

## REQUEST FOR PROPOSAL

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**To:** ALL BIDDERS

**CTBTO Ref. No.:** 2025-0091/RICKARD *luy*  
(PLEASE QUOTE ON ALL COMMUNICATIONS) *ab*

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

**E-mail:** procurement@ctbto.org

**Attn:**

Phone:

Fax:

Email:

**Date:** 18 July 2025

**Subject:** Design and rework of two modules in the Geospatial Management system for OSI (GIMO)

**Deadline for Submission: 7 Aug 25**

**Vienna Local Time: 17:00**

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the 'Commission') hereby invites you to submit a proposal that meets the requirements of the attached documents.

You are kindly requested to complete and return the acknowledgement form by email as soon as possible.

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

Yours sincerely,

  
Sally Alvarez de Schreiner  
Chief, Procurement Services Section

### ACKNOWLEDGEMENT FORM

<b>Solicitation No:</b> 2025-0091 <b>Title:</b> Design and rework of two modules in the Geospatial Management system for OSI (GIMO)	<b>Closing Date:</b> 07Aug 25 <b>Vienna Local Time:</b> 17:00
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**Procurement Staff:** Adam Neil Rickard

**CTBTO Req. No.:** 0010026999

Please complete 'A' or 'B' or 'C'  
and Return

**WITHIN FIVE (5) DAYS**

THE PREPARATORY COMMISSION FOR THE  
COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION (CTBTO)

**by email to**  
procurement@ctbto.org

***A: We shall submit our proposal***

By: \_\_\_\_\_  
(date)

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email/Tel: \_\_\_\_\_

***B: We may submit and will advise***

By: \_\_\_\_\_  
(date)

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email/Tel: \_\_\_\_\_

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

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

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email/Tel: \_\_\_\_\_

## INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF PROPOSALS

### 1. General

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

This Request for Proposal (RFP) is for the provision of services namely, ***Design and rework of two modules in the Geospatial Management system for OSI (GIMO)*** as described in the attached Terms of Reference.

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

### 2. Documents included in this RFP

This RFP consists of the following documents:

- 1) Letter of Invitation;
- 2) These Instructions for Preparation and Submission of Proposals
  - Attachment 1: Evaluation Criteria and Method;
  - Attachment 2: Minimum Content of Technical Proposal and Technical Compliance Matrix; and
  - Attachment 3: Price Schedule Form
- 3) List of CTBT State Signatories available at <http://www.ctbto.org> under [Status of Signatures and Ratifications | CTBTO](#) and incorporated hereby by reference;
- 4) Vendor Profile Form;
- 5) Statement of Confirmation;
- 6) The Commission’s Model Contract and its Annexes A-B:
  - The Commission’s General Conditions of Contract (Annex A) found at the following link and incorporated hereby by reference [CTBTO General Conditions of Contract](#)
  - The Commission’s Terms of Reference (Annex B)

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

### 3. Amendment of RFP Documents

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

### 4. Language of the Proposal

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

## 5. Format and Submission of the Proposal

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

- (a) The Proposal shall be submitted electronically in **three separate pdf files**, one containing a Financial Proposal *with* prices, one containing a Financial Proposal *without* prices, and one containing a Technical Proposal.

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.

- (b) The Proposal shall be submitted to [procurement@ctbto.org](mailto:procurement@ctbto.org). The subject of the email shall contain the following:

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

*CTBTO REFERENCE No.: [Description indicated in Letter of Invitation]*

Alternatively, submission in hardcopy to the below mailing address, is also acceptable, a memory stick containing the Proposal, as described above, shall also be included.

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

## 6. Closing Date and Time

The Proposal shall be received by the above-mentioned addressee not later than the closing date and time indicated in the Letter of Invitation.

## 7. Request for Clarifications and Contacting the Commission

The Commission will issue clarifications, if required. Bidders are requested to e-mail any questions pertaining to this RFP as soon as possible after receipt of the solicitation documents, but in any case no later than **seven (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: RFP No. 2025-0091/RICKARD - Request for Clarifications

The Commission will make all reasonable efforts to issue the clarifications not later than five (5) business days prior to the Closing Date.

Except in case of responding to a RFP clarification, no bidder shall contact the Commission on any matter relating to the Proposal after its submission and until the award of the Contract.

Any attempt to influence the Commission in its evaluation of the Proposal or the contract award decision may result in the rejection of the Proposal.

## **8. Eligible Goods and Services**

The goods and services (if any) to be rendered under the Contract/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](http://www.ctbto.org) under [Status of Signatures and Ratifications | CTBTO](#). For purposes of this paragraph, "the origin" means the place from where the materials, goods and/or from which the services are supplied.

## **9. Type of Contract and Payment**

The Commission intends to conclude a firm fixed price based on the attached Model Contract. The terms and conditions of payment for services are described in the attached Model Contract.

## **10. Preparation of the Proposal**

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

The Proposal shall be composed of the following separate parts:

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

providing, but not limited to, the following information:

### **PART I: TECHNICAL PROPOSAL**

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

The Proposal shall contain, at the minimum:

- (i) The information required in **Attachment 1, Part I (Minimum Content of the Technical Proposal)**; and
- (ii) The complete **Attachment 1, Part II “Technical Compliance Matrix”**, which shall be submitted it as part of the Technical Proposal.

### **1. Point of Contact**

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

### **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 the 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 the Bidder has the financial, technical, and production capability necessary to perform the Contract.

- (b) That 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.
- (ii) Expertise of the Firm/Organization: This section shall provide a brief information on the experience of the organization, both domestic and international, which are related or similar in nature to the requirements of the RFP.

