INVITATION TO BID

THIS IS NOT AN ORDER

To:  ALL BIDDERS

CTBTO Ref. No.: 2022-0019/Thorvaldsdottir
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

Attn.: Phone:
Fax:
Email:

Date: 23 Mar 22

Title of Request: Design and Construction of a Projection System for the OSI Airborne Simulator

Deadline for Submission: 12 April 22  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 bid the following items as per conditions listed below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description and Requirements</th>
<th>Quantity</th>
<th>U/M</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Design simulator projection system In accordance with Annex B Terms of Reference</td>
<td>1</td>
<td>Lot</td>
</tr>
<tr>
<td>2</td>
<td>Construct projection system In accordance with Annex B Terms of Reference</td>
<td>1</td>
<td>Lot</td>
</tr>
</tbody>
</table>

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

Yours sincerely,

Veronica Golini
OiC, Procurement Section
ACKNOWLEDGEMENT FORM

Solicitation No: 2022-0019  
Closing Date: 12 Apr 22  
Title: Design and Construction of a Projection System for the OSI Airborne Simulator  
Vienna Local Time: 17:00

Procurement Staff: Thorvaldsdottir  
CTBTO Req. No.: 0010019344

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 bid


Company Name: __________________________

By: ________________________  
Contact Name: ________________________  
(date)  
Email/Tel: __________________________

B: We may submit and will advise


Company Name: __________________________

By: ________________________  
Contact Name: ________________________  
(date)  
Email/Tel: __________________________

C: We will not submit a bid for the following reason(s)

___ our current workload does not permit us to take on additional work at this time;
___ we do not have the required expertise for this specific project;
___ insufficient time to prepare a proper submission;
___ other (please specify) __________________________


Company Name: __________________________

By: ________________________  
Contact Name: ________________________  
Email/Tel: __________________________
INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF BIDS

1. General

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (the Commission) with its headquarters in Vienna is the International Organization mandated to establish the global verification system foreseen under the Comprehensive Nuclear-Test-Ban Treaty (CTBT), which is the Treaty banning any nuclear weapon test explosion or any other nuclear explosions. The Treaty provides for a global verification regime, including a network of 321 stations worldwide, a communication system, an International Data Centre and on-site inspections (OSI) to monitor compliance with the Treaty.

This Invitation to Bid (ITB) is for the provision of Design and Construction of a Projection System for OSI Airborne Simulator (hereinafter referred to as the “Goods” and/or the “Services” and/or the “Equipment”) as described in the attached Terms of Reference.

The Bid shall meet all requirements stated in these Instructions and the Terms of Reference.

In case of an award, the following documents shall govern the Contract and in case of discrepancies or inconsistencies, the documents to prevail shall be given precedence in the following order:
(a) The Contract;
(b) The Commission’s General Conditions of Contract (Annex A);
(c) The Commission’s Terms of Reference (Annex B);
(d) The Bidder’s Offer (Bid) shall be included as Annex C, if applicable.

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

This ITB consists of the following documents:

(a) Letter of Invitation
(b) These Instructions for Preparation and Submission of Bids
(c) The Commission’s Model Contract
(d) The Commission’s General Conditions of Contract (Annex A)
(e) The Commission’s Terms of Reference (Annex B)
   ○ Including Attachment No. 1: Technical Evaluation Criteria
(f) List of CTBT Member States
(g) Statement of Confirmation
(h) Vendor Profile Form

3. Amendment of the ITB Documents

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

4. Language of the Bid
The Bid and all correspondence and documents relating to it shall be in English.

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

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

(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](mailto:procurement@CTBTO.ORG)

The subject of the email shall contain the following:

*NAME OF THE PROJECT: Design and Construction of a Projection System for OSI Airborne Simulator*

*CTBTO REFERENCE No.: 2022-0019/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.

(a) The Bid shall be received by the above-mentioned addressee not later than the closing date indicated in the Letter of Invitation.

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

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

E-mail: [procurement@ctbto.org](mailto:procurement@ctbto.org)

Subject: Request for Clarifications re ITB No. 2022-0019/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 the case of responding to an ITB clarification, no bidder shall contact the Commission on any matter relating to the Bid after its submission and until the award of the
Contract. Any attempt to influence the Commission in its evaluation of the Bid or the award decision may result in rejection of the Bid.

7. Eligible Goods and Services

The Goods and Services 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 ITB. For purposes of this paragraph, "the origin" means the place from where the materials, Goods and/or from which the Services are supplied.

8. Type of Contract and Payment

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

Within 30 days of receipt and acceptance of the Goods/Services and of the following documents:

(1) Invoice(s) showing price of Goods/Services as invoiced, pre-paid packing and handling, transportation and freight, insurance, customs clearance and local delivery in Vienna Austria to CTBTO as and if applicable. The Supplier shall submit an invoice electronically, from the Supplier’s official e-mail address in PDF format, duly signed and stamped by the Supplier and submitted to the Commission’s email addressed 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 Supplier’s bank, account number, account holder’s name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer and actual pre-paid transportation & insurance cost (if applicable);

(2) Air Way Bill and Packing List (as and if applicable);

(3) Delivery Note acknowledged by the designated receiving staff, showing all the items delivered (as and if applicable);

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

(5) Certificate of transportation insurance (copy) (as and if applicable);

(6) Acknowledgement Copy of the Contract with the Supplier’s signature;

(7) A copy of the documents reporting the result of equipment Acceptance Testing, approved and counter-signed by the Commission and/or the end-user (if applicable);

(8) The Supplier’s certificate, counter-signed by the Consignee/end-user, confirming the successful completion of the Services (if applicable);

(9) Documentation supporting any incurred delivery cost (if applicable); and

(10) Any other relevant documents.

