

INVITATION TO BID

THIS IS NOT AN ORDER

To: ALL BIDDERS

CTBTO Ref. No.: 2025-0088/Mogapi
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

Attn.:

Phone:
Fax:
Email:

Date: 04 Jun 25

Title of Request: Supply, delivery, installation and testing for CTBTO Floor Access Switches Replacement

Deadline for Submission: 23 Jun 25

Vienna Local Time: 17:00

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the 'Commission') hereby invites you to bid the following items as per conditions listed below.

| Item | Description and Requirements | Quantity | U/M |
|-------------|---|-----------------|------------|
| 1 | Supply, delivery, installation and testing of Floor Access Switches Replacement - see Technical Specifications | 1 | Lot |
| 2 | Supply, delivery, installation and testing of Floor Access Switches Replacement - see Technical Specifications. | 1 | Lot |

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,

Selma Bukvic 
OiC, Procurement Services Section

ACKNOWLEDGEMENT FORM

| | |
|--|---|
| Solicitation No: 2025-0088 Title: Supply, delivery, installation and testing for CTBTO Floor Access Switches Replacement. | Closing Date: 23 Jun 25 Vienna Local Time: 17:00 |
|--|---|

Procurement Staff: Gookeditswe Mogapi

CTBTO Req. No.: 0010027227

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

| | |
|-----------|---------------------|
| By: _____ | Company Name: _____ |
| (date) | Contact Name: _____ |
| | Email/Tel: _____ |

B: We may submit and will advise

| | |
|-----------|---------------------|
| By: _____ | Company Name: _____ |
| (date) | Contact Name: _____ |
| | 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: _____ |
| 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 to monitor compliance with the Treaty.

This Invitation to Bid (ITB) is for the provision of goods/services/works as described in the attached Technical Requirement.

The Bid shall meet all requirements stated in these Instructions and the Technical Specifications.

In case of an award, the following documents shall govern the Purchase Order and in case of discrepancies or inconsistencies, the documents to prevail shall be given precedence in the following order:

- (a) The Purchase Order;
- (b) The Commission's General Conditions of Contract/General Conditions for goods (Annex A to the Purchase Order) incorporated herein by reference available at this link: [CTBTO General Conditions of Contract](#);
- (c) Technical Specification (Annex B);
- (d) The Bidder's Offer (Bid) (Annex C).

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

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, including the Bidder's Statement, and the following Attachments:
 - Attachment 1: Technical Evaluation Criteria
 - Attachment 2: Price Schedule Form
 - Attachment 3: Procedure for Submission of Electronic Bids
- (c) Vendor Profile Form
- (d) Statement of Confirmation
- (e) Procedure for Submission of Electronic Bids

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 interlineation, erasures or overwriting except as necessary to correct errors, in which case such corrections shall be initialed by the authorized person(s) signing the Bid.

The Proposal shall be submitted electronically according to the attached “PROCEDURE FOR SUBMISSION OF ELECTRONIC BIDS”.

Proposals sent by regular e-mail, unless clearly submitted as electronically sealed bids as indicated above and following the instructions outlined in Attachment 3 will not be considered and may lead to the rejection of the bidder from the procurement process.

The Bid shall be received 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
Subject: Request for Clarifications re ITB No. 2025-0088/MOGAPI

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

8. Type of Contract and Payment

The Commission intends to conclude a firm fixed price based on the Commission's Purchase Order. 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 showing the firm fixed price of the Purchase Order. The Supplier shall submit the invoice electronically, from the Supplier's official e-mail address in PDF format to Payable_Invoices@ctbto.org, duly signed and stamped by the Supplier and submitted to the Commission's email address specified in the Purchase Order. Each invoice shall contain the Purchase Order 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;
- (2) The Purchase Order Acknowledgement copy signed by the Supplier;
- (3) 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);
- (4) The Supplier's certificate, counter-signed by the Consignee/end-user, confirming the successful delivery of the equipment and related services (if applicable); and
- (5) Any other relevant documents.

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 fax numbers, 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 Purchase Order 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 Purchase Order.
- (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 Purchase Order during its stated full term.

3. Bidder's Statement, Statement of Confirmation and Vendor Profile Form

The attached Bidder's Statement, Statement of Confirmation and Vendor Profile Form shall be duly filled-in, 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 (the list is available on the CTBTO website at www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#).)

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.

PART II: FINANCIAL BID

- i. The Bid shall include the costs of the equipment/goods, packing and handling, insurance, transportation and freight, customs clearance (if applicable) and local delivery to [Vienna, Austria to the office of CTBTO]. The delivery terms shall be DAP (Delivered At Place; Incoterms 2020) door-to-door CTBTO, Vienna, Austria and CTBTO TeST Centre located at Forschungszentrum AIT, Seibersdorf, 2444, Austria.
- ii. The Bidder is required to prepare the Price Schedule using the Price Schedule Form attached to these Instructions for Preparation and Submission of Bids. 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.
- iii. 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 [FOR PURCHASE FROM EU COUNTRIES]

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 (FOR PURCHASE FROM NON-EU OR NON-EUROPE COUNTRIES)*

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.

- iv. 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 Purchase Order award.

9. 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.