### **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 Proposal.

### **4. Description of the Services**

An explanation of the Bidder's understanding of the services to be provided and an overall preliminary operational plan for the execution of the services. At the minimum, the Proposal shall include the elements required in **Attachment 2** and shall include the Technical Compliance Matrix duly filled-in.

### **5. Contractor's and Key Personnel Qualifications**

As per Attachment 2 - Documentary evidence of the Bidder's and the project key personnel's qualifications meeting the requirements of the Terms of Reference, which shall establish to the Commission's satisfaction that the Bidder has technical capability necessary to perform the Contract and other necessary ongoing services as required. Curriculum vitae of key staff proposed for this contract, including technical experience to perform the Work.

### **6. Commission's Inputs**

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

### **7. Sub-Contractors**

The Proposal 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 (list available on the CTBTO website at [www.ctbto.org](http://www.ctbto.org) under [Status of Signatures and Ratifications | CTBTO](#).)

### **8. Work permits and Visas**

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

## 9. Delivery Schedule

Delivery time shall be indicated in weeks after receipt of an order and shall be firm during the validity of the Proposal and comply with the delivery requirements specified in the Terms of Reference.

## PART II: FINANCIAL PROPOSAL

Please complete **Attachment 3 “Price Schedule Form”**. You are required to define the Unit Prices in EURO (for EU Companies) or US Dollars, exclusive of taxes.

- (i) In presenting the cost for each item, adequate justification and calculation must be included in the cost Proposal. All individual costs shall be stated in EURO or US Dollars and be computed to constitute the total Contract Price. Note that clear and detailed explanations would enable us to evaluate the Proposal promptly and proceed with fewer requests for clarifications/justifications at a later stage. This is also a factor influencing the decision for Contract award.
- (ii) In principle the Commission is exempt from taxes. Since the arrangement under which such exemption is respected varies from country to country, the selected bidder will be informed by the Commission whether tax exemption will occur at source or whether taxes paid by the selected bidder will be reimbursed by the Commission upon submission of the original supporting documentation.

### (1) For Austrian companies

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

### (2) For European Union (EU) Companies

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

### (3) For Non-EU Companies

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

**11. Completeness and Correctness of the Proposal**

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

**12. Validity of the Proposal**

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

**13. Correction of Errors**

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

**14. Evaluation of Proposal**

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

**15. Negotiations of the Proposal**

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

**16. Modification and Withdrawal of the Proposal**

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

**17. The Commission's Right to Reject the Proposal**

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



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

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

**19. Proprietary Information**

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

**Use of former Preparatory Commission for the CTBTO ("Commission") employees in the preparation of Proposals:**

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 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.

**BIDDER'S STATEMENT**  
**PLEASE STATE BELOW & SUBMIT WITH PROPOSAL**

Delivery Time:

Shipping weight (kg) and Volume (m<sup>3</sup>) – if applicable:

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

☐ For one-year period ☐ For a period of .....

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

☐ For a two-year period ☐ For a period of .....

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

State country of origin or assembly of all items quoted:

Quantity discount and early payment discount (if any):

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

Included in this quotation: **Yes** ☐ **No** ☐

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

**Yes** ☐ **No** ☐

**Remarks:**

With regards to the software provided with the equipment, state and confirm whether the software licenses are transferable to third parties, i.e. the Commission or the Commission's State Signatories (Member States).

**Yes** ☐ **No** ☐ **Not applicable** ☐

**Remarks:**

**Name:**

**Name & Title of Contact Person:**

**Signature & date:**

**ATTACHMENT 1**  
**MINIMUM CONTENT OF THE TECHNICAL**  
**PROPOSAL AND**  
**TECHNICAL COMPLIANCE MATRIX**

**RFP NO. 2025-0091/RICKARD**

**DESIGN AND REWORK OF TWO MODULES IN THE**  
**GEOSPATIAL MANAGEMENT SYSTEM FOR OSI (GIMO)**

**Part I – Minimum Content of the Technical Proposal**

The table below sets out the **Minimum content of the Proposal and the Requirements of the Technical Proposal**. Bidders are requested to demonstrate compliance with the requirements and add any further information in support of their Proposal. Please refer to the relevant section of the Terms of Reference for further explanation of the requirements. The information provided will form an integral part of the technical evaluation process.

<b>Item</b>	<b>Minimum content</b>
<b>1. Executive Summary</b>	Provide an overview of the proposal
<b>2. Experience, Resources and Project Management</b>	
2.1 Corporate Profile and Values	<ul style="list-style-type: none"><li>• Brief background of the company, mission/vision, ownership, size, location, number of personnel by type profile, etc.</li><li>• Company business structure and its authority to execute all Work under the Contract.</li><li>• If a consortium, provide a clear explanation of the business relationship between the members and governance for the execution of this project.</li><li>• In case the Bidder requires the services of subcontractors, the Proposal shall include:<ul style="list-style-type: none"><li>a) Relationship of the Bidder's business to any subcontractor(s) that will be used.</li><li>b) Names, addresses, legal status, and qualifications of major sub-contractor(s) proposed by your organization.</li><li>c) The scope of work and nature of subcontracting.</li></ul></li></ul>
2.2 Corporate Experience	The proposal should detail the Bidder's experience in executing work of similar scope and complexity.
2.3 Requirements for the Contractor	The Proposal should address and describe all requirements spelled out under Section 8 (Requirements for the Contractor) of the Terms of Reference (ToR).