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

9. Content of the Bid

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

The Bid shall be composed of the following separate parts:

I. Technical Bid; and
II. Financial Bid;

providing, but not limited to, the following information:

PART I: TECHNICAL BID

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

1. Personnel

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

2. Documents Establishing the Eligibility and Qualifications of the Bidder

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

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

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

(ii) Expertise of the Firm/Organization: This section shall provide details regarding the experience of the organization and a list of the projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the ITB.
(iii) Management Structure and Key Personnel: This section shall provide information about the management structure and include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the technical bid, clearly defining their roles and responsibilities. Curriculum Vitae (CVs) should establish competence and demonstrate qualifications in areas relevant to the requirements of this ITB.

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

3. Statement of Confirmation

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

4. Specifications

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

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

5. Manufacturer’s Part Number

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

6. Sub-Contractors

The Bid shall include names, legal status, address and qualifications of subcontractor(s), if any, involved in the Project and the scope of the subcontracted services. The bidder shall provide a statement that its organization shall be fully responsible for the performance of sub-contractors. All sub-contractors shall be legally established in one of the CTBT states signatories.

7. Insurance

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

Delivery time shall be indicated in weeks after receipt of an order and shall be firm during the validity of the Bid.

9. Contract

A statement that the bidder has carefully reviewed the Commission’s General Conditions of Contract and agreed to all terms and conditions. As applicable, these will form part of the Contract for this procurement.

PART II: FINANCIAL BID

For Goods

i. The Bid shall include the costs of the Goods, packing and handling, insurance, transportation and freight, customs clearance (if applicable) and local delivery to Seibersdorf, Austria to the TeST Centre of CTBTO. The delivery terms shall be DAP (Delivered At Place; Incoterms 2020) door-to-door CTBTO, Vienna, Austria.

ii. The Bidder is encouraged to prepare the Price Schedule using the Price Schedule Form attached to these Instructions for Preparation and Submission of Bids or an equivalent. In presenting the cost for each item, adequate justification and calculation must be included in the cost. All individual costs shall be stated in EURO or US Dollars and be computed to constitute the total Contract Price.

For Services

i. The Bid shall include the costs of the Services.

ii. The Bidder is encouraged to prepare the Price Schedule using the Price Schedule Form attached to these Instructions for Preparation and Submission of Bids or an equivalent.

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

For Travel

The estimated travel cost is required for the purpose of the tender evaluation.

iv. The Bidder shall submit estimated costs/expenses for travel, including, inter alia, airfare and other related travel expenses. Travel costs will be reimbursed by the Commission to the following extent:

a) International/regional travel by air: Simple economy return airfare for the most direct route between the place of establishment of the Contractor and the premises of the Commission in Seibersdorf, Austria. In exceptional circumstances and with prior written approval of the
Commission, the Contractor may be reimbursed for flexible economy return airfare but it remains for the Commission to decide the type of airfare that will be reimbursed.

b) International travel by other means than air travel: The rate accepted by the Commission for the most direct route between the establishment of the Supplier and the premises of the Commission in Seibersdorf, Austria.

c) Reasonable terminal expenses, if any: at cost against supporting documentation.

d) The actual travel costs paid by the Commission shall not exceed the estimate by more than 10%.

e) Daily Subsistence Allowance (DSA): Applicable for a working day only and shall be calculated based on the values published by the International Service Commission (ICSC) for Austria, during the month when the travel takes place.

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 Bid together with information on the nature of the tax and its method of calculation.

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

(3) For Non-EU Companies
The price quoted shall be net of Taxes. All applicable Taxes payable by the selected bidder at the conclusion or implementation of the Contract in respect of the Goods/Services shall be quoted separately or be separately identified on the Bid together with information on the nature of the tax and its method of calculation. For deliveries to Vienna, Austria, and due to the tax exemption at source, applicable to the Commission, no Taxes shall be charged to the Commission under the Contract.
v. Note that clear and detailed explanations would enable us to evaluate the Bid promptly and proceed with fewer requests for clarifications/justifications in a later stage. This is also a factor influencing the decision for Contract award.

10. Completeness and Correctness of the Bid

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

11. Evaluation of the Bid

(a) The technical evaluation shall include the following evaluation criteria:
   (i) compliance of the items with the technical specifications;
   (ii) supplier’s qualifications;
   (iii) delivery schedule.

The detailed list of evaluation criteria is attached to these Instructions as Attachment 1.

(b) Subject to the conformance of the Technical Bid to the technical specifications, the Financial Bid shall be evaluated as follows:
   (i) contractual compliance;
   (ii) commercial acceptability.

(c) The Commission, based on the evaluation method given above, will determine the Bid which is the “least costly technically acceptable Bid”.

(d) To assist in the examination, evaluation and comparison of bids, the Commission may, at its discretion, request any Bidder to clarify its Bid. The Commission’s request for clarification and the Bidder’s response shall be in writing.