10. Evaluation of the Bid

- (a) The Commission will conduct the evaluation based on the technical evaluation criteria specified in Attachment 1 “Technical Evaluation Criteria” on a PASS/FAIL basis.
- (b) The Financial Bids of Bidders whose Technical Bids were found technically acceptable will be evaluated to confirm contractual and financial acceptability.
- (c) The Commission, based on the evaluation method given above, will determine the Bid which is the “*least costly technically acceptable Bid*” subject to contractual compliance - Bidders are expected to comply with all the provisions of the Commission’s General Conditions for Contract. Any deviation to these provisions may be a factor in the Commission’s award decision.
- (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.
- (e) The Commission may split the award of the Contract and award more than one Purchase Order as and if applicable, and as specified in this ITB documents.

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 Purchase Order 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. Right to Vary Requirements at the Time of Award

At the time of award of Purchase Order, the Commission reserves the right to vary the quantity of the items (goods and/or services), by up to a maximum of twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

19. 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.

20. 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.

21. 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.

22. 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:

- c. 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;
- d. 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 | |
|--|--|
| Delivery Time: | |
| Shipping weight (kg) and Volume (m ³) – if applicable: | |
| List of recommended consumables and spares including prices and details on local availability, if applicable (please tick): <input type="checkbox"/> For one year period <input type="checkbox"/> For a period of | |
| Warranty period applicable (it shall be for a minimum of 24 months , starting from the acceptance of the goods/services by the Commission) – please tick below: <input type="checkbox"/> For a two year period <input type="checkbox"/> For a period of | |
| Availability of local service in Vienna, Austria (if any/if applicable): | |
| State country of origin or assembly of all items quoted: | |
| Quantity discount and early payment discount (if any): | |
| Include documentary evidence of qualifications to perform the order, which shall establish to the Commission's satisfaction that the bidder has the financial, technical and production capability necessary to perform the order in its entirety and to provide spare parts and other necessary on-going services as required. Included in this Bid : Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Confirmation that the bidder has reviewed the Commission's General Conditions for Goods (if attached), the Commission's General Conditions of Contract (if attached), and agreed to all terms and conditions. Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Remarks: | |
| With regards to the software provided with the equipment, state and confirm whether the software licenses are transferable to third parties, i.e. the Commission or the Commission's State Signatories (Member States). Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/> | |
| Remarks: | |
| Name: | |
| Name & Title of Contact Person: | |
| Signature & date: | |

Technical Evaluation Criteria
Floor Access Switches Replacement

| ToR Ref. | TECHNICAL REQUIREMENTS | PASS/FAIL |
|----------|--|-----------|
| 4 | All Hardware as specified in section 4 "Hardware Specification" of the Terms of Reference are part of the proposal in a correct and complete manner. | PASS/FAIL |
| 5 | All Services as specified in section 5 "Services" of the Terms of Reference are part of the proposal in a correct and complete manner. | PASS/FAIL |
| 6 | All services as specified in section 6 "Scope of Work" of the Terms of Reference are fully covered. | PASS/FAIL |
| 8 | The Contractor has provided evidence of CISCO Gold Partner level as per requirements under section 8 "Contractor's Qualifications and Experience" of the Terms of Reference. | PASS/FAIL |
| 6 | The Contractor shall deliver the respective items to the Vienna International Centre (VIC) Vienna, Austria and the TeST Centre Forschungszentrum AIT, Seibersdorf, 2444, Austria, during the applicable opening hours, as specified in the Terms of Reference. | PASS/FAIL |

Attachment 2 - ITB No. 2025-0088/MOGAPI

Price Schedule Form

Floor Access Switches Replacement

| Ref. | Product Code | Product Description | QTY | Total Qty (7 switches) | Unit Price | Total | Overall Total |
|------|---|--|-----|---------------------------|------------|-------|---------------|
| 4.1 | Catalyst 9400 Series 7 Slot Hardware Specification for one Switch | | | | | | |
| | C9407R-96U-BNDL-E | Catalyst 9400 Series 7 slot, 1xSup, 2xLC, DNA-E LIC | 1 | | | | |
| | C9400-PWR-3200AC | Cisco Catalyst 9400 Series 3200W AC Power Supply | 4 | | | | |
| | CAB-CEE77-C19-EU | CEE 7/7 to IEC-C19 13ft Europe | 4 | | | | |
| | C9400-LC-48T | Cisco Catalyst 9400 Series 48-Port 10/100/1000 (RJ-45) | 4 | | | | |
| | C9400X-SUP-2 | Cisco Catalyst 9400 Series Supervisor 2 Module | 1 | | | | |
| | C9400-LC-48P | Cisco Catalyst 9400 Series 48-Port POE+ 10/100/1000 (RJ-45) | 1 | | | | |
| | C9407-RACK-19-KIT | Cisco Catalyst 9400 Series 7 slot chassis Rack Mount | 1 | | | | |
| | C9400-DNA-E-3Y | Cisco Catalyst 9400 DNA Essential 3 Year License | 1 | | | | |
| | sub-total | | | | | | |
| 4.2 | Nexus 9300 Hardware Specification for one Switch | | | | | | |
| | Nexus 93108TC-EX | Nexus 9K Fixed with 48p 10G BASE-T and 6p 40G/100G QSFP28 | 1 | | | | |
| | NXA-PAC-500W-PI | Nexus 9000 500W AC PS, Port-side Intake; Supported on Nexus 93180YC-EX and 93108TC-EX only | 2 | | | | |
| | NXA-FAN-30CFM-B | Nexus Single Fan, 30CFM, port side intake airflow | 1 | | | | |
| | CAB-9K10A-EU | Power Cord, 250VAC 10A CEE 7/7 Plug, EU (2.5 meter) | 2 | | | | |
| | NXK-ACC-KIT-1RU | Nexus Fixed Accessory Kit with 4-post rack mount kit | 1 | | | | |
| | QSFP-100G-SR4-S | 100GBASE SR4 QSFP Transceiver, MPO, 100m over OM4 MMF | 1 | | | | |
| | sub-total | | | | | | |
| 4.3 | SFP Modules | | | | | | |
| | SFP-25G-SR-S | 25GBASE-SR SFP28 module | 20 | | | | |
| | SFP-10G-SR | 10GBASE-SR SFP+ Module | 60 | | | | |
| | sub-total | | | | | | |
| 5 | Maintenance | | | | | | |
| | SMARTnet on-site 8x5x4 for 93180YC-FX3 until 31 October 2026 | | 4 | | | | |
| | SNTC-8X5X4OS Catalyst 9400 Series 7 slot, Sup, 2xC940 until 31 October 2026 | | 7 | | | | |
| | sub-total | | | | | | |
| 3.3 | Decommissioning | | | | | | |
| | Decommission existing Catalyst 4500 floor access switches | | | | | | |
| | sub-total | | | | | | |
| | Grand Total | | | | | | |