<b>3. Meeting the Requirements</b>	
3.1 Understanding of the ToR	<ul style="list-style-type: none"> <li>• Please describe your understanding of the services that are to be provided under this ToR, detailing key assumptions that impact the Technical Proposal.</li> <li>• Please discuss how you propose to address the tasks listed in Section 3.1 of the ToR.</li> </ul>
<b>4. Contractor's key staff</b>	
4.1. Visa & Work Permits	Provide written confirmation that the Bidder understands and agrees to take responsibility for obtaining any Visa and/or work permits, which may be required to perform the Work under the Contract. The CTBTO does not sponsor work permits for contractors.
4.2. Documentation and Reporting	Provide written assurance that all reports, documentation, and communication (written and oral) supplied to the Commission shall be in English and submitted in electronic form.
<b>5. Model Contract</b>	
A statement that the bidder has carefully reviewed the Model Contract and its Annexes and is in agreement with all its terms and conditions.	

## Part II – Compliance Matrix

Bidders must be completed and returned the below compliance matrix as part of the Technical Proposal.

Ref No. of ToR	<b>Requirements</b> <i>A section-by-section response to each section of the Terms of Reference is included in the Proposal</i>	<b>Bidder's Response</b>  <i>Please tick whichever is applicable</i>		<b>Indicate the section in your proposal</b>
		"Yes"	"No"	
<b>4.2</b>	The Contractor shall ensure that one (1) member of the development team shall be present at the CTBTO TeST Centre for two (2) days for the testing and completion of the Acceptance Protocol			
<b>Requirements for the Contractor</b>				
<b>5.1.1</b>	To be a company established for at least four (4) years			
<b>5.1.2</b>	To have a minimum of four (4) years of using a formal project management methodology			
<b>5.1.3</b>	To have a minimum of four (4) years of experience in providing software development services using an Agile methodology, preferably Scrum			
<b>5.1.4</b>	To have a minimum of four (4) years of experience developing software solutions for multiple secure air-gapped environments			
<b>5.1.5</b>	To propose at least three (3) staff who, together, meet the requirements in the Team Roster as described in Section 5.2			
<b>5.1.6</b>	To have a minimum of three (3) years of experience working with a modern issue tracking and ticket management systems, for example Jira,			
<b>5.1.7</b>	To provide written assurance that all reports, documentation, and communication (written and oral) supplied to the Commission shall be in English and submitted in an electronic form			
<b>5.1.8</b>	To provide a warranty period of two (2) or more years after the completion of the user acceptance testing			
<b>5.1.9</b>	To provide documented evidence, in the form of a plan, that the Contractor will be able to adjust the working hours of its relevant staff (e.g., project			

	manager and lead developers), assigned to a Software Team, to overlap at least two hours with the Commission's working hours (9 am to 5 pm CET), on the Commission's request			
<b>5.3</b>	The Contractor shall commit to on-boarding and familiarisation time at the expense of the Contractor.			
<b>Requirement for the Team Roster</b>				
	2 years of professional experience demonstrated by named projects and an individual's role in each project for the following:			
<b>5.2.1</b>	Web technologies, including HTML, CSS templating technologies such as Bootstrap			
<b>5.2.2</b>	Web scripting languages and related libraries including: JavaScript, Typescript, Angular			
<b>5.2.3</b>	Server/backend technologies including Java Spring, JHipster, RESTful APIs			
<b>5.2.4</b>	Working with PostgreSQL databases (v9.X) including PostGIS			
<b>5.2.5</b>	Working with Android native applications and related technologies including Kotlin			
<b>5.2.6</b>	Working with and writing BASH scripts			
<b>5.2.7</b>	Working with Geoserver and Leaflet			
<b>5.2.8</b>	Working with Document generation using Jasper Reports			
<b>5.2.9</b>	Working with Docker			
<b>5.2.10</b>	100% offline use of applications and offline data transfer including hash checks			
<b>5.2.11</b>	Integration with 3rd party applications including Alfresco			
<b>Intellectual Property Rights</b>				
<b>7</b>	The source code delivered for each deliverable shall belong to the Commission.			
<b>Risk Management</b>				
<b>10</b>	An initial Risk Management plan is included as part of the Proposal and shall be finalized at the project's commencement in accordance with Section 10 of the Terms of Reference.			

**Attachment 2**  
**Evaluation Criteria and Method**

RFP 2025-0091/RICKARD - Design and rework of two modules in the Geospatial Management system for OSI (GIMO)

No.	Ref No. in TOR	1.QUALIFICATION REQUIREMENTS (PASS/FAIL)	
		<b>Requirements for the Contractor (PASS /FAIL)</b>	
1	5.1.1	To be a company established for at least four (4) years	PASS/FAIL
2	5.1.2	To have a minimum of four (4) years of using a formal project management methodology	PASS/FAIL
3	5.1.3	To have a minimum of four (4) years of experience in providing software development services using an Agile methodology, preferably Scrum	PASS/FAIL
4	5.1.5	To propose at least three (3) staff who, together, meet the requirements in the Team Roster as described in Section 5.2	PASS/FAIL
5	5.1.6	To have a minimum of three (3) years of experience working with a modern issue tracking and ticket management systems, for example Jira,	PASS/FAIL
6	5.1.7	To provide written assurance that all reports, documentation, and communication (written and oral) supplied to the Commission shall be in English and submitted in an electronic form	PASS/FAIL
7	5.1.8	To provide a warranty period of two (2) or more years after the completion of the user acceptance testing	PASS/FAIL
8	5.1.9	To provide documented evidence, in the form of a plan, that the Contractor will be able to adjust the working hours of its relevant staff (e.g., project manager and lead developers), assigned to a Software Team, to overlap at least two (2) hours with the Commission's working hours (9 am to 5 pm CET), on the Commission's request	PASS/FAIL
9	5.3	To commit to on-boarding and familiarisation time and that the Commission is not liable to on-boarding costs	PASS/FAIL
10	4.2	To commit to one member of the Team Roster being present at the CTBTO TeST Centre for two (2) days for the testing and completion of an Acceptance Protocol	PASS/FAIL
		<b>Requirements for the Contractor's Personnel (Contractor's Team) - 2 years of professional experience demonstrated by named projects and an individual's role in each project for the following:</b>	
11	5.2.1	Web technologies, including HTML, CSS templating technologies such as Bootstrap	PASS/FAIL
12	5.2.2	Web scripting languages and related libraries including: JavaScript, Typescript, Angular	PASS/FAIL
13	5.2.3	Server/backend technologies including Java Spring, JHipster, RESTful APIs	PASS/FAIL
14	5.2.4	PostgreSQL databases (v9.X) including PostGIS	PASS/FAIL
15	5.2.6	Writing BASH scripts	PASS/FAIL
16	5.2.7	Geoserver and Leaflet	PASS/FAIL
17	5.2.8	Document generation using Jasper Reports	PASS/FAIL
18	5.2.9	Docker	PASS/FAIL
19	5.2.11	Integration with 3rd party applications including Alfresco	PASS/FAIL