13. Correction of Errors

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

14. Validity of the Bid

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

15. Negotiations of the Bid and Award

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

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

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

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

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

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

19. **Proprietary Information**

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

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

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

a. At any time during the 12 months immediately preceding the date of issue of the Solicitation was an official, agent, servant or employee of, or otherwise engaged by the Commission;

b. At any time during the 24 months immediately preceding the date of issue of the Solicitation was an employee of the Commission personally engaged, directly or indirectly, in the definition of the requirements, project or activity to which the Solicitation relates.
**BIDDER’S STATEMENT**

**PLEASE FILL THIS FORM & SUBMIT WITH THE BID**

<table>
<thead>
<tr>
<th>Delivery Time:</th>
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<tr>
<th>Shipping weight (kg) and Volume (m³) – if applicable:</th>
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<table>
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<tr>
<th>List of recommended consumables and spares including prices and details on local availability, if applicable (please tick):</th>
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<tbody>
<tr>
<td>☐ For one year period ☐ For a period of .................................</td>
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<tr>
<th>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:</th>
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<tbody>
<tr>
<td>☐ For a two year period ☐ For a period of .................................</td>
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<tr>
<th>Availability of local service in Vienna, Austria (if any):</th>
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<table>
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<tr>
<th>State country of origin or assembly of all items quoted:</th>
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<tr>
<th>Quantity discount and early payment discount (if any):</th>
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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.

<table>
<thead>
<tr>
<th>Included in this Bid : Yes ☐ No ☐</th>
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**Confirmation that the bidder has reviewed the Commission’s General Conditions of Contract and agreed to all terms and conditions.**

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<tr>
<th>Yes ☐ No ☐</th>
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<th>Remarks:</th>
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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).

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<th>Yes ☐ No ☐ Not applicable ☐</th>
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<th>Remarks:</th>
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<th>Name:</th>
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<tr>
<th>Name &amp; Title of Contact Person:</th>
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<th>Signature &amp; date:</th>
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Price Schedule Form

The Bidder is encouraged to prepare the Price Schedule using the form below or an equivalent one. The Price Schedule must provide a detailed cost breakdown of all goods and related services to be provided, from unit price to total prices.

A. Cost Breakdown per Item:

<table>
<thead>
<tr>
<th>Lot</th>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price EUR/USD</th>
<th>Total Price EUR/USD</th>
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<tr>
<td>Lot 1</td>
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Subtotal Price in EUR/USD (DAP, excluding VAT)

VAT/GST/Sales Tax (If applicable)

Grand Total Price in EUR/USD (DAP, including VAT)
CONTRACT No. 2022-XXXX

between

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

and

NAME OF THE CONTRACTOR

for

the provision of services pertaining to

DESIGN AND CONSTRUCTION OF A PROJECTION SYSTEM FOR THE
OSI AIRBORNE SIMULATOR

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

March 2022
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MODEL CONTRACT

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

The Parties hereto mutually agree as follows:

1. DEFINITIONS

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

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

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

   “Annex C” means the Contractor’s Proposal

   “Contract” means this document, its Annexes and any further modifications or such further documents as may be expressly incorporated in this Contract by the Parties in accordance with Clause 21 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.

   “Mandatory Work” means Work Task 1, Design of Simulator Projection System.

   “Optional Work” means Work Task 2, Construction of a Projection System.

   “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.

   “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.

Contract No. 2022-XXX, March 2022
2. **AIM OF THE CONTRACT**

The aim of this Contract is to provide services, namely, Design and Construction of a Projection System for the OSI Airborne Simulator (hereinafter referred to as the “Services” or “Work”), for the Commission.

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

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

4. **COMMENCEMENT AND COMPLETION OF THE SERVICES**

The Contractor shall commence the Services on the Effective Date. The Services under the Mandatory Work in accordance with Section 2.2 of Annex B shall be completed not later than four (4) months after the Effective Date.

5. **OPTIONAL WORK**

The Commission shall have the option but not the obligation to request Optional Work in accordance with Section 2.3 of Annex B. The Services under the Optional Work, if applicable, shall be completed not later than nine (9) months after the Commission’s written notification thereof to the Contractor.

6. **STANDARD OF WORK**

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

7. **RESPONSIBILITIES OF THE CONTRACTOR**

(a) The Contractor shall provide the Services described in Annex B and C.

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

8. **WARRANTY**

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

*Contract No. 2022-XXXX, March 2022*
9. PERMITS, NOTICES, LAWS AND ORDINANCES

(a) The Contractor shall obtain and pay for all permits and inspections necessary for the proper execution and completion of the Work that are customarily obtained upon execution of this Contract and that are legally required at the time the Proposal is received by the Commission.

(b) The Contractor shall give all notices required by the nature of the Work.

(c) If the Contractor notices that the Work or any part thereof required under this Contract is not in accordance with applicable laws and Rules, or with technical or safety standards, it shall promptly notify the Commission thereof in writing.

10. PROTECTION OF PERSONS AND PROPERTY

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

(b) The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury and loss to:

   (i) all employees on the Commission’s premises and all other persons who may be affected thereby;

   (ii) all the Work, Equipment, its spare parts, materials and supplies to be incorporated therein, whether in storage on or off the Commission’s premises, which are under the care, custody or control of the Contractor or any of its subcontractors; and

   (iii) other property on the Commission’s premises or adjacent thereto.

(c) The Contractor shall give all notices and comply with all applicable laws and Rules bearing on the safety of persons and property and/or their protection from damage, injury and loss.

(d) The Contractor shall erect and maintain, as required by existing conditions and progress of the Work, all reasonable safeguards for the safety and protection of persons and property, including posting danger signs and other warnings against hazards and promulgating safety regulations.