NB:

- 1 Delivery Term: DAP incoterms 2020 (Delivered At Place) to the Commission's Headquarters, Vienna International Centre (VIC), 1400 Vienna, Austria and CTBTO TeST Centre Forschungszentrum AIT, Seibersdorf, 2444, Austria.
- 2 Offered Currency shall be USD or EUR only.

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

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

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

CRITICAL INFORMATION:

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

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

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

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

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

INSTRUCTIONS:

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

We recommend using the open-source, free software **7-zip**, but if you are comfortable with other tools, the result should be the same, as long as you can apply encryption to the archive. In the below, we'll use 7-zip as an example. (You can download the 7-zip code for Windows at: 7-zip.org)

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

Creating the archives for submission

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

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

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

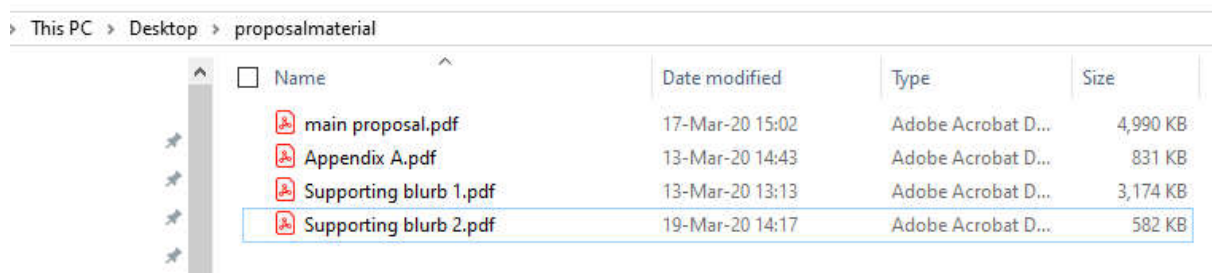


Figure 1 An example set of files to be submitted

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

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

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

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

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

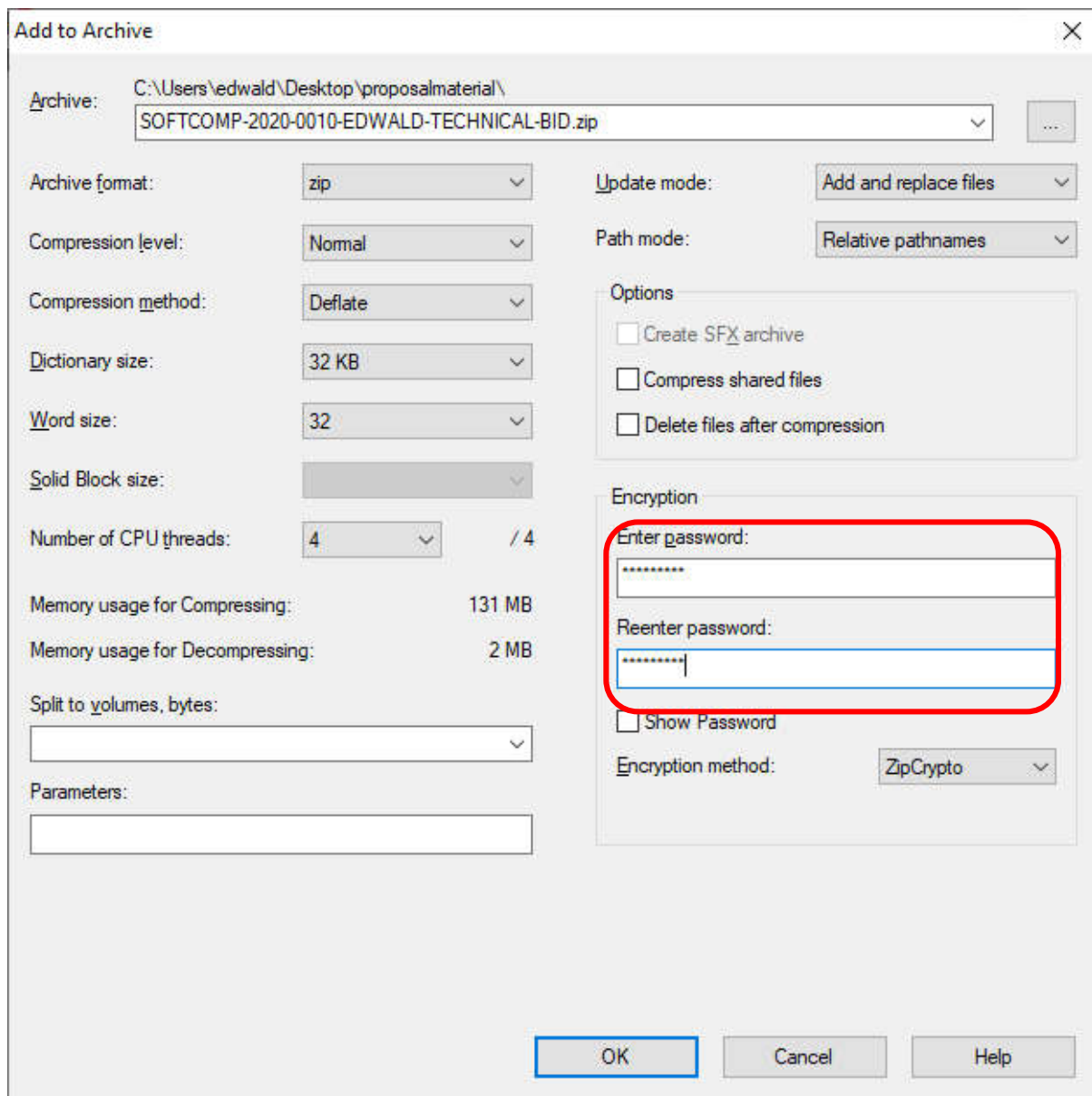


Figure 2 Creating an Archive

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

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

If the appropriate functionality is available in your Windows environment: Select the compressed archive in the Windows file manager, (eg. SOFTCOMP-2020-0010-EDWALD-TECHNICAL-BID.zip) and right click. One of the options to select is “CRC SHA >”. Hovering over the “>” brings a few more options to light, select the **SHA-1** option. A smaller dialog pops up: (see Figure 3, *SHA1* below). Clicking Ctrl-C grabs the contents of this box. You can close the box after copying the contents. (You can paste the contents into a mail message, for instance.)

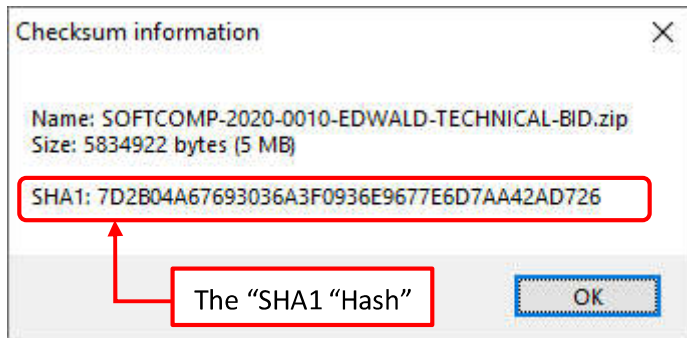


Figure 3 *SHA1*

If this CRC SHA function is not available by ‘right-click’ on your Windows version, you can also do this from ‘the command line’, a slightly more complicated way. Open a CMD window (see sidebar below), move to the folder where your archive is, and execute the command: `“certutil -hashfile SOFTCOMP-2020-0010-EDWALD-TECHNICAL-BID.zip sha1”` where you obviously replace the name of the file with your real file name. The output of this command is the SHA1 “hash”. You can copy-and-paste the string for use in the email (below).

Sidebar: How to open a CMD window in Windows:

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

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

Finally,

1. Create a new email, Subject: example- “SOFTCOMP-2020-0010-EDWALD”. Add the two compressed archives, that is, the Technical Offer and the Financial Offer archives as attachments. The text of the email should contain the SHA1 information for both archives.
SEND THIS TO: sealed_bids@ctbto.org (note that there is an underscore “_” between “sealed” and “bids”). (Should the email become larger than your mail system allows, you can

try sending the two archives in separate emails. Take care to include the right SHA1 information with each file.)

2. Create a new email, Subject: example- "SOFTCOMP-2020-2010-EDWALD-Technical Offer" the contents of which must contain the Encryption Key for the Technical Offer (the password you used when creating the Technical Offer). (Again, note the underscore between 'bid' and 'keys'.)

SEND THIS TO: bid_keys@ctbto.org

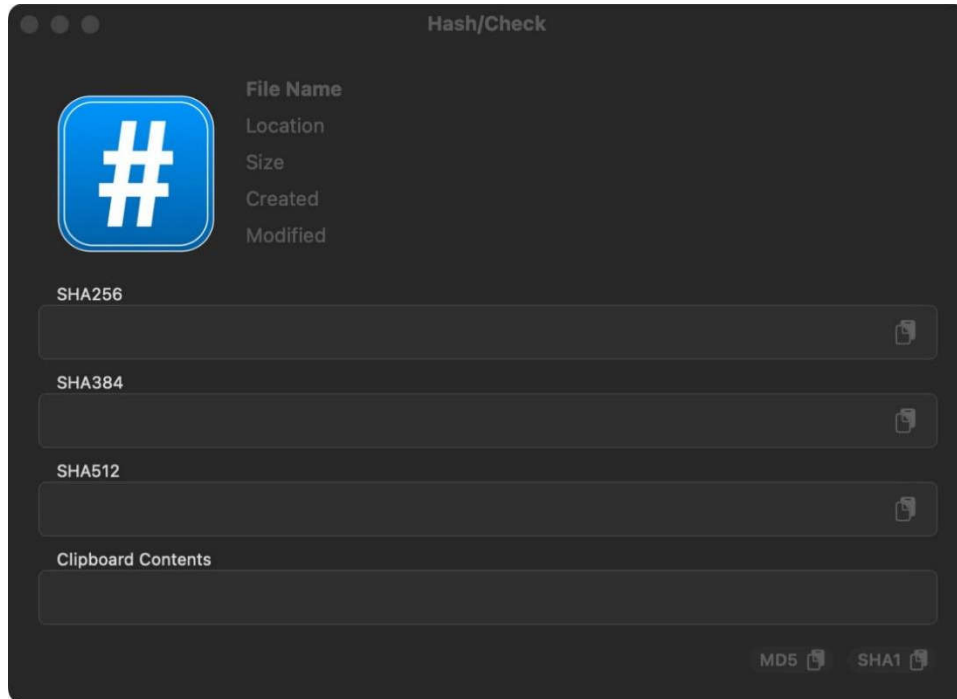
IMPORTANT NOTE: As stated above, only send the Encryption Key for the Technical Offer to the bid_keys@ctbto.org mailbox when sending your Technical and Financial Offer to the sealed_bids@ctbto.org mailbox. **You shall only send the Encryption Key for the Financial Offer to the Commission if and when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

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

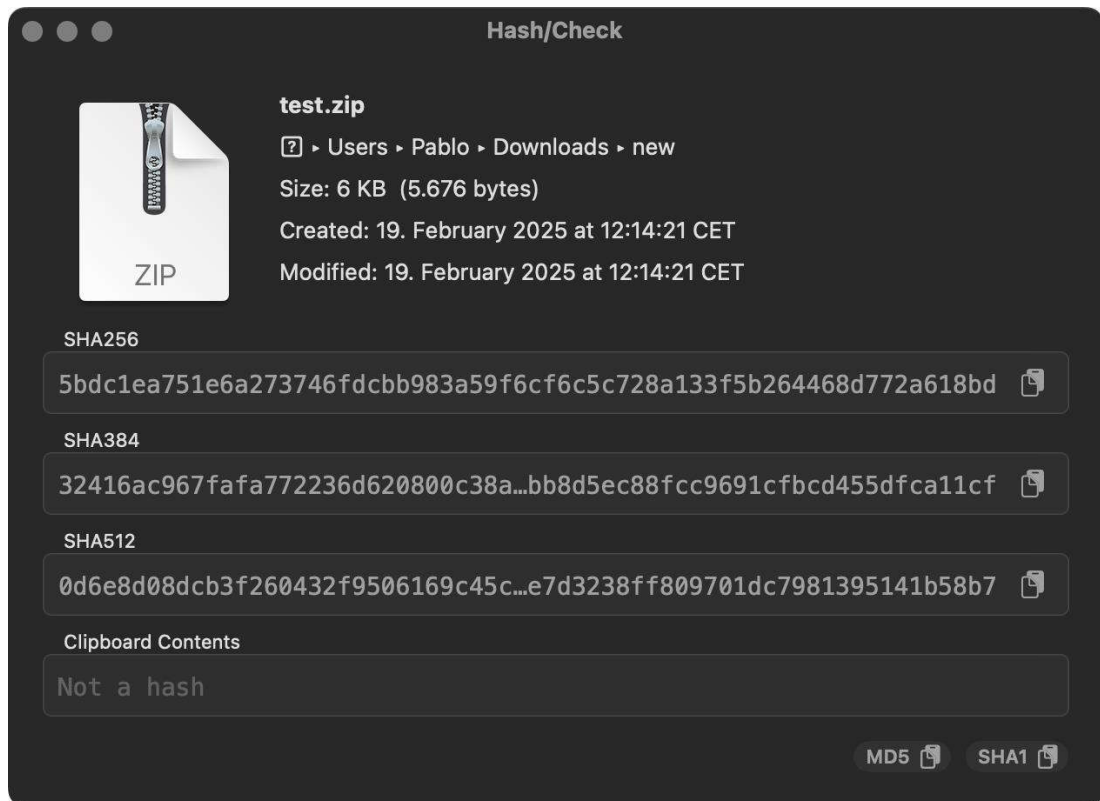
As mentioned above, should you have questions or difficulties, please send an e-mail to procurement@ctbto.org.

For MAC users:

1. Please download Hash/Check app:
<https://apps.apple.com/at/app/hash-check/id1550525767?l=en-GB&mt=12>
2. It is very simple to use. After installing, just open the app and click on “File” to open the zip file you want to inspect.

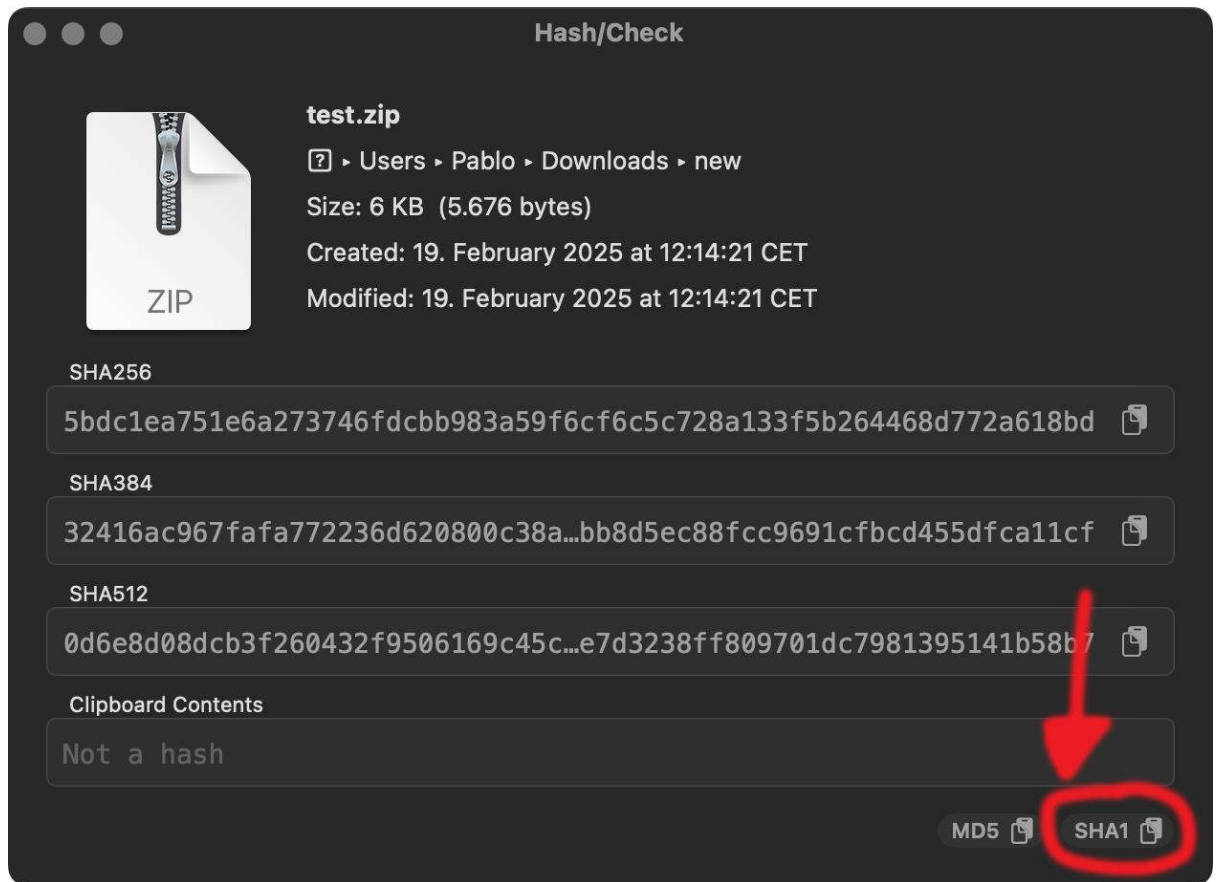


3. Please use your submitted technical and financial proposals

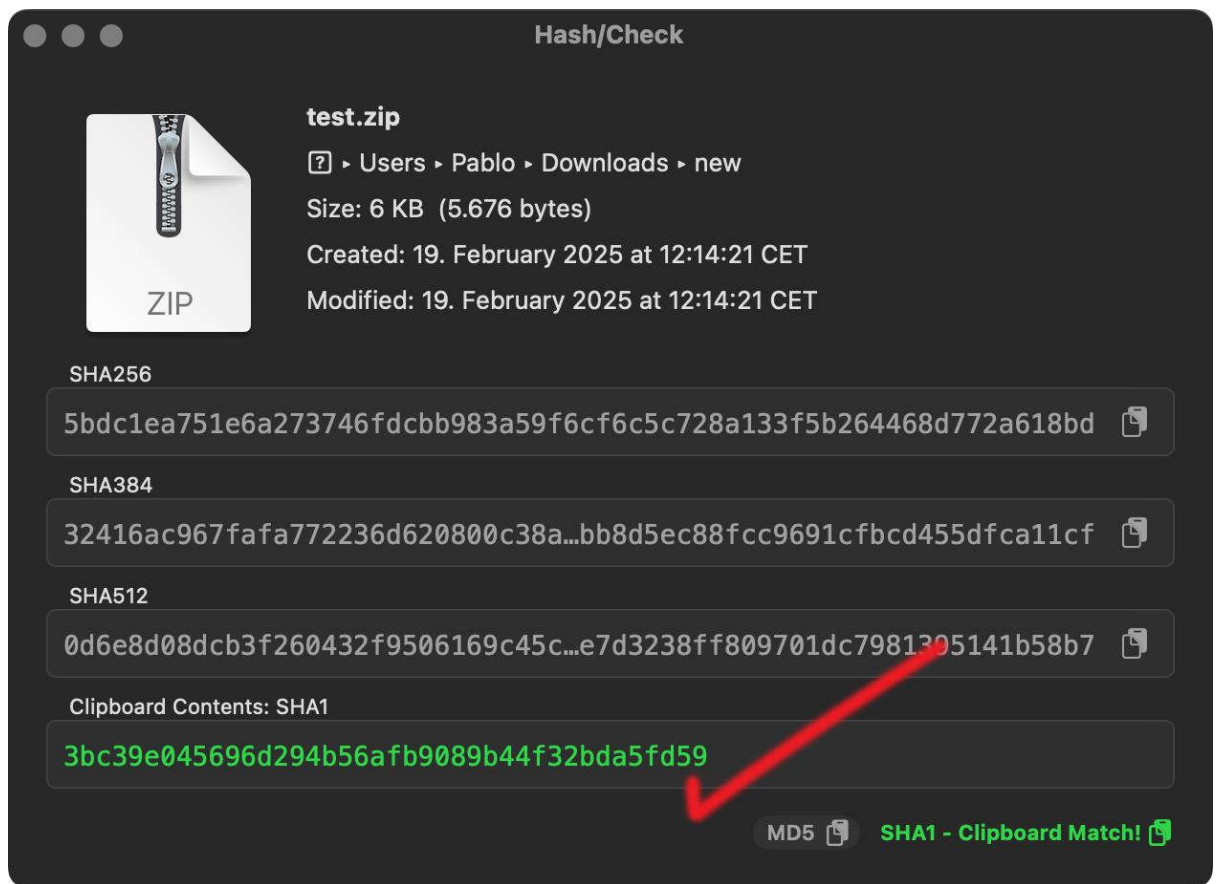


4. And it automatically creates several different hash values ... --- But the one we need SHA1 is not there ...

So you press on the little SHA1 icon on the bottom right ...



5. The SHA1 hash is calculated and copied to the clipboard automatically for further use.



-----OR-----

Another alternative would be to use the terminal and the command: shasum /path/to/file
Here is a little tutorial on how to use it. It is strait forward and simple to use. Please see
attached the instructions as a pdf as well.

<https://osxdaily.com/2012/02/05/check-sha1-checksum-in-mac-os-x/>

Finally,

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

2. Create a new email, Subject: example- "SOFTCOMP-2020-2010-EDWALD-Technical Offer" the contents of which must contain the Encryption Key for the Technical Offer (the password you used when creating the Technical Offer). (Again, note the underscore between 'bid' and 'keys'.)

SEND THIS TO: bid_keys@ctbto.org

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

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

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

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Technical Specification

Floor Access Switches Replacement

1. Introduction

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (the “CTBTO” or the “Commission”) is an international organization based in Vienna, Austria. Its main task is establishing a global verification regime to monitor compliance with the Comprehensive Nuclear Test Ban Treaty (CTBT), which bans all nuclear explosions. The verification regime includes a global network of over 337 monitoring facilities using four different technologies (seismic, hydro-acoustic, infrasound, and radionuclide), a communications infrastructure, an international data center, and the capability to conduct on-site inspections.

Additional information on the CTBTO may be found at <https://www.ctbto.org/>.

To enable the Commission to perform its operations, the Commission seeks to appoint a Contractor for the decommissioning of existing switches and the supply, delivery, installation and configuration of new Floor Access Switches (the “Work”) as specified in these Technical Specifications.

This Specification defines the technical framework and/or requirements for the Work to be performed by the Contractor.

2. Background

The Commission requires the replacement of existing Catalyst 4500 floor switches at its Headquarters, located at the Vienna International Centre, Wagramer Strasse 5, A-1400 Vienna, Austria and the TeST Centre located at Forschungszentrum AIT, Seibersdorf, 2444, Austria with new hardware as stated under Section 3 below.

3. Deliverables

The Contractor shall:

- 3.1 Supply, deliver and install seven (7) replacement Catalyst 9400 switches including configuration of the same.
- 3.2 Supply and deliver four (4) Nexus 9300 switches.
- 3.3 Decommission existing Catalyst 4500 floor access switches.
- 3.4 Provide Smartnet Maintenance for all Hardware from the time of installation and commissioning until 31 October 2026.

4. Hardware Specification

4.1 Catalyst 9400 Series 7 Slot Hardware Specification for one Switch

| Product Code | Product Description | Quantity |
|-------------------|---|----------|
| C9407R-96U-BNDL-E | Catalyst 9400 Series 7 slot, 1xSup, 2xLC , DNA-E LIC | 1 |
| C9400-PWR-3200AC | Cisco Catalyst 9400 Series 3200W AC Power Supply | 4 |
| CAB-CEE77-C19-EU | CEE 7/7 to IEC-C19 13ft Europe | 4 |
| C9400-LC-48T | Cisco Catalyst 9400 Series 48-Port 10/100/1000 (RJ-45) | 4 |
| C9400X-SUP-2 | Cisco Catalyst 9400 Series Supervisor 2 Module | 1 |
| C9400-LC-48P | Cisco Catalyst 9400 Series 48-Port POE+ 10/100/1000 (RJ-45) | 1 |
| C9407-RACK-19-KIT | Cisco Catalyst 9400 Series 7 slot chassis Rack Mount | 1 |
| C9400-DNA-E-3Y | Cisco Catalyst 9400 DNA Essential 3 Year License | 1 |

4.2 Nexus 9300 Hardware Specification for one Switch

| Product Code | Product Description | Quantity |
|------------------|--|----------|
| Nexus 93108TC-EX | Nexus 9K Fixed with 48p 10G BASE-T and 6p 40G/100G QSFP28 | 1 |
| NXA-PAC-500W-PI | Nexus 9000 500W AC PS, Port-side Intake; Supported on Nexus 93180YC-EX and 93108tC-EX only | 2 |
| NXA-FAN-30CFM-B | Nexus Single Fan, 30CFM, port side intake airflow | 1 |
| CAB-9K10A-EU | Power Cord, 250VAC 10A CEE 7/7 Plug, EU (2.5 meter) | 2 |

| | | |
|-----------------|---|---|
| NXK-ACC-KIT-1RU | Nexus Fixed Accessory Kit with 4-post rack mount kit | 1 |
| QSFP-100G-SR4-S | 100GBASE SR4 QSFP Transceiver, MPO, 100m over OM4 MMF | 1 |

4.3 SFP Modules

| Product Code | Product Description | Quantity |
|--------------|-------------------------|----------|
| SFP-25G-SR-S | 25GBASE-SR SFP28 module | 20 |
| SFP-10G-SR | 10GBASE-SR SFP+ Module | 60 |

5. Maintenance

| Product Description | Quantity |
|---|----------|
| SMARTnet on-site 8x5x4 for 93180YC-FX3 until 31 October 2026 | 4 |
| SNTC-8X5X4OS Catalyst 9400 Series 7 slot, Sup, 2xC940 until 31 October 2026 | 7 |

In addition, the Contractor shall propose any missing/changed parts required to mount equipment in the rack(s) and commission the switches into operation.

6. Scope of Work

1. After the contract is awarded, the Contractor shall elaborate and provide a detailed implementation and testing plan for the whole replacement procedure. The plan shall describe exactly how the replacement of the Commission's access switches is proposed with as little disruption of connectivity as possible. Any additional or temporary equipment (switches, cables, labelling, etc.) which is required for the implementation of this plan shall be provided by the Contractor as part of the proposal.
2. After the contract is awarded the Contractor shall deliver a complete configuration file for each of the seven new switches, which exactly reflects the configuration and functionality of the respective old switch. Current configuration files of the existing switches Catalyst 4507R+E will be made available as soon as the contract has been awarded. The configuration files for the new switches shall be submitted to the Commission for review and acceptance at the latest two (2) weeks ahead of the scheduled hardware installation date. If necessary, corrected configuration files shall be provided according to the comments on the first version of the proposed configuration. The Contractor shall note that hardware installation must not start

before the new configuration files have been accepted and approved by the Commission without reservation.

3. The Contractor shall deliver five (5) Cisco Catalyst 9400 switches and four (4) Nexus 9300 switches as described in Section 4 (“Hardware Specification”) above to the Receiving Area of the Vienna International Centre (VIC) during the applicable opening hours.
4. The Contractor shall deliver two (2) switches Cisco Catalyst 9400 switches as described in Section 4 (“Hardware Specification”) above to the TeST Centre Forschungszentrum AIT, Seibersdorf, 2444, Austria during the applicable opening hours.
5. Prior to the actual hardware installation, the new switches shall be loaded with the configuration files as accepted and approved by the Commission and basic testing of the then configured switches shall be conducted off-line as far as possible.
6. The Contractor shall conduct on-site hardware decommissioning of the existing switches (i.e., Catalyst 4500) (including all temporary re-cabling as required) and on-site hardware installation of the new switches CISCO Catalyst 9400 in the same networks rack and location in accordance with the detailed implementation plan.
7. Following, hardware installation, and under close supervision of the Commission, the Contractor shall conduct extensive functional testing according to the implementation and testing plan. The respective test procedures shall cover all aspects of the configuration.

7. Other Requirements and Conditions

1. The actual replacement of the currently operated access switches Cisco Catalyst 4500 by the new switches Catalyst 9400 shall be performed with as little disruption of connectivity as possible.
2. All copper and fibre links connected to the old switches shall be re-connected to the equivalent board/port on the new switches. Any necessary temporary equipment and all additional labelling shall be provided by the Contractor.
3. The total number of network disruptions due to spanning tree re-convergence events shall be kept to a minimum and has to be specified exactly in the implementation plan for the review and consideration by the Commission.
4. On-site hardware, decommissioning, and hardware installation, as well as the consecutive testing shall take place on the following working days only (Tuesday, Wednesday, or Thursday) between 18:00 and 23:30 Vienna local time.

8. Contractor’s Qualifications and Experience

The Contractor shall have the qualification as a CISCO Gold Partner. The Contractor's personnel assigned to the Contract shall be able to communicate in English as it is the official language of the Commission.

9. Risk Management

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

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 |
| | |
| | |
| | |
| | |
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| | |
| | |

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

| | | | |
|-------|--------|------------|-------|
| Name: | Title: | Signature: | Date: |
|-------|--------|------------|-------|

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

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.

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>