**Only bidders who pass all above criteria will be considered for the point system evaluation (2nd stage)**

No.	Ref No. in TOR	2. TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Points		
		<b>Quality of the Proposal</b>	<b>Max Points</b>	<b>Factor</b>	<b>Weighted score</b>
20	Overall	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity	5	2	10
21	3	Understanding of the scope of work and the responsibilities of the Contractor	5	3	15
		<b>Subtotal</b>	<b>10</b>		<b>25</b>
	<b>Ref No. in TOR</b>	<b>Requirements for the Contractor</b>	<b>Max Points</b>	<b>Factor</b>	<b>Weighted score</b>
22	5.1.4	To have a minimum of four (4) years of experience developing software solutions for multiple secure air-gapped environments	5	4	20
		<b>Subtotal</b>	<b>5</b>		<b>20</b>
	<b>Ref No. in TOR</b>	<b>Requirements for the Team Roster</b>	<b>Max Points</b>	<b>Factor</b>	<b>Weighted score</b>
23	5.2.5	A minimum of two (2) years of professional experience working on Android native applications and related technologies including Kotlin	5	5	25
24	5.2.10	A minimum of two (2) years of experience developing software solutions that are intended for 100% offline use and offline data transfer including hash checks	5	5	25
		<b>Subtotal</b>	<b>10</b>		<b>50</b>
	<b>Ref No. in TOR</b>	<b>Risk Management</b>	<b>Max Points</b>	<b>Factor</b>	<b>Weighted score</b>
25	8	The Contractor shall provide a business continuity and 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 Terms of Reference.	5	1	5
		<b>Subtotal</b>	<b>5</b>		<b>5</b>
		<b>TOTAL - Technical Evaluation</b>	<b>30</b>		<b>100</b>

**The minimum acceptable is a Total Weighted Score of 60**

**EVALUATION METHOD:**

**1. Technical Evaluation:**

The technical evaluation process will be done in two stages:

1) Stage 1: Technical proposals will first be evaluated against the mandatory requirements outlined in section 1 above, on a PASS/FAIL basis.

Compliance with all mandatory requirements is required in order to pass stage 1 of the technical evaluation and to be further considered for stage 2.

2) Stage 2: The technical proposals that have passed stage 1 of the technical evaluation process, will be evaluated against the weighted criteria set forth in the evaluation matrix above.

In order to pass this stage, bidders must obtain a minimum acceptable **Weighted score of at least 60** and in accordance with the scoring table indicated below:

**TABLE 2**

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

2. Financial and commercial evaluation

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

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

Legend:

X= points to be assigned to the offer being evaluated

Y= price of the lowest priced, technically compliant offer

Z= price of the offer being evaluated

3. Selection

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



## Attachment 3

### Price Schedule Form

Design and rework of two modules in the Geospatial Management system for OSI (GIMO)

ToR		PAHSE 1 - ToR Description	Unit	QTY	Unit Price Currency please specify	Total Price Currency please specify
Ref						
3.1	3.1.1	"Task A 'multi-day' concept"				
		Team Roster Profile 1	Daily rate			0.00
		Team Roster Profile 2	Daily rate			0.00
		Team Roster Profile 3	Daily rate			0.00
3.1	3.1.2	"Task B: Generic data processing mission for passive seismological monitoring"				
		Team Roster Profile 1	Daily rate			0.00
		Team Roster Profile 2	Daily rate			0.00
		Team Roster Profile 3	Daily rate			0.00
3.1		Phase 1 Scoping study and prototyping TOTAL				0.00

ToR		PHASE 2 - ToR Description (see Note 2)	Unit	QTY	Unit Price Currency please specify
Ref					
3.2	3.2.1	"Tasks"			
		Team Roster Profile 1	Daily rate	1	
		Team Roster Profile 2	Daily rate	1	
		Team Roster Profile 3	Daily rate	1	
		Travel cost for onsite work :	Daily rate	2	
4	4.2	Return ticket for 1 person (2 days)	Ticket	1	
		DSA - do not quote see Note 4	working Day		Please do not quote

#### NOTES:

- 1) Please specify currency (USD or Euro only). The rates shall be firm and fixed throughout the term of the Contract.
- 2) For **PHASE 2** the Bidder shall provide the daily rates to be charged per profile. As per the Commission reserves the right, at its sole discretion, to proceed with all, none, or a selection of the JIRA tickets. The daily rate shall be applied to the JIRA tickets detailing the actual work to be performed.
- 3) Estimated costs for travel based on the most economic and direct route shall be specified in the Financial Proposal. Bidders shall indicate whether the travel costs (without DSA) are firm and fixed for the duration of the Contract, or they are estimated. In the case the travel costs are estimated, payment shall be based on actual costs against relevant supporting documentation e.g. invoices for travel, and shall not exceed 10% of the estimate.
- 4) If applicable, Daily Subsistence Allowance (DSA) shall be calculated based on the values provided by the International Civil Service Commission (ICSC) <https://icsc.un.org/>. Daily subsistence/per diem will be reimbursed at the applicable Daily Subsistence Allowance (DSA) rate of the United Nations (and UN EUR/USD exchange rate, if applicable).