(e) When the use or storage of combustible, explosive or other hazardous materials is necessary for the execution of the Work, the Contractor shall exercise the utmost care and shall carry on such activities under the supervision of properly qualified personnel.

(f) The Contractor shall be responsible for the prevention of accidents on the Commission’s premises during the execution of the Work.

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

Contract No. 2022-XXXX, March 2022
(h) The Contractor shall promptly remedy all damage and loss to any property, referred to in Sub-Clause (b) above, caused in whole or in part by the Contractor, any subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable and for which the Contractor is responsible under Sub-Clause (b) above, except damage and loss attributable to the acts or omissions of the Commission or anyone directly or indirectly employed by it, or of anyone for whose acts the Commission may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to its obligations under Clause 9 of Annex A.

11. RESPONSIBILITIES OF THE COMMISSION

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

12. CONTRACT PRICE

(a) (i) The Commission shall pay to the Contractor, in consideration of the full and proper performance of its obligations under the Contract, a firm fixed price of [EURO/US$] _____ [in numbers and words];

(ii) Subject to Clause 5, the firm and fixed price of [EURO/US$] _____ [in numbers and words];

hereinafter referred to as the “Contract Price”.

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

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

(d) 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 13 (e).

OR

No Taxes are applicable under this Contract.

Contract No. 2022-XXXX, March 2022
13. PAYMENT

(a) The Contract Price shall be paid in accordance with the following payment schedule and subject to the following conditions:

A progress payment schedule based on milestone deliveries may be included in the proposal. Any applicable Taxes shall be identified separately, and not be included in the Contract amount, i.e. “Upon milestone the amount of [EURO/US$] ______ [in numbers and words], and [indicate the applicable Tax] in the amount of [EURO/US$] ______ [in numbers and words].

(b) The Commission shall make the payments to the Contractor on the basis of an invoice submitted by the Contractor as per 13 (d) below. All payments shall be made within 30 (thirty) days of the receipt and acceptance of the invoice, provided that the Work has been satisfactorily completed and has been accepted by the Commission.

(c) The making of any payment hereunder by the Commission shall not be construed as an unconditional acceptance by the Commission of the Work accomplished by the Contractor up to the time of such payment.

(d) The Contractor shall submit an invoice electronically, from the Contractor’s official e-mail address in PDF format, duly signed and sealed by the Contractor and submitted to the Commission’s email address specified in Clause 22 below. Each invoice shall contain the Contract number (CTBTO and SAP numbers), detailed banking instructions, including the name and address of the Contractor’s bank, account number, account holder’s name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer.

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

14. 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.

Contract No. 2022-XXXX, March 2022
15. DELAYS AND EXTENSION OF TIME

(a) If the Contractor is delayed at any time in the progress of the Work by any act or omission of the Commission or by any of its employees, or by any other contractor employed by the Commission, or by changes in the Work ordered by the Commission, or by any causes beyond the Contractor’s reasonable control, or by any other cause which the Commission determines may justify the delay, then the time for completion of the Work shall be extended by an amendment to this Contract in accordance with Clause 21 below for such reasonable time as the Commission may determine.

(b) Any request for extension of the time for reasons referred to in Clause 15 (a) above shall be submitted to the Commission not later than 20 (twenty) days after the commencement of the delay, otherwise said request shall be deemed to be waived. Such request shall state grounds for the delay and shall provide an estimate of the probable effect of such delay on the progress of the Work.

16. 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.

17. 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.

18. DISCREPANCIES

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

(i) this document;

(ii) General Conditions of Contract (Annex A);

(iii) Terms of Reference (Annex B);

(iv) Contractor’s Proposal (Annex C).
19. 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.

20. 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.

21. CONTRACT AMENDMENT

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

22. TRANSMISSION OF NOTICES AND OTHER DOCUMENTS

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

(a) The Commission:

For Contractual Issues:

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

For 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:

Contract No. 2022-XXXX, March 2022
23. EFFECTIVENESS

(a) Except as provided below, any communication in connection with the Contract will be deemed to be given as follows:

(i) if delivered in person, at the time of delivery;

(ii) if by registered mail or courier, when received;

(iii) if by fax, when received in legible form;

(iv) if by electronic communication, when retrievable by the Commission in document form.

(b) A communication given under Clause 23 (a) above that is received or becomes retrievable on a non-working day or after business hours at the seat of the Commission will only be deemed to be given on the next working day of the Commission.
IN WITNESS hereof, the duly authorized Representatives of the Parties have executed this Contract:

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

Ms. Veronica Golini, OiC, Procurement Section

Date: ________________ Place: ________________

For and on behalf of CONTRACTOR:

[Name, Position/Title]

Date: ________________ Place: ________________

Contract No. 2022-XXX, March 2022
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 laws and 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 (e) 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. OFFICIALS 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 Commission, 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, express or implied, 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 satisfactory 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, Clauses 28-35 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:
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.

36. SUSTAINABLE BUSINESS PRACTICES

The Commission requires the Contractor and its personnel to:

(a) support and respect the protection of internationally proclaimed human rights1 and to observe the highest standards of ethics and integrity throughout its supply chains.

(b) abide by the United Nations Supplier Code of Conduct2.

(c) to take appropriate steps, whenever possible to perform its obligations in a manner that takes into account economic, environmental and social considerations.

(d) certify that they have not and will not engage in harassment or sexual harassment, proscribed practices or any further practice described in Clauses 37, 38, 39, 40

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and 41, during the procurement process and the performance of the Contract.

