




TO:	All BIDDERS	FROM:	Sally Alvarez de Schreiner Chief, Procurement Services Section
DATE:	18 June 2025	REF.:	RFP No. 2025-0082/MAEDA ^{ym}
EMAIL:	n/a	EMAIL:	procurement@ctbto.org 

SUBJECT: **Clarifications No.2**
RFP No. 2025-0082/MAEDA: Provision of Software Development and Maintenance Services to Support Quality Management, Performance Monitoring, and Evaluation on a Call-off Basis

Dear Bidders,

Reference is made to the Request for Proposal No. 2025-0082/MAEDA pertaining to “*Provision of Software Development and Maintenance Services to Support Quality Management, Performance Monitoring, and Evaluation on a Call-off Basis*” (the “RFP”).

Please find attached:

- **Clarifications No. 2** to questions raised by interested bidders;
- **Statement of Confirmation**; and
- **Vendor Profile Form**.

The above-mentioned Clarifications No. 2, the Statement of Confirmation and the Vendor Profile Form are an integral part of the RFP documents and shall be considered in the preparation and submission of proposals.

We are looking forward to receiving proposals prior to the deadline for submission of **Monday 30 June 2025 17:00 hours, Vienna (Austria) local time**.

Sincerely,

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

Attachments:

1. Clarifications No. 1
2. Statement of Confirmation
3. Vendor Profile Form



Clarifications No. 2

(Please note, the shaded questions/answers were already sent out as Clarifications No. 1)

RFP No. 2025-0082/MAEDA									
Provision of Software Development and Maintenance Services to Support Quality Management, Performance Monitoring, and Evaluation on a Call-off Basis									
Question					Answers from the Commission				
<u>Question 1</u>					<u>Answer 1</u>				
<p>Page 9 of the ToR states that:</p> <p>The Contractor shall have experience in using the technologies below:</p> <ul style="list-style-type: none">• Apache Superset: at least 3 years (can be with multiple projects with a total of 3 years).• Apache Airflow: at least 3 years (can be with multiple projects with a total of 3 years).• Python development: at least 2 projects for a total of 5 years including DAGs scripts and a FLASK application.• Elasticsearch: at least 3 years (can be with multiple projects with a total of 3 years). <p>Please clarify if the 3 years of experience for each of the above technologies is a must have. In other words, if a bidder has less than 3 years experience in any of them, will they be disqualified?</p>					<p>3 years of experience for each of the technologies mentioned in the ToR is the minimum requirement and thus “must have”.</p>				
<u>Question 2</u>					<u>Answer 2</u>				
<p>How should we calculate the man-days split: by distributing them evenly over year 2 - year 5 or rather year 2 - year 3?</p>					<p>The estimated number of man-days is 500 per year for the period from Year 1 to Year 4. Bidders were requested to add the number of days required for on-boarding in Year 1 only.</p> <p>The total price per year is calculated automatically using the above number of man-days per year in Attachment 3 – Financial Proposal Form. Therefore, there is no need to calculate the man-days split over Year 2 to Year 5.</p>				
1. Labor Rates									
TOR	On-boarding / On site / Off site	Indicative Number of Days per year	Unit	Fixed Period			Optional Period 1	Optional Period 2	
				Year 1 Unit Price in EUR or USD	Year 2 Unit Price in EUR or USD	Year 3 Unit Price in EUR or USD	Year 4 Unit Price in EUR or USD	Year 5 Unit Price in EUR or USD	
Section 2 Scope of Work	On-boarding		Man day		NA	NA	NA	NA	
	Off site (anywhere else)	493	Man day						
	On site (CTBTO HQ Vienna)	7	Man day						
Total		500							



Question 3

Can you please share the documents below?

- a. Statement of Confirmation
- b. Vendor Profile Form

Answer 3

The documents are attached to this Clarification No.2 for your easy reference.

STATEMENT OF CONFIRMATION

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

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

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

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

Name (print): _____

Signature: _____

Title/Position: _____

Place (City and Country): _____

Date: _____

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

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

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

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

17. List of Products/Services/Work offered:	
Product/Service/Work #	Product/Service/Work Description

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

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

 Correspondent bank:

 Correspondent account number:

 Correspondent SWIFT/BIC:

 Tax Identification Number:

FOR CTBTO USE ONLY		
Evaluated By:	Initials	Date:
Updated By:	Initials	Date:
Remarks:		

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