## 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: <span style="float: right;">Title:</span>		
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;"> <span>Organization:</span> <span>Value in US\$ Equivalent:</span> <span>Year:</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Organization:</span> <span>Value in US\$ Equivalent:</span> <span>Year:</span> </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 <b><u>signed and stamped</u></b> by an official legally authorized to enter into contracts on behalf of your organization:			
Name:	Title:	Signature:	Date:

<b>Bank Details</b>  Bank Name:  Bank Address:  Exact Account Holder Name:	<b>Beneficiary Details</b>  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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<b>Additional Details</b> <small>(if applicable)</small>  Correspondent bank:  Correspondent account number:  Correspondent SWIFT/BIC:  Tax Identification Number:
--

<b>FOR CTBTO USE ONLY</b>		
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).<sup>1</sup>
- 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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<sup>1</sup> 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.<sup>1</sup>

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Place (City and Country): \_\_\_\_\_

Date: \_\_\_\_\_

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



## **MODEL CONTRACT**

(SAP No. \_\_\_\_\_)

between

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

and

(INSERT NAME OF THE CONTRACTOR)

for

the provision of services pertaining to  
DESIGN AND REWORK OF TWO MODULES IN THE GEOSPATIAL  
MANAGEMENT SYSTEM FOR OSI (GIMO), ON A CALL-OFF BASIS

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)

July 2025

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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 \_\_\_\_\_ [address] (both hereinafter individually referred to as the “**Party**” and collectively as the “**Parties**”).

The Parties hereto mutually agree as follows:

## 1. DEFINITIONS

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

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

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

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

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

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

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

“**Purchase Order (‘PO’)**” means orders issued by the Commission which specify the Work and/or Services to be performed by the Contractor upon request by the Commission in accordance with Annexes B and C;

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

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

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



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

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

## 2. AIM OF THE CONTRACT

The aim of this Contract is to provide Goods and Services, namely, Design and Rework of Two Modules in the Geospatial Management System (GIMO) (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 complete the Work and/or Services, within the meaning of Section 3.1 “Phase 1” of Annex B, within the relevant timelines specified in Section 3.1.3 of Annex B.

## 5. OPTIONAL ITEMS

The Commission shall have the right, but not the obligation, to request the optional Work and/or Services within the meaning of Section 3.2 “Phase 2” of Annex B, under the same terms and conditions as those of this Contract, within the relevant timelines specified in Section 3.2.1 of Annex B (hereinafter referred to as the **“Call-off Period”**). The Optional Items will be opted for through separate purchase orders (hereinafter referred to as the **“Purchase Orders”** or **“PO”**). The commencement and completion date for the performance of the Work (hereinafter referred to as **“Commencement Date”** and **“Completion Date”**, respectively) will be set out in the respective PO.

## 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 Annex 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.

- (c) The Contractor acknowledges that after the completion of the Work under this Contract, the Commission shall own the Software and source code described in Annex B and the Contractor shall have no rights in that Software or source code unless granted by the Commission under Clause 23 of this Contract.

## **8. WARRANTY**

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

## **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 be responsible for the prevention of accidents on the Commission's premises during the execution of the Work.
- (e) In any emergency affecting the safety of persons or property, the Contractor shall promptly act to prevent threatened damage, injury and loss.
- (f) 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) The Commission shall pay to the Contractor, in consideration of the full and proper performance of its obligations under the Contract as follows:
  - (i) A firm fixed price of [EURO/US\$] \_\_\_\_\_ [in numbers and words], for provision of the firm Work, in accordance with Annexes C and D.
  - (ii) Subject to Clause 5 above, the firm and fixed prices in Annex D upon provision of Optional Items in accordance with Annexes C and D, subject to the Commission's review and acceptance.

(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) **[PLEASE IDENTIFY WHETHER TAXES ARE APPLICABLE UNDER THIS CONTRACT AND SELECT ONE OF THE FOLLOWING OPTIONS AT THE TIME OF AWARD]:**

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

**OR**

No Taxes are applicable under this Contract.

### **13. PAYMENT**

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

upon satisfactory completion of the firm Services and Software and satisfactory completion of each Purchase Order and submission of the following:

- i) Invoice drawn up in accordance with this Clause 13;
  - ii) Any other documentation that might be required under the applicable Purchase Order.
- (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 21 below. Each invoice shall contain the Contract number (CTBTO and SAP numbers), detailed banking instructions, including the name and address of the Contractor's bank, account number, account holder's name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer.

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

- (e) Applicable Taxes payable by the Contractor and/or its subcontractor(s) in respect of the Work shall be invoiced separately or be separately identified on the invoice. Actual payment of the Taxes must primarily be supported by original documentation such as invoices, bank account statements, transfer orders, or receipts issued by the local tax or customs authorities. If submission of such original documentation is not possible for

justifiable reasons, their copies could be accepted by the Commission provided that they are duly signed and certified by local tax or customs authorities. In case the currency in which the Taxes are levied is not the currency of the Contract, bank statements (or equivalent) showing the exchange rate used for the conversion should be submitted to the Commission, in addition to any other supporting documentation.