37. PREVENTION OF HARRASSMENT AND SEXUAL HARRASSMENT

(a) The Commission is committed to providing a professional work environment that upholds the highest standards of equality, respect and dignity for all. In this regard, and without limitation to any other provision contained herein:

(i) The Contractor shall adhere to zero tolerance for harassment and therefore accepts and agrees to refrain from any conduct which could, in the view of the Commission, meet the definition of harassment and/or sexual harassment. For the avoidance of doubt, “harassment” shall be understood as any improper or unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person when such conduct interferes with work, is made a condition of employment, or creates an intimidating, hostile or offensive work environment. “Sexual harassment” shall be understood as harassment of a sexual nature, and the above definition of harassment applies equally to sexual harassment. Sexual harassment may occur between persons of opposite sex or of the same sex.

(ii) The Contractor shall take all reasonable and appropriate measures to prevent and deter harassment and sexual harassment or abuse of anyone by its employees, agents, officials or any other persons engaged or controlled by the Contractor to perform the Services.

(iii) The Contractor shall promptly report to the Commission any actual, reported or suspected cases of harassment, sexual harassment or abuse of anyone by its employees, agents, officials or any other persons engaged or controlled by the Contractor to perform the Services of which the Contractor becomes aware. Such reports to the Commission may be on a no name basis, if necessary.

(iv) In addition to notifying the Commission pursuant to sub-clause (iii) above, on becoming aware of any allegation of harassment, sexual harassment or abuse of anyone, the Contractor shall take all reasonable and appropriate measures to address the matter, including engaging in good faith consultations with the Commission, while ensuring minimum impact and/or disruption of the Services.

(b) The Contractor acknowledges and agrees that any breach of the provisions of this Clause 37, as determined by the Commission, shall permit the Commission, at its sole discretion, to:

(i) Request the Contractor to remove, temporarily or permanently, from the relevant assignment, any Contractor’s personnel reported for having committed harassment, sexual harassment or abuse of anyone.

(ii) Terminate the Contract, and/or any other agreement, arrangement or partnership concluded by the Commission with the Contractor, immediately upon written notice to the Contractor, without any liability for termination charges or any other liability of any kind, on the terms and conditions as are provided for in Clause 26 (Termination) above; and/or

(iii) Exclude the Contractor from participating in any ongoing or future solicitations, and/or entering into any future contractual or collaborative relationships with the Commission and/or suspend the Contractor from the Commission’s supplier roster.

(c) The Commission shall be entitled to report any breach of the provisions of this Clause 37, as determined by the Commission, to the Commission’s governing bodies, other UN agencies and/or donors.

38. PROSCRIBED PRACTICES

The Commission requires that the Contractor and its personnel certify that they have not and will not engage in proscribed practices and proscribed conduct during the procurement process and the performance of the Contract. The Commission defines Proscribed Practices as follows:

Fraudulent practice: is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

Corrupt practice is the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;

Coercive practice is the impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of any party in order to influence the actions of that party;

Collusive practice is the proposing or entering into an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;

Unethical practice is conduct or behaviour that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with the Commission;

Obstructive practice is any act which deliberately and in an effort to compromise an investigation, destroys, falsifies, alters or conceals information or documents that may be relevant to a fraud and corruption investigation, or material that could become evidence as a result of such investigation; or the making of false statements to investigators during such an investigation.

39. CHILD LABOUR

The Contractor represents and warrants that neither it, its parent entities (if any), nor any of the Contractor’s 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.

40. MINES

The Contractor represents and warrants that neither it, its parent entities (if any), nor any of the Contractor’s subsidiaries or affiliated entities (if any) is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

41. TERRORISM

The Contractor shall ensure that none of the funds received from the Commission under the Contract are used, directly or indirectly, to provide support to individuals or entities subject to sanctions or other measures promulgated by the United Nations Security Council and appearing in the Consolidated United Nations Security Council Sanctions List. This provision shall be included in all subcontracts or sub-agreements entered into under the Contract.

42. FULL DISCLOSURE

(a) The Contractor will immediately notify the Commission upon becoming aware of any Proscribed Practices or other prohibited practices or conduct or suspicion thereof, as per Clauses 37-41, by itself or its personnel during the procurement process or the performance of the Contract. The Contractor will take all appropriate measures to prohibit and prevent its personnel from engaging in Proscribed Practices or any other prohibited conduct, as well as to investigate allegations thereof, or to take corrective action when such a Proscribed Practice or any other prohibited conduct has occurred.

(b) The Contractor further warrants that it is not the subject of any sanctions, or otherwise identified as ineligible by any government, supranational organization (e.g., European Union), another entity of the United Nations System or multilateral development finance institution. The Contractor will disclose to the Commission if it becomes subject to any sanction or temporary suspension during the term of the Contract. The Contractor recognizes that a breach of this provision constitutes a fraudulent practice.

43. DATA PROTECTION

(a) Use of the Commission’s data: Use (including accessing, processing, retention, storage) of the Commission’s data is limited to the purposes contained in the Contract and such use will be limited to Contractor’s personnel on a “need to know” basis. Use of the Commission’s data for internal research, marketing, sales, or promotional purposes is strictly prohibited. Subject to Clause 12 (Confidentiality), the Contractor will treat the Commission’s data as confidential and may neither disclose it nor make it available to any third-party except with the prior written authorization of the Commission.

