent force not caused by nor within the control of either party and which neither party is able to overcome.

(b) As soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the Commission of such force majeure if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract.

(c) In this event, the following provisions shall apply:

(i) The obligations and responsibilities of the Contractor under the Contract shall be suspended to the extent of its inability to perform them and for as long as such inability continues;

(ii) The term of the Contract shall be extended for a period equal to the period of suspension taking, however, into account any special conditions which may cause the time for completion of the obligations to be different from the period of suspension;

(iii) If the Contractor is rendered permanently unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under the Contract, the Commission shall have the right to terminate the Contract on the same terms and conditions as are provided for in the Termination Clause of the Contract, except that the period of notice may be seven (7) days instead of thirty (30) days;

(iv) For the purpose of the preceding sub-clause, the Commission may consider the Contractor permanently unable to perform in case of any period of suspension in excess of ninety (90) days. Any such period of ninety (90) days or less shall be deemed temporary inability to perform.

21. INSOLVENCY AND BANKRUPTCY

Should the Contractor be insolvent, adjudged bankrupt, or should the Contractor make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Contractor’s insolvency, the Commission may, without prejudice to any other right or remedy it may have under the terms of the Contract, terminate the Contract forthwith by giving the Contractor written notice of such termination.

22. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless and defend at its own expense the Commission, its officers, agents, servants and employees from and against all suits, claims, demands and liability of any nature or kind, including cost and expenses arising out of acts or omissions of the Contractor or its employees or subcontractors in the performance of the Contract. This requirement shall extend, inter alia, to claims or liabilities in the nature of workers’ compensation and to claims or liabilities pertaining to intellectual property rights. The obligations under this clause do not lapse upon termination of the Contract.

23. AMICABLE SETTLEMENT

The parties shall use their best efforts to settle amicably through negotiation any dispute, controversy or claim arising out of, or relating to, the Contract or the breach, termination or invalidity thereof. If the parties cannot reach such amicable settlement through negotiations, the matter shall first be referred to conciliation, by a request by either party for conciliation procedures. The conciliation shall take place in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Conciliation Rules then prevailing, or according to such other procedure as may be agreed between the parties, within a time period of ninety (90) days. There shall be one conciliator. The conciliation shall be in Vienna, Austria, and it shall be conducted in the English language.

24. ARBITRATION

(a) In the event of a failure to reach an amicable settlement in accordance with Clause 23 above (amicable settlement), any dispute arising out of the interpretation or application of the terms of the Contract or any breach thereof shall be settled in accordance with the arbitration rules established by UNCITRAL as at present in force. The number of arbitrators shall be one. The arbitration shall be in Vienna, Austria, and it shall be conducted in the English language.

(b) The arbitrator shall take into account the internationally recognized general principles of commercial transactions. The arbitrator shall have no authority to award punitive damages, nor to award interest in excess of five (5) per cent, and any such interest shall be simple interest only. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

25. PRIVILEGES AND IMMUNITIES

Nothing in or relating to the Contract shall be deemed a waiver of any of the privileges and immunities of the Commission and its employees.

25(a). TAX EXEMPTION

In principle, the Commission is exempt from all Taxes. Since the arrangement under which such exemption is respected varies from country-to-country, the Contractor shall collaborate with the Commission to achieve Tax exemption at source or to pursue reimbursement of Taxes paid by the Commission, as the case may be.

26. TERMINATION

The Commission may terminate the Contract in whole or in part, and at any time, upon thirty (30) days’ notice of
termination to the Contractor. In the event such termination is not caused by the Contractor’s negligence or fault, the Commission shall be liable to the Contractor for payment in respect of Services already satisfactorily accomplished or Goods delivered and accepted and in conformity with the terms of the Contract, for necessary terminal expenses of the Contractor, and for the cost of such urgent work as is essential and as the Contractor is asked by the Commission to complete. The Contractor shall keep expenses at a minimum and shall not undertake any forward commitment from the date of receipt of the Commission’s notice of termination.

27. GOODS

In the event that the Contract requires the Contractor to supply Goods, the following clauses shall apply in addition to the above.

28. WARRANTY

(a) The Contractor warrants that the Goods, including packaging, conform to the specifications for the Goods ordered under the Contract and are fit for the purpose for which such Goods are ordinarily used and for purposes expressly made known to the Contractor by the Commission, and are new and free from defects in design, workmanship and materials.

(b) This warranty shall remain valid for twenty-four (24) months after the Goods or any part thereof have been delivered and accepted, whichever is later, unless the Contractor has granted a longer period. Should the Commission transfer the title of the Goods to a third party during the warranty period, the right to enjoy the warranty shall be transferable to the new title-holder.

(c) If, during the warranty period mentioned in Sub-clause (b) above, the Goods or any part thereof are found to be defective or not in conformity with the specifications under the Contract, the Contractor shall, upon notification, promptly and at its own expense correct all such defects and non-conformities. If these defects and non-conformities cannot be corrected, the Commission shall have the right, at the Contractor's expense, to either demand replacement of the defective item, or receive appropriate reimbursement, or have the defective item repaired or otherwise procured from a third party.

29. INSPECTIONS AND TESTS

(a) The Commission shall have the right to inspect and/or to test the Goods to confirm their conformity to the technical specifications. The technical specifications shall specify what inspections and tests the Commission requires.

(b) The inspections and tests may be conducted on the premises of the Contractor or its subcontractor(s), at a point of delivery designated by the Commission and/or at the Goods’ final destination. The Contractor shall give all reasonable facilities and assistance-including drawings and production data-to the Commission at no charge to the Commission.

(c) Should any inspected or tested Goods fail to conform to the technical specifications, the Commission reserves the right to reject them and the Contractor shall either replace the rejected Goods or make all alterations necessary to meet specification requirements free of cost to the Commission.

(d) The Commission’s right to inspect, test and, where necessary, reject the Goods after the Goods’ arrival at the point of delivery designated by the Commission or at the Commission’s offices, shall in no way be limited or waived by reason of the Goods’ having previously been inspected, tested and passed by the Commission.

(e) Nothing in this Section on Inspections and Tests shall in any way release the Contractor from any warranty or other obligations under the Contract.

(f) All equipment/material supplied under the Contract may be subject to pre-shipment inspection by a third party to be specified by the Commission. The Contractor is not liable for cost of this inspection.

30. PACKING

The Contractor shall comply or ensure compliance with the following provisions concerning packing:

(a) The Goods shall be packed as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit.

(b) In the case of a cross-border shipment, the Goods shall have appropriate export packing. If necessary, all cases/crates must be wrapped inside with heavy-duty plastic lined paper, should be steel-strapped and must be able to withstand tough handling. Skids for truck handling are imperative if the gross weight is more than 30 kilograms.

(c) The consignment shall be marked and shipped as per address shown on the Purchase Order Form.

(d) Neither partial delivery nor transhipment shall be made unless specifically agreed by the Commission in writing.

(e) Each case/crate/package shall carry a consecutive number, dimensions, volume, and weight (i.e. Case No. X of Y cases, A x B x C cm, E m3, D Kg.) and shall be marked as follows:

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

[point of delivery]

PURCHASE NO.___________________
GROSS WEIGHT _____________________
NET WEIGHT _____________________

(f) Markings shall be done with weatherproof materials. All non-containerized Goods shall be shipped below deck.

(g) Each case/crate/carton shall carry (outside) a copy of the packing list describing the contents of the case/crate/carton. Outside Case No. 1 should be
attached with invoice covering the actual delivery. The accompanying papers must be made out in the English language.

(h) Prior to delivery, a fax (or a letter by courier service) shall be sent to the consignee, if any, advising of the following:
- purchase order/Contract number;
- waybill number or equivalent reference number of the shipment (if any);
- number of boxes/cartons/crates/etc.;
- estimated time of departure (ETD);
- point of departure and name of freight carrier;
- estimated time of arrival (ETA) to final destination.

(i) The following documents shall be enclosed with the shipment in case of shipping by air:
- airway bill;
- proforma or commercial invoice;
- packing list.

(j) The above documents are indispensable and must reach the consignee, if any, on time to permit customs clearance and in order to avoid demurrage charges.

31. DELIVERY AND TRANSPORTATION

(a) Delivery of the Goods shall be made by the Contractor in accordance with the terms specified in the Contract, and the Goods shall remain at the risk of the Contractor until delivery has been completed.

(b) Transport of the Goods to the port of discharge or such other point in the country of destination and/or forwarding to the consignee, if any, (door-to-door) specified in the Contract shall be arranged and paid for by the Contractor and the cost thereof shall be included in the Contract Price.

32. TAKE-OVER/HAND-OVER

Upon successful completion of delivery or of installation and a testing and evaluation period, as specified in the Contract, responsibility for the Goods will be handed over to the consignee or other designated entity.

33. EXPORT LICENCES

If an export licence or any other governmental authorization is required for the Goods, it shall be the obligation of the Contractor to obtain such licence or governmental authorization. In the event of failure to obtain such licence or authorization within reasonable time, the Commission may declare the Contract null and void.

34. SPARE PARTS

In accordance with the Contract, the Contractor may be required to provide any or all of the following materials and notifications pertaining to spare parts manufactured and/or distributed by the Contractor:

(a) Such spare parts as the Commission may choose to purchase from the Contractor, provided that the Contractor is not relieved of any warranty obligations under the Contract;

(b) In the event of termination of production of the spare after delivery of the Goods:
   (i) advance notification to the Commission of the pending termination, in sufficient time to permit the Commission to place a final order;
   (ii) following such termination, furnishing at no cost to the Commission, the blueprints, drawings and specifications of the spare parts, if and when requested.

35. UNITED NATIONS CONVENTION ON CONTRACTS FOR THE INTERNATIONAL SALE OF GOODS

Questions concerning matters arising under the Contract, but not settled in it, shall be settled in conformity with the United Nations Convention on Contracts for the International Sale of Goods (Vienna, 1980), which shall be applicable to the Contract. The applicable language version of the Convention shall be the version in which the Contract is written.

1 April 2016
ANNEX B

Terms of Reference

Call-off Contract for

Scientific Writing and Editing Services
1 BACKGROUND

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the “Commission”) operates a global verification regime to monitor compliance with the Comprehensive Nuclear-Test-Ban Treaty. It provides timely data, assessments and other products and services to Signatory States of the Treaty.

The purpose of an On-Site Inspection (OSI) is to clarify whether a nuclear weapon test explosion or any other nuclear explosion has been carried out in violation of Article I (of the CTBT) and to the extent possible, to gather any facts which might assist in identifying any possible violator.

Following on from the OSI Action Plan for 2016-2019, the Equipment and Implementation Section has produced a series of draft technical reports providing a history of the development of inspection techniques; these include technical reports on:

- Ground-based visual observation and position finding,
- Passive seismological monitoring for aftershocks,
- Resonance seismometry,
- Environmental sampling,
- Airborne multispectral imaging.

It is expected that over an 18-month period up to 15 draft technical reports will be reviewed, edited and prepared for publishing.

The draft technical reports have been written by different authors and vary in structure and style. The aim is to publish these as fully edited PTS Technical Reports with a common structure and style. It is expected that each published technical report will be between 50 and 100 pages long and contain a mix of:

- text,
- schematic diagrams,
- photographs,
- tables
- maps.
2 SCOPE OF CONTRACT

2.1 Scope

The Commission seeks to establish a Contract with a Call-off Period of two (2) years for scientific writing/editing. These Terms of Reference (hereinafter referred to as “ToR”) form the technical framework for the provision of Scientific Writing and Editing Services on a Call-off Basis (hereinafter referred to as “Services” or “Work”).

The Contractor shall review and edit draft technical reports prepared by the Equipment and Implementation Section of the OSI Division. While reviewing and editing the technical reports, the Contractor shall be responsible for:

- fact checking content;
- improving consistency and structure of content, in line with required standard structure and style;
- rewriting text for consistency and clarity;
- ensuring better flow of information;
- avoiding redundancy of content;
- editing for grammar, usage, spelling, punctuation, and other mechanics of style;
- rewriting and editing executive summary, preface and/or foreword;
- creating schematic diagrams;
- editing tables, figures and lists;
- editing captions;
- checking direct quotations, including page references;
- checking for consistency of mechanics and for internal consistency of facts, including correspondence of data given in graphics and text;
- putting citations in house style and checking completeness and style of references, including flagging any bibliography references not cited in text;
- inserting header levels and approximate placement of graphics.

2.2 Tasks

Upon request, the Contractor shall be responsible for editing OSI draft technical reports in line with the services described in section 2.1. It is envisaged that one technical report shall be made available for
editing every 1 to 2 months and that the editing process for each technical report should not exceed four weeks.

2.3 Deliverables

Deliverables shall be developed for tasks and responsibilities as they are assigned when the work is called-off (see Section 5). They will include meeting operational or project task objectives, following established standards, and writing technical documentation. The deliverables may include:

- Edited technical report text in line with agreed structure;
- New schematic diagrams in line with agreed style;
- Revised diagrams/maps in line with agreed style.

All deliverables shall be communicated by e-mail.
3 GENERAL PRINCIPLES

When writing/editing, the Contractor shall ensure:

- Close cooperation with the Commission point of contact and with Commission editing staff;
- All materials provided by the Commission for edit and review must be treated as confidential.
4 REQUIREMENTS

4.1 Contractor

The Contractor shall be an individual or a group whose principle scientific writer/editor shall have:

- Principle scientific writer/editor has postgraduate qualification in scientific writing/editing with 3 years of relevant professional practical experience* or a minimum of 8 years of relevant professional practical experience* in the field of scientific writing/editing.

Additionally, the Contractor shall be an individual or a group with proven experience* in:

- Rewriting technical documents in Microsoft Word to ensure better flow of information, provide clarity of information for general audience and avoid redundancy of content;
- Fact checking English language scientific literature (preferably physics/geophysics-based texts);
- Checking for internal consistency of facts, including correspondence of data given in graphics and text;
- Creating simplified schematic diagrams representing concepts or workflows using commercial off-the-shelf applications such as the Adobe suite or similar;
- Editing for grammar, usage, spelling, punctuation, and other mechanics of style;

Additionally, the Contractor shall be an individual or a group with proven experience* in the following desirable criterion:

Editing for grammar, usage, spelling, punctuation, and other mechanics of style;

Additionally, it is desirable if the Contractor is an individual or a collective with practical knowledge of:

- The CTBTO and, specifically,
- The On-Site Inspection pillar of the CTBT including inspection techniques.

* Experience shall be supported by evidence of named projects or publications with references or links. Unsupported claims will not be credited.
4.2 Proposals from a group

In the case of a proposal from a group of scientific writers/editors, the Contractor shall identify the principle scientific writer/editor. The Contractor shall commit to the requirement that all edited documents are proof-read by the principle scientific writer/editor before being communicated to the Commission. This shall be explicitly stated in the proposal.

A group of scientific editors/writers/graphic designers shall comprise no more than five (5) staff and will constitute a ‘roster’. Each member of the roster shall be named and their role and experience relevant to the criteria set out in 4.1 shall be stated clearly.

The Contractor shall maintain an up-to-date version of the roster for the duration of the Contract. The Contractor shall be responsible to inform the Commission when a staff member is to be removed or added to the roster, and if the details of staff are modified.

If the Commission estimates that the roster lacks capacity or capability to perform a specific work within the specified timeframe or quality, the Contractor shall provide, within three working days after a request is made by the Commission, the details of skilled and experienced staff to be added to the roster for consideration by the Commission.

The Commission shall be entitled to confirm whether or not the proposed roster revision is acceptable.
5 ORGANIZATION OF WORK

5.1 FRD Call-off

The Services will be initiated by the Commission in writing through a Formal Request of Delivery (hereinafter referred to as an “FRD”).

5.1.1 Initiating Work

Before the issuance of an FRD to the Contractor, a request will be communicated to the Contractor via email from the Commission, containing elaborations and definitions as to the nature of the particular Service(s) requested. The Contractor shall provide, at a minimum, within one (1) week of receiving the written request, the following information in the form of a Work Plan for each Service identified in the written request:

- A list of staff who will be working under this FRD – if a roster has been provided. These staff shall be a subset of the Team Roster, as described in Section 4;
- Work plan and key schedule to accomplish the Service;
- Number of person-days to be allocated to the Service;
- Commencement date and completion date of the Service.

After review of the Work Plan for each of the Services identified in the written request, and only after the acceptance by the Commission thereof, the FRD shall be issued to the Contractor.

The Commission will forward FRDs to the Contractor with adequate advance notice and containing all necessary details and expected deliverables.