#### **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.

#### **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 14 (a) above shall be submitted to the Commission not later than 20 (twenty) days after the commencement of the delay, otherwise said request shall be deemed to be waived. Such request shall state grounds for the delay and shall provide an estimate of the probable effect of such delay on the progress of the Work.

#### **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 and the Purchase Orders 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) The Commission's General Conditions of Contract (Annex A);
- (iii) The Commission's Terms of Reference (Annex B);
- (iv) The Contractor's Proposal (Annex C);
- (v) The respective Purchase Order.

## **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](mailto:procurement@ctbto.org)*

For submission of invoices:

*Accounts Payable*

*CTBTO Financial Services Section*

*Vienna International Centre*

*Wagramerstrasse 5, P.O. Box 1200*

*1400 Vienna, Austria*

*Tel: + (43 1) 26030 6292*

*E-Mail: [Payable\\_Invoices@ctbto.org](mailto:Payable_Invoices@ctbto.org)*

For invoices and payment-related enquiries:

*[Payments@ctbto.org](mailto:Payments@ctbto.org)*

- (b) The Contractor:

*[Name]*

*[Address]*

*[Contact details]*

## **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 electronic communication, when retrievable by the Commission in document form.
- (b) A communication given under Clause 22 (a) above that is received or becomes retrievable on a non-working day or after business hours at the seat of the Commission will only be deemed to be given on the next working day of the Commission.

## **24. SOFTWARE LICENCE**

The Commission hereby grants the Contractor a non-exclusive, non-transferable, irrevocable license to use the Software for the duration of the Contract and for the purpose of doing the Work under the Contract. The use of the source code is only for the duration of the Contract and for the Work required under the Contract. All title, ownership rights and intellectual property rights in and to the Software shall remain with the Commission. The Contractor acquires no title, right or interest in the Software, other than the license(s) specifically granted herein by 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:**

---

[Name and Position]

Date: \_\_\_\_\_

Place: Vienna, Austria.

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

---

[Name and Position]

Date: \_\_\_\_\_

Place: \_\_\_\_\_



## **LIST OF ANNEXES**

**ANNEX A:** THE COMMISSION'S GENERAL CONDITIONS OF CONTRACT

**ANNEX B:** THE COMMISSION'S TERMS OF REFERENCE

**ANNEX C:** THE CONTRACTOR'S PROPOSAL

## **ANNEX B**

### **Terms of Reference**

#### **Design and rework of two modules in the Geospatial Management system for OSI (GIMO)**

# 1 BACKGROUND

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the “Commission”) operates a global verification regime to monitor compliance with the Comprehensive Nuclear-Test-Ban Treaty. It provides timely data, assessments and other products and services to Signatory States of the Treaty. More information can be found under [www.ctbto.org](http://www.ctbto.org)

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

The Commission is seeking a Contractor to design and rework two (2) modules in the Geospatial Management system for OSI (GIMO). The Commission outlines here the Terms of Reference (ToR) that the Contractor shall use as a basis for the design and rework of the ‘multi-day’ concept and the introduction of a generic data processing mission for passive seismological monitoring (PSM) in GIMO (hereinafter referred to as the ‘Services’).

## 2 SCOPE

The Contract shall be divided into two (2) phases, with Phase 2 being optional and activated at the sole discretion of the Commission.

- Phase 1: Scoping study and prototyping for the introduction of:
  - The multi-day concept for OSI field missions; and
  - A generic data processing mission for PSM.
- Phase 2: Implementation of the software development tasks identified in Phase 1.

Phase 1 shall involve focussed discussions between Commission staff and the Contractor to elaborate the criteria described in Section 3.1 of this Terms of Reference (ToR).

## 3 TASKS AND DELIVERABLES

### 3.1 Phase 1 Scoping study and prototyping

#### 3.1.1 Task A ‘multi-day’ concept

The Contractor shall design a reworked workflow for the acquisition of data over multiple mission parts, referred to as ‘multi-day’ missions, with the aim of standardising workflows across all techniques and associated methods.

This shall involve the reworking of:

- The download of data from the receiving area (RA) to the GIMO field application;

- General information recorded on the GIMO field application for technique-specific modules;
- Technique-specific GIMO field application forms;
- The review and classification module on the GIMO field application; and
- The display of records in the working area (WA) to reflect the adoption of the ‘multi-day’ concept.

The design phase shall adhere to the following criteria:

**a) Metadata (as part of technique-specific forms)**

- Metadata (technique-specific forms) for bundles started during previous mission parts, by default, shall be returned onto the GIMO field application for subsequent mission parts when the mission is included in a daily plan;
- Metadata acquired during previous mission parts shall be viewable but not editable, with the ability to add new metadata (forms) for the current mission part in the same bundle;
- Entries for previous mission parts and entries for the current mission part shall be clearly distinguishable; and
- Only new entries shall be subject to review and classification.

**b) General information on the GIMO field application (for all techniques other than visual observation)**

- All still photographs, video, voice recordings and sketches classified as protected (OSI-P) from previous mission parts shall be returned onto the GIMO field app. These shall not be editable and shall be distinguished from any new recordings taken/made during the current mission part. Any highly protected (HP) records shall be marked with a cross to know that there was a record that was reviewed and classified as HP;
- New recordings can be added to a bundle started during a previous mission part;
- All previous **comments** should be visible but not editable;
- The location recorded for a bundle shall be locked and kept for all the subsequent mission parts;
- **New comments** can be added to a bundle started during a previous mission part, but these should be distinguished from previous entries; and
- Only new entries for the current mission part are subject to review and classification.

**c) General information on the GIMO field application (for visual observation technique only)**

- Bundles started during previous mission parts, their locations, as well as comments are visible on the GIMO field app but:
  - all still photographs and video recordings are not visible; and
  - voice recordings and sketches are visible,
- New comments can be added to a bundle started during a previous mission part, but these shall be distinguished from previous entries;
- New still photographs, video, voice recordings and sketches can be added to a bundle started during a previous mission part; and
- Only new entries are subject to review and classification.

**d) Imported data**

- Imported data shall not be returned for subsequent mission parts but the name/file should be visible including the date, mission part when added and their classification status; and
- Only new data imports for the current mission part are subject to review and classification.

**e) Naming convention for bundles**

- Generally, relate the name of a ‘data bundle’ to the mission it belongs, with some possible exceptions for specific techniques.

**f) Visualisation of ‘multi-day’ forms and geospatial information in the WA**

- The multi-day concept shall be reflected in the display of bundle metadata and records in the WA e.g., multiple forms for the same bundle shall be visualised in the WA GIMO application; and
- Metadata associated with data bundles shall be displayed in the map interface.

### ***3.1.2 Task B: Generic data processing mission for passive seismological monitoring***

The Contractor shall design a workflow for the introduction of a generic mission for the processing of data from PSM missions.

The design phase shall adhere to the following criteria:

- There shall be one (1) generic PSM data processing mission;
- The naming of the generic PSM data processing mission shall be PSM000;
- PSM000 shall be created automatically once a PSM field mission is proposed (i.e., to install the first PSM mini-array);

- PSM000 shall be associated with the same search zone as the PSM mission;
- PSM000 shall have mission parts but these shall be generated automatically and shall be assigned to the WA; and
- PSM000 mission parts shall appear in ITF step 3 for ranking and shall be resourced in ITF step 4 in the same was as all other missions.

### 3.1.3 Deliverables for Phase 1

The Contractor shall deliver a detailed road map for the introduction of:

- (A), the multi-day concept across all OSI techniques and methods; and
- (B), the generic data processing mission for passive seismic monitoring.

The road map for each shall include:

- A breakdown of tasks as JIRA tickets, including mock-ups and workflow diagrams where appropriate;
- An acceptance protocol for each task or group of tasks;
- Time estimates for each JIRA ticket; and
- An assessment of the risks associated with each task or group of tasks.

On receipt of the deliverables, the Commission may seek clarification regarding the content of JIRA tickets and time estimates. Requests for clarification shall be communicated within one (1) week of the receipt of the deliverables with feedback provided by the Contractor no later than one (1) week later (see figure 1).

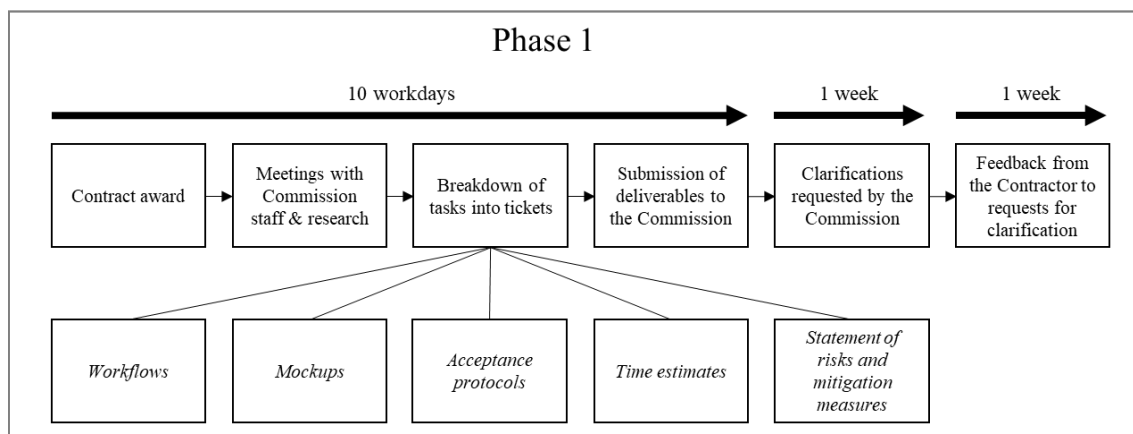


Figure 1: Workflow for Phase 1

## 3.2 Phase 2

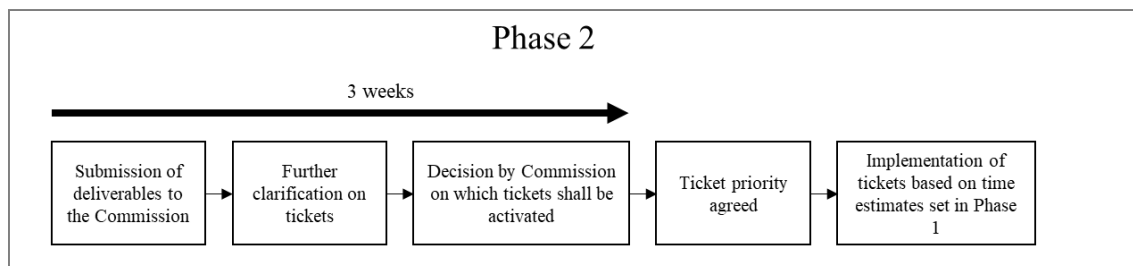
### 3.2.1 Tasks

On receipt of the deliverables stated in Section 3.1.3 of this ToR, the Commission shall review the information and decide whether to proceed with all, none, or a selection of the JIRA tickets. The Commission may seek clarification from the Contractor during this period to better understand the inter relationships between JIRA tickets (see figure 2).

Within three (3) weeks of receiving the deliverables of Phase 1, the Commission shall communicate to the Contractor in writing which JIRA tickets shall be activated in Phase 2.

Tasks in Phase 2 shall be based on the list of activated JIRA tickets. The scope and timeframe of each task shall be clearly described in the ticket.

The order in which JIRA tickets are implemented shall be agreed in writing between the Commission and the Contractor. The Commission shall have the final say on priorities and the order in which tasks are implemented.



*Figure 2: Workflow for Phase 2*

## 4 ORGANIZATION OF WORK

### 4.1 Initiating work

Phase 1 shall be implemented on receipt of the Purchase Order from the Commission.

Phase 2 shall be implemented once the Contractor is notified in writing by the Commission to proceed. The activation of Phase 2 tasks is described in section 3.2.1.

### 4.2 Completion and acceptance

Phase 1 shall be completed based on the satisfactory completion of the deliverables described in section 3.1.3.

Deliverables associated with tasks activated in Phase 2 shall be assessed based on testing and the completion of the Acceptance Protocol for each or group of JIRA tickets. The Contractor shall ensure that one (1) member of the development team shall be present at the CTBTO TeST Centre for two (2) days for the testing and completion of the Acceptance Protocol.

## 5 REQUIREMENTS

### 5.1 Contractor

The Contractor shall:

- 5.1.1 Be a company established for at least four (4) years
- 5.1.2 Have a minimum of four (4) years of using a formal project management methodology,
- 5.1.3 Have a minimum of four (4) years of experience in providing software development services using an Agile methodology, preferably Scrum,
- 5.1.4 Have a minimum of four (4) years of experience developing software solutions for multiple secure air-gapped environments
- 5.1.5 Propose at least three (3) staff who, together, meet the requirements in the Team Roster as described in Section 5.2,
- 5.1.6 Have a minimum of three (3) years of experience working with a modern issue tracking and ticket management systems, for example Jira,
- 5.1.7 Provide written assurance that all reports, documentation, and communication (written and oral) supplied to the Commission shall be in English and submitted in an electronic form,
- 5.1.8 Provide a warranty period of two (2) or more years after the completion of the user acceptance testing, and
- 5.1.9 Provide documented evidence, in the form of a plan, that the Contractor will be able to adjust the working hours of its relevant staff (e.g., project manager and lead developers), assigned to a Software Team, to overlap at least two hours with the Commission's working hours (9 am to 5 pm CET), on the Commission's request.

The Contractor shall identify key staff, including programmers, which will be assigned to the project.



## 5.2 Programming staff – “Team Roster”

The programming staff shall not exceed three (3) in number and **collectively** shall satisfy the following requirements:

- 5.2.1 Proven experience\* of web technologies, including HTML, CSS templating technologies such as Bootstrap;
- 5.2.2 Proven experience\* of web scripting languages and related libraries including: JavaScript, Typescript, Angular;
- 5.2.3 Proven experience\* of server/backend technologies including Java Spring, JHipster, RESTful APIs;
- 5.2.4 Proven experience\* of working with PostgreSQL databases (v9.X) including PostGIS;
- 5.2.5 Proven experience\* of experience working with Android native applications and related technologies including Kotlin;
- 5.2.6 Proven experience\* of working with and writing BASH scripts.
- 5.2.7 Proven experience\* of working with Geoserver and Leaflet.
- 5.2.8 Proven experience\* of working with document generation using Jasper Reports.
- 5.2.9 Proven experience\* of experience working with Docker;
- 5.2.10 100% offline use of applications and offline data transfer including hash checks; and
- 5.2.11 Integration with 3rd party applications including Alfresco.

## 5.3 On-boarding and familiarisation

The on-boarding of staff during the implementation of Phase 1, and (if applicable) Phase 2, shall be at the expense of the Contractor.

# 6 REPORTING AND MEETINGS

Meetings and reporting shall be in line with SCRUM project management methodology. Sprint reviews shall take place at the premises of the Commission.

# 7 INTELLECTUAL PROPERTY

The source code delivered for each deliverable shall belong to the Commission.

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\* Proven experience means at least 2 years of professional experience demonstrated by named projects and an individual's role in each project

## **8 POST-WARRANTY PERIOD**

Terms and conditions of post-warranty support and bug fixes should be available and clearly specified.

## **9 RESOURCES PROVIDED BY THE COMMISSION**

For designated Contractor's Personnel, and to the extent necessary for the Contractor to fulfil the requirements of these Terms of Reference when carrying out the Services approved by the Commission on site, the Commission will provide:

- Physical access to the CTBTO TeST Centre in Seibersdorf; however, strict conditions and limitations on access and use of any accessed code or documentation described above will apply as contained in the Contract. Access will be granted only upon request and approval by the relevant internal/external bodies;
- Relevant documentation;
- Qualified staff to assist and cooperate in responding to information requests from the Contractor in order to allow the Contractor to carry out the Services; and
- Remote access facilities to GIMO.

All other resources shall be provided by the Contractor.

## **10 RISK MANAGEMENT**

The Contractor shall provide a business continuity and 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 ToR. Risks may include but are not limited to technical challenges, changes in project requirements/scope, resource constraints, schedule delays, integration difficulties, and third-party software dependencies. The risk assessment plan should be continuously updated, aligning with the delivery of project milestones and significant accomplishments.

Upon the project's satisfactory completion, the Contractor shall conduct a final review of the initially identified risks. Risks that have been effectively mitigated or did not materialize should be officially closed, accompanied by appropriate documentation. The insights gained from the risk management process should be methodically documented and shared with the Commission, thereby contributing to the knowledge repository for forthcoming software development endeavours.