(b) Compliance: The Contractor confirms that it has a data protection policy in place that meets applicable legal requirements and that it will apply such a policy to the Commission’s data, without prejudice to the privileges and immunities of the Commission. The Contractor will implement technical and organisational measures to ensure appropriate protection of the Commission’s data, in conformity with the abovementioned requirements and internationally recognised standards and best practices. In addition, the Contractor will:

(i) at its sole expense and risk, return, delete, or destroy all the Commission’s data, including data backups, upon written instruction of the Commission. The Commission will provide a reasonable period of time and take into account the Contractor’s legitimate interests, as well as the termination or expiration date of the Contract;

(ii) process, retain or store the Commission’s data exclusively in countries that are signatories to the Comprehensive Nuclear-Test-Ban Treaty and that ensure adequate legal protection of the Commission’s privileges and immunities; and

(iii) be liable for any resulting damages or penalties for its failure to comply with its obligations.

(c) Data security: Upon discovery of a data security breach, the Contractor will immediately notify the Commission and undertake at its sole expense to:

(i) propose immediate remedial actions (including containment);

(ii) implement, as directed by the Commission, all necessary damage mitigation and remedial actions;

(iii) where applicable, as directed by the Commission, restore the Commission’s and end-users’ access; and

(iv) keep the Commission informed of its progress.

(d) The Contractor, at its sole expense, will cooperate fully with any Commission investigation, remediation steps and response to a data security breach.

44. ESSENTIAL TERMS

The Contractor acknowledges and agrees that each of the provisions in Clauses 36 to 43 above constitutes an essential term of the Contract and that any breach of any of these provisions shall entitle the Commission to terminate the Contract or any other contract the Contractor has with the Commission, immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind. Furthermore, the Commission is entitled to exclude the Contractor from participating in future tenders should the Contractor breach any of the provisions included in Clauses 36 to 43.
ANNEX B

Terms of Reference

Design and construction of a projection system for the OSI airborne simulator
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1 INTRODUCTION

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the “Commission” or the “CTBTO”) 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.

With respect to the On-Site Inspection (OSI) pillar of the CTBT verification regime, airborne operations and inspection techniques that can be applied from an airborne platform feature prominently. To this end, the Commission trains surrogate inspectors in the use of airborne techniques. Training incorporates ground-based as well as in-flight activities.

For ground-based training, the Commission operates a physical simulator based on a converted Mi-2 airframe (see Figure 1) to train OSI inspectors in airborne techniques, principally, in activities involving equipment inside the helicopter.

To enhance the training experience, the Commission is seeking to add a projection system that will provide a real-world view of the terrain to trainees seated in the cockpit and the cabin of the simulator. This will enable trainees to practice visual observation, where they will record relevant features in the landscape as they overfly an area.

These technical Terms of Reference (ToR) define the technical framework of all related activities expected of the Contractor.
Figure 1: Photographs of the converted Mi-2 airframe used by the Commission to train surrogate inspectors on the use of airborne techniques permitted by the Treaty. Photographs show external and internal views. Note that the photographs of the interior of the simulator exclude seats. Rotors and tail can also be attached to the simulator but the typical configuration is as shown in these photographs.
2 SCOPE

2.1 General

Work tasks are divided into two (2) distinct components. Work Tasks 2 is an option that the Commission may choose to exercise at its sole discretion.

2.2 Work Task 1: Design of simulator projection system

To enhance the training experience, the Commission is seeking to add a projection system that will provide a real-world view of the terrain to trainees seated in the cockpit and the cabin of the simulator. In this respect, Work Task 1 involves the design of a projection system for use with the OSI physical airborne simulator to provide an immersive and realistic view. To facilitate the design, the Contractor shall visit the CTBTO, TeST Centre in Seibersdorf, Austria, where the simulator is located. It is envisaged that the visit will last no more than 2 days, during which the Contractor will have access to the physical simulator and Commission staff will be available to answer questions.

The aim of the projection system is to:

- Enable the training of OSI surrogate inspectors seating in the cabin and cockpit of the Mi-2 on overflight techniques by providing real-like views of the terrain.

Please review ctbt.org and associated videos e.g., video of OSI integrated field exercise for context.

The design of the projection system and associated operating software shall embrace the following parameters:

- The projection shall extend in an arc from the nose of the airframe to the rear most window of the fuselage. The approximate distance from the nose of the airframe to the rear most window is 4m;
- The projection shall meet the criteria described in figures 2, 3, and 4. For illustrative purposes, the projection is shown on a concave screen. The design phase shall consider both the projection system and the screen(s) used;
- The projection and flight parameters are controlled by the session tutor via a computer i.e., no connection to aircraft hardware;
- Trainers can preload flight lines with information including, speed, banking angle during turn etc;
- Trainers can alter flight parameters in real-time e.g., speed, pitch, roll, yaw;
- Provide realistic views of the terrain at flying heights of 100 – 1,500 metres above the ground;
- Project imagery from various sources including data acquired by the Commission (i.e., satellite imagery with associated high resolution digital elevation model);
- Space is not a limiting factor but the projection system shall be as compact as possible but must meet the overall objectives described in this section;
- The system will be installed in a room where it will not be possible to shutter the windows.

Figure 2: Schematic diagrams of the physical simulator with examples of the projection coverage (in red) as seen from inside the simulator.
Note: All distances in metres. Not drawn to scale

Figure 3: Side view schematic of the cabin of the simulator. The illustration shows the size of the windows. The dimensions are provided as an approximation.
Figure 4: Cross section schematic of the cabin of the simulator. The illustration shows the area seen by an observer sitting close to a window in the cabin of the simulator. The dimensions are provided as an approximation.