The Commission shall not be liable for the performance of any particular Service(s), which have been performed before the formal issuance of an FRD to the Contractor.

It is expected that over an 18-month period up to 15 technical reports will be available for editing and publishing and the normal practice will be to issue 2 draft technical reports for review per FRD. This number is provided as guidance and the Commission reserves the right not to issue any FRDs.

5.1.2 Completion and Acceptance

At the end of a particular Service under the applicable FRD, the Contractor shall submit to the Commission the deliverable as stated in the respective FRD. The work will be reviewed by the Commission’s staff and by the Commission’s management against the requirements and the Commission’s internal working practices and standards.
5.1.3 Invoicing and Payment

The Work and deliverables, after being evaluated under reasonable performance criteria and accepted as satisfactory by the Commission, will form the basis for the invoicing and payment of a particular Service performed under an FRD.

6 RESOURCES PROVIDED BY THE COMMISSION

The Commission will provide:

- Relevant documentation via e-mail communication;
- Qualified staff to assist and cooperate in responding to information requests from the Contractor in order to allow the Contractor to carry out the Work;

All other resources are to be provided by the Contractor.

All Services are to be provided off-site and no access to the Vienna International Centre is required.
7 QUALITY OF THE PROPOSAL

Instructions for the preparation and submission of proposals are outlined in Attachment C, enclosed to the Request for Proposals document.

The Contractor is expected to submit a proposal that addresses the content of the ToR in a comprehensive and detailed way. In the proposal, the Contractor shall explicitly tabulate how the individual/collective meet the requirements set out in Section 4.

The Contractor shall show good understanding of the requirements as well as the responsibilities and duties expected from them including commitment to the timeframe indicated for issuing FRDs and completing the Work;

If requested, the Commission will share extracts of a draft technical report and an example of a previously published unrelated technical report.
## Technical Evaluation Criteria

### Table 1: Technical criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential / desirable</th>
<th>Max. points</th>
<th>Weighting</th>
<th>Max score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General understanding of the requirements</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposal demonstrates knowledge and understanding of the requirements as well as the responsibilities and duties expected from the Contractor</td>
<td>E</td>
<td>8</td>
<td>2.0</td>
<td>16</td>
</tr>
<tr>
<td>Principle scientific writer/editor has postgraduate qualification in scientific writing/editing with 3 years of relevant professional practical experience* in the field or a minimum of 8 years of relevant professional practical experience* in the field of scientific writing/editing.</td>
<td>E</td>
<td>8</td>
<td>2.0</td>
<td>16</td>
</tr>
<tr>
<td>Proven experience in rewriting technical documents in Microsoft Word to ensure better flow of information, provide clarity of information for general audience and avoid redundancy of content;</td>
<td>E</td>
<td>8</td>
<td>1.0</td>
<td>8</td>
</tr>
<tr>
<td>Proven experience in fact checking English language scientific literature (preferably physics/geophysics-based texts)</td>
<td>E</td>
<td>8</td>
<td>1.0</td>
<td>8</td>
</tr>
<tr>
<td>Proven experience in checking for internal consistency of facts, including correspondence of data given in graphics and text</td>
<td>E</td>
<td>8</td>
<td>1.0</td>
<td>8</td>
</tr>
<tr>
<td>Proven experience in creating simplified schematic diagrams representing concepts or workflows using commercial off-the-shelf applications such as the Adobe suite or similar</td>
<td>E</td>
<td>8</td>
<td>1.0</td>
<td>8</td>
</tr>
<tr>
<td>Proven experience in editing for grammar, usage, spelling, punctuation, and other mechanics of style</td>
<td>E</td>
<td>8</td>
<td>1.0</td>
<td>8</td>
</tr>
<tr>
<td><strong>Demonstrates practical and/or theoretical knowledge of the inspection techniques used as part of an on-site inspection (refer to paragraph 69 of the Protocol to the CTBT)</strong></td>
<td>E</td>
<td>8</td>
<td>2.0</td>
<td>16</td>
</tr>
<tr>
<td><strong>Commits to proposed FRD timeframe and, if group, to the principle writer/editor and roster arrangements</strong></td>
<td>E</td>
<td>8</td>
<td>1.0</td>
<td>8</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Points will be awarded to each bidder for each of the criterion listed in Table 1 in accordance to the mark scheme provided in Table 2.
Please note that if a bidder is assigned less than 3 points for any criterion considered as essential then it means that the bidder does not satisfy the minimum technical requirements for this procurement and that it will be disqualified and its proposal not be further evaluated.

Bidders that satisfy a criterion to the minimum acceptable level will be assigned 5 to 6 points. Bidders whose proposals demonstrate that they satisfy a criterion beyond the minimum level will be assigned additional points, up to 8. These are then weighted and converted into a score for a criterion.

Table 2: Mark scheme

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Response is incomplete, inadequate and/or non-responsive to the criterion</td>
</tr>
<tr>
<td>1-2</td>
<td>Does not meet the minimum technical, functional, or performance related criterion OR Competency indicated but not substantiated</td>
</tr>
<tr>
<td>3-4</td>
<td>Meets the criterion in most areas, but is lacking details and responsiveness in some areas of the criterion OR Insufficient information provided in the proposal to substantiate the competency</td>
</tr>
<tr>
<td>5-6</td>
<td>Proposal meets the criterion</td>
</tr>
<tr>
<td>7-8</td>
<td>Proposal exceeds the criterion in all areas and adds additional technical, functional and performance value</td>
</tr>
</tbody>
</table>

Once the technical evaluation is finalized, the Commission will evaluate the financial proposals of the technically compliant bidders. The financial proposals will be evaluated in accordance with the formula given below:

\[ X = \text{Max Available Score} \times \frac{Y}{Z} \]

Legend

\( X \)= Score 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 Contract will be awarded to the bidder who receives the highest combined score resulting from the technical and financial evaluation. The weight of the technical and evaluation components are 70% and 30% respectively.
1 Environmental Sampling Techniques

For IFE14, a very detailed SOP for the sampling of particulates was prepared. This SOP (OSI-RNS-SOP-001, 2014) explains the four types of sampling:

- Air sampling attempts to collect particulate that is still suspended or dust that is re-suspended by natural phenomena (such as wind) or by human activities (such as vehicle or foot traffic).
- Soil sampling attempts to collect contaminated dust that has settled onto a hard surface (such as a paved roadway or cement walkway), the top layer of soil, or ground cover.
- Water sampling is intended as an integrating approach to collect contaminated dust that has settled on a large area, which is then funnelled to the collecting point, such as
  - rainwater from a roof collected into a barrel, cistern or well, or
  - downstream as water collected as runoff from rain over a broader area.
- Vegetation sampling attempts to collect contaminated dust that has settled and been entrained on the surfaces of surrounding vegetation; vegetation might also be found as droppings from herbivores that have been browsing on groundcover in an area of interest.

This section introduces the specifics of the different techniques.

1.1 Air Sampling

Aerosol sampling is conducted with two different systems. The first system is a high-volume air sampler (HVAS) collecting up to 30,000 m³ per day, and the second is a medium-volume air sampler able to collect approx. 3,300 m³ per day (small size samplers in the range of 20 m³ per day are currently not used). The primary purpose of the HVAS is to provide information on the baseline of radioactive particulates, and as such, an initial HVAS is situated in the BOO. The medium-sized sampler is useful near a suspected tunnel entrance or other high potential areas within the IA.

During IFE14, three HVAS units were provided on-loan. These units use flat filter material mounted on a cylindrical wire screen. This filter cassette is then placed vertically in the sampling unit.
Figure 1 High-volume air sampler (HVAS) unit
As medium-size systems, commercially available units – Dwarf 100 – are used. These also use flat filter media (23.0 x 29.5 cm) installed vertically, achieving a flow rate of app. 100 m$^3$/h. The units are relatively light weight and can be carried and installed easily in the IA.
1.2 Soil Sampling

Surface-soil sampling is used to gather dust potentially contaminated by a nuclear explosion. Contaminated dust settled onto the top surface of roads, footpaths, trails, soil, or ground cover is collected using one of the four following techniques (IFE-RNS-WIN-003, 2014 and IFE-RNS-WIN-004, 2014).
For all methods, sampling kits have been prepared for IFE14 and are used in training events afterward. These kits ensure that all required tools and materials are readily available. Figure 5 shows an example of such a sampling kit.

Figure 5 Example of a sampling kit.

1.2.1 **Soil template method**

This method is used when there is minimal vegetation cover, and the soil is not compact. It is especially suitable for soil that is powdery, dry, or loose. For this method, the sampling area is defined by a metal template that is pounded into the surface. Within this area (app. 500 cm$^2$), the top layer of 0.5 cm is collected.

Figure 6 Metal template defining soil sampling area.
1.3 Water Sampling

Water sampling is done in the presence of wells or swamps, standing water bodies where contaminated particulates might accumulate (like rainwater collection) or, as high-volume filtered samples, in streams, rivers, ponds, or lakes.

While water sampling is addressed in the environmental sampling SOP, this technique (including detailed WINs) still needs further development.

1.4 Vegetation Sampling

Sampling of vegetation is a powerful method when inspections are conducted several months after the triggering event as plants may take up radionuclides from underground during the growing period. Specimens with large leaves that are deeply veined with hairy or stick surfaces, such as pine needles, kitchen, peat mosses, silver birch, maple, mulleins, mint, or nettles, are recommended examples to be sampled. The sampling area can be large, and the sample size is referenced not by weight but by area.

Just as for water sampling, the detailed vegetation sampling procedures still need development. International standards or guidelines, such as the Guidelines on soil and vegetation sampling for radiological monitoring (International Atomic Energy Agency, 2019), could serve as the basis for this.
1.5 Sampling Development Steps

The main development steps to establish particulate sampling capability for OSI are summarized in Figure 7, and additional details are presented below.

Due to the well-known practice and experience in taking environmental particulate samples, the technologies’ development was always ahead of the techniques needed for NG sampling and analysis.

Sampling in the context of an OSI was first exercised during FE02 in Kazakhstan. Due to limited resources at that time (no analysis equipment was available), the exercise focused on the overall interaction within the IT and only simulated the samples' transfer and analysis. Nevertheless, the exercise highlighted the lack of fixed procedures for sampling (CTBT/PTS/INF.697, 2003).

The next exercise with an environmental sampling component was the DE05, also conducted in Kazakhstan. In addition to a wide variety of SOPs, the exercise material also included a first concept of an environmental sampling program.

While the participants of DE05 identified some limitations for field use of the environmental sampling equipment, the exercise output identified the procedures for air, soil, surface contamination, surface water, and vegetation sampling in a state to be used for future exercises (CTBT/PTS/INF.783, 2006).

The sampling and analysis program (further developed) and SOPs were further assessed during DE06 in Croatia and DE07 in Ukraine, during which most of the environmental sampling equipment and procedures could be validated (CTBT/PTS/INF.862, 2007).
In preparation for IFE14, four BUEs were conducted. BUE III included air particulate and solid sampling and analysis. While BUE III indicated significant progress since IFE08, it also identified (CTBT/PTS/INF.1244, 2013) that some planning, preparation, documentation, and training is still required.

An action plan based on the lessons learned from IFE14 was developed in 2015 for the period 2016 – 2019 (CTBT/PTS/INF.1343, 2015). This plan contains five main functional categories comprising 43 projects to be implemented. The RN-related work was part of two projects: Project 3.9: Environmental Sampling and Project 3.10: Radionuclide Laboratory.

The action plan reports related to environmental sampling (CTBT/PTS/INF.1543, 2020) and the RN measurement component (CTBT/PTS/INF.1542, 2020) include the following main items:

- Sampling kits were upgraded to facilitate headquarters preparations and reconfigured for modular transportation and rapid field deployment, including refills of consumables. A threefold increase in the total number of kits also allowed for larger training groups, as demonstrated during the cross-cutting training in October 2017 at the Nevada National Security Site, United States of America, and the regional introductory course 23 held in April 2018 in Argentina.
- Environmental surface soil sampling was the primary technique used to demonstrate and test the new field application software (GIMO). The re-designed capabilities include real-time recording of sampling activity data, including chain-of-custody elements, in an integrated way. In South Africa in late 2018, the advanced OSI course included the first hands-on training on the software and provided useful feedback for further development and expansion of the field application to all sampling techniques.
- This work resulted in an upgraded version of the field application software (GIMO) covering all radionuclide environmental sampling techniques. It was used during the radionuclide and noble gas technical course of the advanced block of the third OSI training cycle held in Austria in October 2019.