2.3 Work Task 2: Construction of projection system

Upon successful completion of Work Task 1 and subject to input from Commission staff, the Commission may exercise the option to implement Work Task 2. A decision by the Commission on whether Work Task 2 will be initiated will be made no later than one (1) month after the acceptance of work delivered as part of Work Task 1.

As part of Work Task 2, the Contractor shall provide all hardware and software elements required for the operation of the projection system.
3 DELIVERABLES

3.1 Deliverable 1:
The Contractor shall provide a report detailing the findings of the on-site visit relating to Work Task 1 including:

- A detailed design document for the simulator projection system;
- Options for the implementation of Work Task 2.

**Upon receipt of Deliverable 1, the Commission shall provide feedback within two (2) weeks, and, based on the Terms of Reference, may request the Contractor to proceed with Work Task 2.**

3.2 Deliverable 2:
The Contractor shall:

- Supply and install at the TeST Centre the projection system hardware;
- Supply and install at the TeST Centre the simulator control system i.e., operating system and associated software;
- Provide on-site training at the TeST Centre on the operation of the projection system
- Provide a detailed operating guide in the form of a manual.
4 ORGANISATION OF WORK

4.1 Initiating work

Work Tasks 2 is an option and the Commission reserves the right not to initiate this Work Task. Work Tasks 2 will be initiated following notification from the Commission and the Contractor shall perform work only after receipt of this notification.

4.2 Completion, acceptance and invoicing

At the end of a particular Work Task and the acceptance of the relevant deliverable, the Contractor may submit to the Commission an invoice for payment.
5 OPTIONAL WORK TASK

The Commission shall have the right, but not the obligation, to implement Work Task 2.

6 REQUIREMENTS

6.1 Contractor

The Contractor shall demonstrate an established and proven track record in the:

- Design and construction of airborne simulation systems including:
  - Physical hardware,
  - Software to customise flight simulations.

- Use of the English language, both written and oral, to communicate with international clients.

The Contractor shall identify key staff that will be assigned to the project.
7 RESOURCES PROVIDED BY THE COMMISSION

For designated Contractor Personnel, and to the extent necessary for the Contractor to fulfil the requirements of these Terms of Reference, the Commission will provide qualified staff available to assist and cooperate in responding to information requests from the Contractor in order to allow the Contractor to carry out the Work.

The Commission will grant access to Contractor Personnel to the CTBTO TeST Centre in Seibersdorf, Austria to enable access to the Mi-2 physical airborne simulator.

8 QUALITY OF THE PROPOSAL

The Contractor is expected to submit a proposal that addresses the content of the ToR in a comprehensive and detailed way. The Contractor should show good understanding of the requirements as well as the responsibilities and duties expected from them. The Contractor shall propose a suitable way to approach Work and complete deliverables.

9 TERMS AND CONDITIONS

The Contractor shall provide a warranty for at least two years on the hardware and associated software including through firmware and/or software upgrades.

10 Acceptance test

An acceptance test shall be held to verify compliance with the technical specifications in the presence of the Contractor, coinciding with the on-site installation.

11 TIMEFRAME REQUIREMENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Location (if any)</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Work Task 1: On-site visit followed by the delivery of a design document for the projection system</td>
<td>CTBTO TeST Centre, Seibersdorf, Austria</td>
<td>No later than four (4) months after the contract is signed (subject to Covid-19 regulations)</td>
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<tr>
<td>Work Task 2: Delivery, installation and training on projection system</td>
<td>CTBTO TeST Centre, Seibersdorf, Austria</td>
<td>No later than nine (9) months after the option to exercise Work Task 2 has been communicated to the Contractor formally.</td>
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## Attachment 1

### Technical Evaluation Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential (E)</th>
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<tr>
<td>The proposal demonstrates, through named projects, that the vendor has a proven track record in the design and construction of custom airborne simulator systems</td>
<td>E</td>
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<tr>
<td>The proposal demonstrates, through named projects, that the vendor has a proven track record in the construction of custom physical airborne simulators</td>
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<tr>
<td>The proposal demonstrates, through named projects, that the vendor has a proven track record in the development of custom software solutions for airborne simulators</td>
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<td>The proposal demonstrates that project staff can converse fluently through the medium of English</td>
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<tr>
<td>The proposal shows good understanding of the requirements as well as the responsibilities and duties expected from them, this should include reference to the design specifications listed in section 2.2. of the ToR</td>
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<tr>
<td>The proposal includes a commitment to undertake a site visit as part of Work Task 1 to the CTBTO TeST Centre, in Seibersdorf, Austria</td>
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<td>The vendor proposes a suitable way to approach Work Tasks</td>
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<td>The proposal includes a commitment to deliver products for Work Task 1 in line with timeframe requirements</td>
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<tr>
<td>The proposal includes a commitment to deliver products for Work Task 2 in line with timeframe requirements</td>
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<tr>
<td>The proposal includes a commitment to install the simulator system at the CTBTO TeST Centre, in Seibersdorf, Austria</td>
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<tr>
<td>The proposal includes a commitment to prepare training documents and to train Commission staff on the operation of the simulator system at the CTBTO TeST Centre, in Seibersdorf, Austria</td>
<td>E</td>
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</table>
Tender No. ITB No. 2022-0019- Technical Evaluation Criteria

In order to pass the technical evaluation, bidders shall comply with all above-listed essential criteria (E). Should bidders fail to comply with any essential criterion, their offer will be disqualified, and not further evaluated.

After the technical evaluation is finalized, the Commission will evaluate the offers of the technically compliant bidders and award the purchase order to the bidder with the least costly technically compliant offer. The Commission expects all bidders to accept the Commission Model Contract and General Conditions on Contract in full. Any deviation from the provisions of the Model Contract and/or the General Conditions of Contract will be a factor in the Commission’s contract award decision.
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<th>CTBTO Member States</th>
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<tr>
<td>Afghanistan</td>
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STATEMENT OF CONFIRMATION

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

a) The firm/organization possesses the legal status and capacity to enter into legally binding contracts with the Commission for the supply of equipment, supplies, services or work.

b) The firm/organization is not insolvent, in receivership, bankrupt or being wound up, and not under administration by a court or a judicial officer, and that it is not subject to the suspension of its business or legal proceedings for any of the foregoing reasons.

c) The firm/organization has fulfilled all its obligations to pay taxes and social security contributions.

d) The firm/organization has not, and that its directors and officers have not, within the last five years been convicted of any criminal offense related to professional conduct or the making of false statements or misrepresentations as to their capacity or qualifications to enter into a procurement or supply contract.

e) The Commission, in the event that any of the foregoing should occur at a later time, will be duly informed thereof, and in any event, will have the right to disqualify the firm/organization from any further participation in procurement proceedings.

f) The firm/organization did not/will not attempt to influence any other bidder, organization, partnership or corporation to either submit or not submit a proposal/bid/quotation.

g) The firm/organization will not, in the absence of a written approval from the Commission, permit a person to contribute to, or participate in, any process relating to the preparation of a Quotation/Bid/Proposal or the procurement process if the person:

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

h) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) have been identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to the UN Security Council Resolution 1267 (Consolidated Sanctions List).1

i) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) are subject to any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

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1 The Consolidated United Nations Security Council Sanctions List can be found on the following website:
https://www.un.org/securitycouncil/content/un-sc-consolidated-list
j) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any), is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child’s education, or to be harmful to the child’s health or physical, mental, spiritual, moral, or social development.

k) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) will use the funds received under contracts/purchase orders with the Commission to provide support to individuals, groups, undertakings or entities associated with terrorism.

l) The prices in the firm/organization’s proposal/bid/quotation have been arrived at independently, without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.

m) The Commission shall have the right to disqualify the firm/organization from participation in any further procurement proceedings, if it offers, gives or agrees to give, directly or indirectly, to any current or former staff member of the Commission a gratuity in any form, an offer of employment or any other thing of service or value, as an inducement with respect to an act or a decision of, or a procedure followed by, the Commission in connection with a procurement proceeding.

n) The Commission shall have the right to disqualify the firm/organization from participation in any further procurement proceedings if it does not disclose to the Commission any situation that may appear as a conflict of interest, and if it does not disclose to the Commission if any official or professional under contract with the Commission have an interest of any kind in the firm/organization’s business or any kind of economic ties with the firm/organization.

o) The firm/organization expressly agrees to abide by the United Nations Supplier Code of Conduct.¹

Name (print): __________________________________ Signature: _______________________

Title/Position: ______________________

Place (City and Country): _________________ Date: ______________________

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<tr>
<th></th>
<th>VENDOR PROFILE FORM (VPF) – FOR PRODUCTS/SERVICES/WORK</th>
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</thead>
<tbody>
<tr>
<td>1. Name of Company:</td>
<td></td>
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<tr>
<td>2. Street Address:</td>
<td>3. Telephone:</td>
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<td>4. E-Mail:</td>
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<tr>
<td>Zip Code:</td>
<td>5. Website:</td>
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<td>Country:</td>
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<td>6. Contact Person:</td>
<td>Title:</td>
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<td>7. Legal Status (e.g. Partnership, Private Limited Company, Government Institution)</td>
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<tr>
<td>8. Year Established:</td>
<td>9. Number of Employees:</td>
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<tr>
<td>10. Gross Corporate Annual Turnover (US$m)*:</td>
<td>11. Annual Export Turnover (US$m)*:</td>
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<tr>
<td>12. Type of Business/Products:</td>
<td>Manufacturer</td>
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<tr>
<td>Other (please explain)</td>
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<tr>
<td>13. Type of Business/Services/Work:</td>
<td>Engineering</td>
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<tr>
<td>Other (please explain)</td>
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<tr>
<td>14. References (your main customers, country, year and technical field of products, services or work): **</td>
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<tr>
<td>15. Previous Supply Contracts with United Nations Organizations (over the last 3 years)**</td>
<td></td>
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<tr>
<td>Organization:</td>
<td>Value in US$ Equivalent:</td>
</tr>
<tr>
<td>Organization:</td>
<td>Value in US$ Equivalent:</td>
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<tr>
<td>16. Summary of any changes in your company’s ownership during the last 5 years:</td>
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* 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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<thead>
<tr>
<th>Product/Service/Work #</th>
<th>Product/Service/Work Description</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:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**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:

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**FOR CTBTO USE ONLY**

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<tr>
<th>Evaluated By:</th>
<th>Initials</th>
<th>Date:</th>
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<tr>
<th>Updated By:</th>
<th>Initials</th>
<th>Date:</th>
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Remarks: