

REQUEST FOR PROPOSAL

To: ALL BIDDERS

CTBTO Ref. No.: 2025-0101/POLONSKAYA

(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

E-mail: procurement@ctbto.org

Attn:

Phone:

Fax:

Email:

Date: 15 Jul 25

Subject: Maintenance and Upgrade of the On-site Inspection Integrated GIMO
Platform on a call-off-basis

Deadline for Submission: 29 Jul 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

Solicitation No: 2025-0101 Title: Maintenance and Upgrade of the On-site Inspection Integrated GIMO Platform on a call-off-basis	Closing Date: 29 Jul 25 Vienna Local Time: 17:00
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Procurement Staff: Olga Polonskaya

CTBTO Req. No.: 0010026950

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)	
<input type="checkbox"/> our current workload does not permit us to take on additional work at this time; <input type="checkbox"/> we do not have the required expertise for this specific project; <input type="checkbox"/> insufficient time to prepare a proper submission; <input type="checkbox"/> 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, ***MAINTENANCE AND UPGRADE SERVICES FOR THE ON-SITE INSPECTION GIMO PLATFORM ON A CALL-OFF BASIS*** 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 tasks are accomplished expeditiously and at a reasonable cost.

2. Documents included in this RFP

This RFP consists of the following documents:

- (a) Letter of Invitation
- (b) These Instructions for Preparation and Submission of Proposals and its attachments:
 - Attachment 1: Minimum Content of the Technical Proposal and Technical Compliance Matrix
 - Attachment 2: Evaluation Criteria and Method
 - Attachment 3: Price Schedule Form
- (c) Statement of Confirmation
- (d) Vendor Profile Form
- (a) The Commission’s Model Contract and its Annexes A – B;
 - o The Commission’s General Conditions of Contract (Annex A) incorporated herein by reference [Microsoft Word - CTBTO General Conditions of Contract_08-10-2021_final_clean.docx](#)
 - o 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**. 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]

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 **5** 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: RFP No. 2025- 0101 - Request for Clarifications

The Commission will make all reasonable efforts to issue the clarifications not later than 3 business days prior to the Closing Date.

Except in case of responding to a request for clarification from the Commission, 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 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.

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.

Point of Contact

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

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 as part of the Technical Proposal.

Description of Services

An explanation of the bidder’s understanding of the services to be provided and an overall preliminary operational plan for the execution of the services by providing a section-by-section response to the requirement in the Terms of Reference.

Commission’s Inputs

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

Qualifications

Documentary evidence of your qualifications to provide the Services, which shall establish to the Commission's satisfaction that the bidder has technical capability necessary to perform the Contract and other necessary ongoing services as required.

Personnel

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

Sub-Contractors

Names, legal status, address and qualifications of subcontractor(s), if any, and the scope of the subcontracted services. The Proposal shall provide a statement that your organization shall be fully responsible for the performance of sub-contractors. All sub-contractors shall be legally established in one of the CTBT States Signatories, a list of which is available in the CTBTO website at www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#).

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

13. Correction of Errors

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

14. Evaluation of the 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: N/A

Shipping weight (kg) and Volume (m³) – if applicable: N/A

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

☐ For one-year period ☐ For a period ofN/A

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: N/A

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-2025-0101 THE GEOSPATIAL INFORMATION MANAGEMENT SYSTEM FOR ON-SITE INSPECTION (GIMO) PLATFORM ON A CALL-OFF BASIS

Part I

Below table 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.

Item	Minimum content of the Technical Proposal
1. Executive Summary	Provide an overview of the proposal
2. Experience, Resources and Project Management	
2.1 Corporate Profile and Values	<ul style="list-style-type: none">Brief background of the company, mission/vision, ownership, size, location, number of personnel by type profile, etc.Company business structure and its authority to execute all Work under the Contract.If a consortium, provide a clear explanation of the business relationship between the members and governance for the execution of this project.In case the Bidder requires the services of subcontractors, the Proposal shall include:<ul style="list-style-type: none">a) Relationship of the Bidder's business to any subcontractor(s) that will be used.b) Names, addresses, legal status, and qualifications of major sub-contractor(s) proposed by your organization.c) The scope of work and nature of subcontracting.
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 5 (Requirements for the Contractor) of the Terms of Reference (ToR).
3. Meeting the Requirements	
3.1 Understanding of the ToR	<ul style="list-style-type: none">Please describe your understanding of the services that are to be provided under this ToR, detailing key assumptions that impact the Technical Proposal.Please discuss how you propose addressing some of the sample tasks listed in Section 3 of the ToR.
4. Contractor's key staff	
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.

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Part II – Compliance Matrix

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

Ref No. of ToR	Requirements <i>A section-by-section response to each section of the Terms of Reference is included in the Proposal</i>	Bidder's Response <i>Please tick whichever is applicable</i>		Indicate the section in your proposal
		"Yes"	"No"	
Scope				
2.	Call-off Period of eighteen (18) months, with a maximum work effort of 130 person workdays			
	All Services other than testing shall be performed offsite i.e., not at the premises of the Commission. Testing service, once ordered, shall be performed at the following location: CTBTO TeST Centre, Seibersdorf, Austria (located approximately 40km by car from Vienna).			
Tasks				
3.	3.1-3.2 Confirmation of available capacities and experience to deliver services in all seven areas listed below and described in the ToR:			
	3.2.1 Upgrade of software versions			
	3.2.2 Bug fixing within existing GIMO functionality			
	3.2.3 Maintenance of data flow interactions between GIMO Environments			
	3.2.4 Maintenance of integration points between GIMO and other OSI applications			

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	3.2.5 Stability and robustness of GIMO field application			
	3.2.6 Automated regression and integration tests			
	3.2.7 Documentation and knowledge transfer of the GIMO platform to the Commission			
	3.3 Ability to deliver as per set requirements meeting operational or project task objectives, following established standards, and technical documentation			
General Principles				
4.1	Any code changes by the Contractor to any OSI software application shall be updated and documented on the Commission's Git repository.			
4.2	The source code developed by the Contractor through the implementation of projects initiated as part of Section 6 belongs to the Commission.			
Requirements to the Contractor				
5.1	5.1.1 Be a company established for at least four (4) years			
	5.1.2 Minimum of four (4) years of using a formal project management methodology			
	5.1.3 Minimum of four (4) years of experience in providing software development services using an Agile methodology, preferably Scrum			
	5.1.4 Minimum of four (4) years of experience developing software of a similar scope and complexity for treaty verification or comparable purposes			
	5.1.5 Propose at least three (3) staff who, together, meet the requirements in the Programming Staff Roster as described in Section 5.2			
	5.1.6 Minimum of three (3) years of experience working with a modern issue			

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	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			
	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			
	5.1.10 Minimum of three (3) years of experience working with geospatially enabled data management systems			
	5.1.11 Have a minimum of three (3) years of experience working with tools to connect and interface scientific hardware such as geophysical or laboratory equipment with Android applications.			
Requirements to the Programming staff - at least three (3) staff members to be a part of the Programming staff Roster				
5.2	<p>Each member of the Roster must meet all qualifications listed in Section 5.2. It shall be proved via provided CV</p> <p>5.2.1 A university degree or extensive proven experience in computer science or other scientific/technical subject with a high computational content</p> <p>5.2.2 At least 2 years of recent professional experience using a software versioning system, preferably Git</p> <p>5.2.3 Knowledge of at least one hybrid Agile methodology, and</p>			

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	<p>experience working in an hybrid Agile framework</p> <p>5.2.4 Working knowledge of written and spoken English</p> <p>The Roster shall, collectively, meet the following requirements</p> <p>5.2.5 Two (2) or more years' experience of web technologies, specifically:</p> <p>HTML5, CSS and/or SASS templating, e.g. Bootstrap;</p> <p>5.2.6 Two (2) or more years' of web scripting languages and related libraries, specifically:</p> <ul style="list-style-type: none"> a) Typescript, JavaScript b) Leaflet c) Angular 8, 9 d) Websockets <p>5.2.7 Two (2) or more years' of server/backend technologies, specifically:</p> <ul style="list-style-type: none"> a. Java 7, 8, 11 b. RESTful APIs c. Spring Boot 1.5 and 2.0+ d. Liquibase <p>5.2.8 Two (2) or more years' of working with Jasper Reports</p> <p>5.2.9 Two (2) or more years' of Android framework and Android architecture components specifically:</p> <ul style="list-style-type: none"> a. Osmdroid b. Retrofit c. Swagger d. GNNS tracking 			
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	<p>5.2.10 Two (2) or more years' experience of working with databases, specifically:</p> <ul style="list-style-type: none"> a. PostgreSQL databases b. PostGIS extension for PostgreSQL c. SQLite for Android <p>5.2.11 Two (2) or more years' experience of:</p> <ul style="list-style-type: none"> a. Docker containers b. Ansible c. Kubernetes d. Build pipelines and deployment in isolated environments <p>5.2.12 Two (2) or more years' experience of experience working with geospatial systems, specifically:</p> <ul style="list-style-type: none"> a. Geoserver (its configuration and performance fine tuning) b. Management of geospatial layers c. Offline road routing <p>5.2.13 Two (2) or more years' experience of working in a multi-way data synchronization across an air-gap</p> <p>5.2.14 Two (2) or more years' experience of working with Network access storage devices</p> <p>5.2.15 Two (2) or more years' experience of configuring servers, encompassing:</p> <p style="padding-left: 40px;">Configuring folders and access structures using active directory</p>			
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	<p>5.2.16 Two (2) or more years' experience working with mobile printers and their operation from Android devices</p> <p>5.2.17 Two (2) or more years' experience working with and integrating the following Zebra equipment/applications with browser-based applications:</p> <p>a) RFID receivers</p> <p>b) Printers</p>			
Location of Services				
6.2.	Confirmation of delivery of service (Testing and completion) as per required location TeST Centre in Seibersdorf, Austria			
Risk Management				
8	Risk Assessment			

Attachment 2
Evaluation Criteria and Method

RFP-2025-0101 THE GEOSPATIAL INFORMATION MANAGEMENT SYSTEM FOR ON-SITE INSPECTION (GIMO) PLATFORM ON A CALL-OFF BASIS

Ref No. in TOR	1.QUALIFICATION REQUIREMENTS	PASS /FAIL
5.1.	Requirements for the Contractor	
5.1.1	To be a company established for at least four (4) years	PASS/FAIL
5.1.2	To have a minimum of four (4) years of using a formal project management methodology	PASS/FAIL
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
5.1.4	Have a minimum of four (4) years of experience developing software of a similar scope and complexity for treaty verification or comparable purposes,	PASS/FAIL
5.1.5	To propose at least three (3) staff who, together, meet the requirements in the Programming Staff as described in Section 5.2	PASS/FAIL
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
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
5.1.8	To provide a warranty period of two (2) or more years after the completion of the user acceptance testing	PASS/FAIL
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 hours with the Commission's working hours (9 am to 5 pm CET), on the Commission's request	PASS/FAIL
5.2	Requirements for the Contractor's Personnel (Contractor's Team)- Each member of the Roster must meet the following qualifications	
5.2.1	A university degree or extensive proven experience in computer science or other scientific/technical subject with a high computational content	PASS/FAIL
5.2.2	At least 2 years of recent professional experience using a software versioning system, preferably Git	PASS/FAIL
5.2.3	Knowledge of at least one hybrid Agile methodology, and experience working in an hybrid Agile framework	PASS/FAIL
5.2.4	Working knowledge of written and spoken English	PASS/FAIL
5.2.5	Collective requirements for the Contractor's Personnel (Contractor's Team). Minimum of 2 years of professional experience demonstrated by named projects and an individual's role in each project for the following: Proven experience* of web technologies, specifically: HTML5, CSS and/or SASS templating, e.g. Bootstrap	PASS/FAIL
5.2.6	Two (2) or more years' experience of web scripting languages and related libraries, specifically:	
5.2.6.a	Typescript, JavaScript	PASS/FAIL
5.2.6.b	Leaflet	PASS/FAIL
5.2.6.c	Angular 8, 9	PASS/FAIL
5.2.6.d	Websockets	PASS/FAIL
5.2.7	Two (2) or more years' experience of server/backend technologies, specifically:	
5.2.7.a	Java 7, 8, 11	PASS/FAIL
5.2.7.b	RESTful APIs	PASS/FAIL
5.2.7.c	Spring Boot 1.5 and 2.0+	PASS/FAIL
5.2.7.d	Liquibase	PASS/FAIL
5.2.8	Two (2) or more years' experience of working with Jasper Reports	PASS/FAIL
5.2.9	Two (2) or more years' experience of Android framework and Android architecture components specifically:	
5.2.9.a	Osmdroid	PASS/FAIL

5.2.9.b	Retrofit	PASS/FAIL
5.2.9.c	Swagger	PASS/FAIL
5.2.9.d	GNNs tracking	PASS/FAIL
5.2.10	Two (2) or more years' experience of working with databases, specifically:	
5.2.10.a	PostgreSQL databases	PASS/FAIL
5.2.10.b	PostGIS extension for PostgreSQL	PASS/FAIL
5.2.10.c	SQLite for Android	PASS/FAIL
5.2.11	Two (2) or more years' experience of working with:	
5.2.11.a	Docker containers	PASS/FAIL
5.2.11.b	Ansible	PASS/FAIL
5.2.11.c	Kubernetes	PASS/FAIL
5.2.11.d	Build pipelines and deployment in isolated environments	PASS/FAIL
5.2.14	Two (2) or more years' experience of working with Network access storage devices	PASS/FAIL
5.2.15	Two (2) or more years' experience of configuring servers, encompassing: Configuring folders and access structures using active directory	PASS/FAIL
5.2.16	Two (2) or more years' experience working with mobile printers and their operation from Android devices	PASS/FAIL
6.3	On-boarding and familiarisation	
6.3	To commit to on-boarding and familiarisation time and that the Commission is not liable to on-boarding costs	PASS/FAIL
6.4	Completion and acceptance	
6.4	To commit to one member of the Team Roster being present at the CTBTO TeST Centre for two days for the testing and completion of an Acceptance Protocol	PASS/FAIL

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

Ref No. in TOR	2. TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Points		
		Max Points	Factor	Weighted score
Overall	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity in Proposal	5	2	10
3	Understanding of the scope of work and the responsibilities of the Contractor	5	3	15
	Subtotal	10		25
	Requirements for the Contractor	Max Points	Factor	Weighted score
5.1.4	To have a minimum of four (4) years of experience developing software of a similar scope and complexity for treaty verification or comparable purposes	5	3	15
5.1.10	To have a minimum of three (3) years of experience working with geospatially enabled data management systems	5	3	15
5.1.11	To have a minimum of three (3) years of experience working with tools to connect and interface scientific hardware such as geophysical or laboratory equipment with Android applications	5	3	15
	Subtotal	15		45
	Requirements for the Team Roster (Collective requirements for the Contractor's Personnel (Contractor's Team). Minimum of 2 years of professional experience demonstrated by named projects and an individual's role in each project for the following:	Max Points	Factor	Weighted score
5.2.10b	PostGIS extension for PostgreSQL	5	3	15
5.2.12a	Geoserver (its configuration and performance fine tuning)	5	3	15

5.2.12b	Management of geospatial layers	5	3	15
5.2.12c	Offline road routing	5	2	10
5.2.13	Two (2) or more years of experience working in a multi-way data synchronization across an air-gap	5	5	25
5.2.17a	Two (2) or more years' experience working with and integrating the following Zebra equipment/applications with browser-based applications: RFID receivers	5	1	5
5.2.17b	Two (2) or more years' experience working with and integrating the following Zebra equipment/applications with browser-based applications: Printers	5	1	5
	Subtotal	35		90
	Risk Management	Max Points	Factor	Weighted score
8	Commits to the risk assessment protocol.	5	1	5
	Subtotal	5		5
	TOTAL - Technical Evaluation	65		165

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 accordance with Table 2 below

In order to pass this stage, bidders must obtain a minimum acceptable Weighted score of at least 99 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, subject to contractual and commercial acceptability.

Attachment 3
Price Schedule Form

**RFP-2025-0101 THE GEOSPATIAL INFORMATION MANAGEMENT SYSTEM FOR ON-SITE
INSPECTION (GIMO) PLATFORM ON A CALL-OFF BASIS**

1 Period 18 months or max. 130 person workdays

Ref.				Unit Price, Fixed and Firm for the Duration of Contract
Sec.3	ToR Description	Unit	QTY	Currency please specify
	Specialist workday	Person workday	1	
	Travel cost for onsite work:			
	1- Return ticket for 1 person	Ticket	1	
	2- DSA for 1 person	Day		Please do not quote, see note 4 below

NOTES:

- 1) Please specify currency (USD or Euro only). The rates shall be firm and fixed throughout the term of the Contract.
- 2) The person-days noted are an upper limit, and the Commission reserves the right, at its sole discretion, to call-off fewer person-days or no person-days at all.
- 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).

STATEMENT OF CONFIRMATION

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

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

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

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

Name (print): _____

Signature: _____

Title/Position: _____

Place (City and Country): _____

Date: _____

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

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

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

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

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

18. This section shall be <u>signed and stamped</u> 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 <small>(if applicable)</small> 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.

MODEL CONTRACT

(SAP No. xxxxxxxx)

between

THE PREPARATORY COMMISSION

FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY

ORGANIZATION

and

NAME OF CONTRACTOR

for

MAINTENANCE AND UPGRADE SERVICES FOR THE GEOSPATIAL
INFORMATION MANAGEMENT SYSTEM FOR ON-SITE INSPECTION
(GIMO) PLATFORM ON A CALL-OFF BASIS

This Contract comprises this cover page, a table of contents,
9 (nine) 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 the Vienna International Centre, Wagramer Strasse 5, 1400 Vienna, Austria, and [Name of Contractor] (hereinafter referred to as the “Contractor”), having its principal office located at [address] (both hereinafter individually referred to as the “Party” and collectively as the “Parties”).

The Parties hereto mutually agree as follows:

1. DEFINITIONS

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

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

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

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

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

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

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

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

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

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

“Taxes” shall mean all direct and indirect taxes (including value added tax, general sales tax or goods and services tax), assessments, fees, customs duties, liens and charges in as much as they are levied in conclusion or implementation of the Contract, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission’s official use.

“Work” means all the Goods and/or 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 for Maintenance and Upgrade Services for the Geospatial Information management System for On-site inspection (GIMO) platform on a call-off basis.

3. ENTRY INTO FORCE AND DURATION OF THE CONTRACT

- (a) The Contract shall enter into force upon the date of the last signature by the authorized Representatives of the Parties (hereinafter referred to as the **“Effective Date”**) and shall be valid until the Parties fulfill all their obligations hereunder.
- (b) The Commission shall have the right to call-off the Work in the form of FRD within a period of 18 (eighteen) months from the Effective Date or the performance of a maximum of 130 (one hundred thirty) person-days by the Contractor, whichever occurs first (hereinafter referred to as the **“Call-off Period”**). 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 FRD.

4. RESPONSIBILITIES OF THE CONTRACTOR

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

- (c) The Contractor acknowledges that after the completion of the Work under this Contract, the Commission shall own the Software and source code and the Contractor shall have no rights in that Software or source code unless granted by the Commission under Clause 24 of this Contract.

5. FORMAL REQUESTS FOR DELIVERY

- (a) During the term of the Contract, the Commission has the right, but not the obligation, to initiate performance of Services through the issuance of individual FRD in accordance with Section 6 of Annex B based on the firm fixed unit prices set out in Annex C. The Contractor shall not perform any Work if not requested by the Commission through FRD. However, the Contractor may propose FRD for Commission's evaluation.
- (b) The FRD issued by the Commission shall be the basis for acceptance, invoicing and payment of any Services performed by the Contractor.
- (c) The performance of Services shall be made in full in accordance with the respective FRD. Partial service performance of FRD will not be accepted and reimbursed without prior written agreement by the Commission.
- (d) The Services shall be performed at the place and within the approved Work Plan specified in the relevant FRD.
- (e) The Commission may revise FRD as and when it may deem necessary.

6. STANDARD OF WORK

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

7. INSURANCE

The Contractor shall provide appropriate insurance, as specified in Clause 9 of Annex A.

8. WARRANTY

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

9. PERMITS, NOTICES, LAWS AND ORDINANCES

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

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

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

10. PROTECTION OF PERSONS AND PROPERTY

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

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

(i) all persons on the Commission's or the Station's premises, as applicable, who may be affected thereby.

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

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

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

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

10.6 The Contractor shall promptly remedy all damage and loss to any property, referred to in sub-Clause 10.2 above, caused in whole or in part by the Contractor, any subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of

them may be liable and for which the Contractor is responsible under sub-Clause 10.2 above, except damage and loss attributable to the acts or omissions of the Commission or anyone directly or indirectly employed by it, or of anyone for whose acts the Commission may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to its obligations under Clause 9 of Annex A.

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 Work is carried out in accordance with Annexes B and C and shall promptly notify the Contractor thereof. The Commission shall respond promptly to requests for information by the Contractor regarding the Work.

12. PRICES

(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) for each FRD issued during the firm Call-off Period specified in sub-Clause 3 (b) above, the firm fixed labor rates/fees set out in Annex C;
- (ii) if applicable, per diem charges (DSA), which cover lodging, meals and incidental travel expenses, based on the United Nations Daily Subsistence Allowance (UN DSA) rates effective at the time of the respective travel (the FRD, will include the UN DSA rates applicable at the time of issuance of the FRD), unless agreed otherwise by the Commission in the relevant FRD;
- (iii) if applicable, the actual incurred travel costs, excluding DSA, based on simple economy return tickets for the most direct route, not to exceed the estimated costs pursuant to the relevant FRD, by more than 10% for each return trip under an issued FRD, unless specified otherwise by the Commission;
- (iv) if applicable, any other costs pursuant to Annex C.

(hereinafter altogether referred to as the “**Contract Price**”).

- (b) The firm fixed unit prices set out in Annex C shall be held fixed for the entire duration of the Contract.
- (c) The Contract Price shall cover all costs and expenses incurred by the Contractor for the full and proper performance of all relevant obligations under the Contract (including travel, allowances,

management and remuneration of the personnel, national income tax, medical insurance, and social security contributions).

- (d) **[PLEASE SELECT, AS APPLICABLE, ONE OF THE FOLLOWING AT THE TIME OF AWARD]:**

[Identify type [and amount] of Taxes] is/are applicable under this Contract. 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 sub-Clause 13.2(d) below.

OR

No Taxes are applicable under this Contract.

13. PAYMENT TERMS

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

- (a) Original invoice submitted in accordance with sub-Clause 13.2(c) below reflecting the actual costs;
- (b) **[[IF NO TAXES ARE APPLICABLE UNDER THIS CONTRACT, THIS PARAGRAPH SHOULD BE OMITTED:]]** Documentation referred to in sub-Clause 13.2 (d) below supporting any Taxes paid; and
- (c) Any other documentation that might be required under the applicable FRD.

13.2 General Payment Provisions

- (a) The Commission shall make the payments to the Contractor on the basis of an invoice submitted by the Contractor. All payments shall be made within 30 (thirty) days of the receipt and acceptance of the original invoice, provided that the Work has been satisfactorily completed and has been accepted by the Commission.
- (b) The making of any payment hereunder by the Commission shall not be construed as an unconditional acceptance by the Commission of the Work accomplished by the Contractor up to the time of such payment.

- (c) The Contractor shall submit an invoice 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 under Clause 22 below. Each invoice shall contain the Contract number (CTBTO and SAP numbers), detailed banking instructions, including the name and address of the Contractor's bank, account number, account holder's name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer.

[NOTE: IF NO TAXES ARE APPLICABLE UNDER THIS CONTRACT, PARAGRAPH (d) BELOW SHOULD BE OMITTED.]

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

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

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

15.2 Any request for extension of the time for reasons referred to in sub-Clause 15.1 above shall be submitted to the Commission not later than 20 (twenty) days after the commencement of the delay, otherwise said request shall be deemed to be waived. Such request shall state grounds for the delay and shall provide an estimate of the probable effect of such delay on the progress of the Work.

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 Goods and/or Services and shall supersede all prior agreements and representations between the Parties in this respect. Annexes A to C and FRDs 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:

- (d) This document;
- (ii) The Commission's General Conditions of Contract (Annex A);
- (iii) The Commission's Terms of Reference (Annex B);
- (iv) The Contractor's Proposal (Annex C);
- (v) The relevant FRD.

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 Parties.

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

(a) The Commission:

For Contractual Issues:

Chief, Procurement Section

Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO)

Vienna International Centre

Wagramerstrasse 5, P.O. Box 1200

1400 Vienna, Austria

Tel: + (43 1) 26030 6350

E-mail: procurement@ctbto.org

For submission of invoices:

Accounts Payable

CTBTO Financial Services Section

Vienna International Centre

Wagramer Strasse 5, P.O. Box 1200

1400 Vienna, Austria

Tel: + (43 1) 26030 6292

E-mail payable_invoices@ctbto.org

For invoices and payment related enquiries

payments@ctbto.org

(b) The Contractor:

Name:

Address:

Tel:

Email:

23. EFFECTIVENESS

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

- (i) if delivered in person, at the time of delivery.
- (ii) if by registered mail or courier, when received.
- (iii) if by electronic communication, when retrievable by the Commission in document form.

23.2 A communication given under sub-Clause 23.1 above 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 in Vienna, Austria:

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

MAINTENANCE AND UPGRADE SERVICES FOR THE GEOSPATIAL INFORMATION MANAGEMENT SYSTEM FOR ON-SITE INSPECTION (GIMO) PLATFORM ON A CALL-OFF BASIS

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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 (hereinafter referred to as the “CTBT”). It provides timely data, assessments and other products and services to Signatory States of the Treaty. For more information, please visit www.ctbto.org

The purpose of an On-Site Inspection (hereinafter referred to as the “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, gather any facts which might assist in identifying any possible violator.

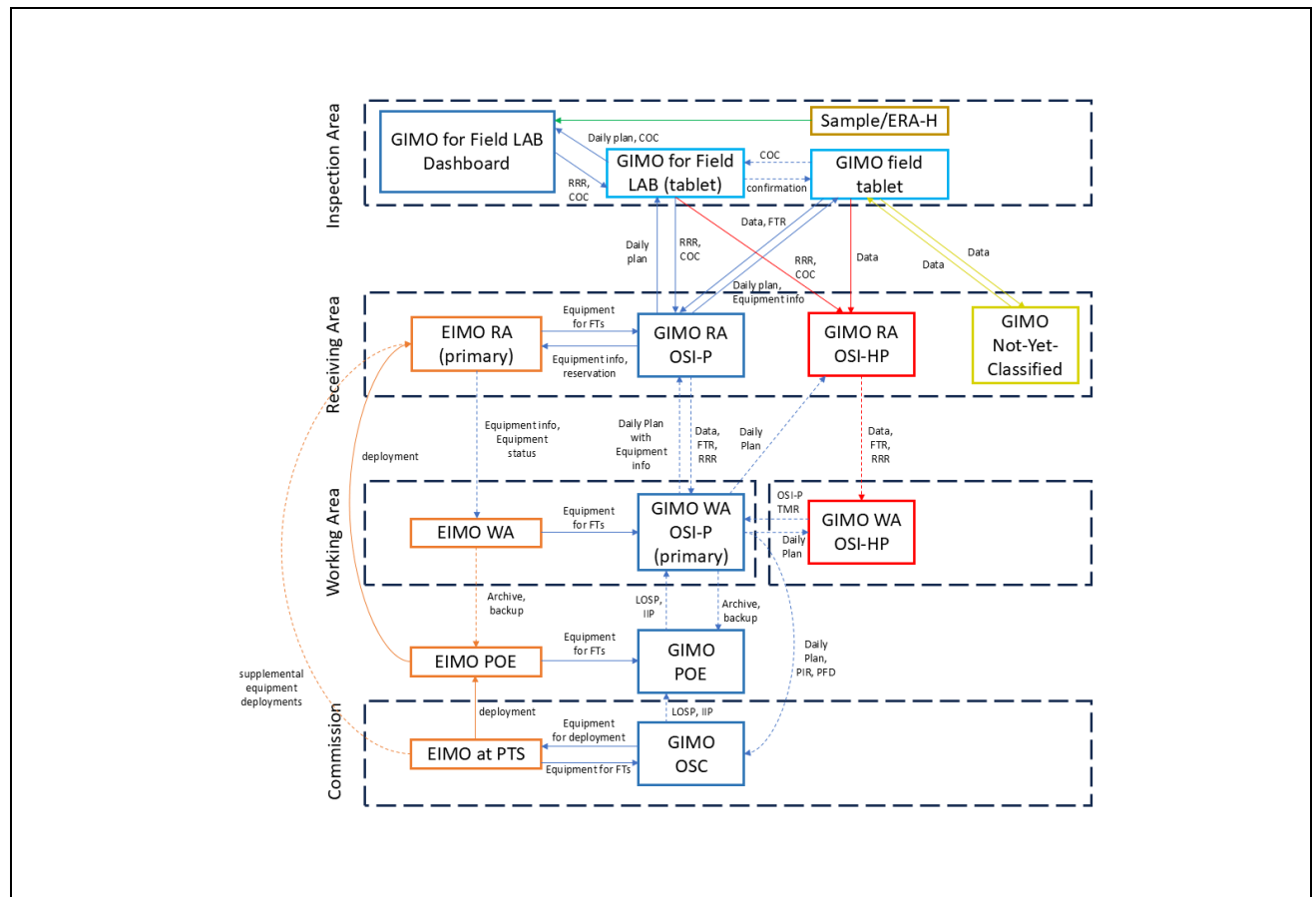
The Commission’s OSI Division, at the Vienna International Centre (VIC) and the CTBTO Technology Support and Training Centre (hereinafter referred to as the “TeST Centre”) located in Seibersdorf, Austria (around 40 km by car from Vienna), utilises a number of custom – mostly offline – software applications to facilitate day-to-day operations as well as the planning and conduct of inspections on entry into force (hereinafter referred to as the “EIF”) or OSI field tests and exercises before EIF. These software applications have evolved over time and are customised to the specific requirements of OSI. The applications range from Android applications to browser-based Java applications with a high degree of connectivity between each. Each application has reached a stage of maturity to be considered stable and sufficiently function-rich to have entered a production state.

General information on the GIMO platform

The Geospatial Information Management system for OSI (hereinafter referred to as “GIMO”) is an in-house developed software platform that manages OSI information and data. GIMO is the implementation of the OSI Operational Manual, and specifically Inspection/Field Team Functionality (hereinafter referred to as the “ITF/FTF”). The Information and Communication Technology (hereinafter referred to as the “ICT”) infrastructure is a self-contained field operational environment with multiple air-gapped separations (see Figure 1 and Table 1 below). These separations are required by the CTBT, based on classification status of data. The GIMO platform has integration points with other OSI applications e.g., the Equipment and Instrumentation Management system for OSI (hereinafter referred to as the “EIMO”), the Quality Management System (hereinafter referred to as the “QMS”) for OSI documents. Therefore, the GIMO platform is not a single application, but provides different functionality reaching most operational procedures of an OSI in differing operational locations. Figure 1 and Table 1 describe the different servers in the multiple air-gapped Production environments, and lists whether there is an equivalent server in the Staging environment.

Figure 1: Data flow integration points between GIMO environments.

Each dashed rectangle represents an air-gapped environment with the main applications running within each shown. The figure also highlights movements of data and information across air-gapped environments. The figure is intended to demonstrate the scale and complexity of the GIMO platform and the daily movements of information across the different air-gapped environments.



OSC: Operational Support Centre (in Vienna)

PTS: Provisional Technical Secretariat (in Vienna)

POE: Point of Entry/Exit, where the inspection team enters into the territory of the state being inspected

WA: Working Area, area at the base of operations limited to inspection team members

RA: Receiving Area, part of the joint area accessible to the inspection team and inspected state party representatives

FT: Field Teams i.e., a group of inspectors performing inspection activities in the inspection area

ERA-H: Data from an inspection technique called energy resolution analysis

RRR, CoC: Data and chain of custody information moving between the RA and the on-site laboratory

PIR, PFD: Reports generated by the inspection team

OSI-P: Data classified with the status of OSI Protected

OSI-HP: Data classified with the status of OSI Highly Protected

Not yet classified: Inspection data acquired by the inspection team that have not yet been classified

Table 1: Description of OSI GIMO Environments

Name	Key technology	Description	Location	Staging
GIMO Working Area PROTECTED (WA-P)	Docker, Java, Angular, Geoserver, Postgres/PostGIS, nginx, Ansible, Leaflet, VMware Horizon 7, Open Source Routing Machine (OSRM), Virtual Desktop Infrastructure, Active Directory, Commercial processing software*, Software Licenses	The main environment where all the ITF activities are performed. This is the primary server which synchronises with other GIMO environments. This environment also has the most integration points with other software and web applications/services.	<u>Offline Server 1</u>	Yes
Open Tile Map Service (GIMO-OSM-GEO)	Open Tile Map Service	The air-gapped basemap VM that is used to display general map information. Open Street Map data from geofabrik is used to create the basemaps for GIMO WA-P.	<u>Offline Server 1</u>	Yes
GIMO Receiving Area PROTECTED (RA-P)	Docker, Java, Angular, Geoserver, Postgres/PostGIS, nginx, Ansible, Leaflet, Active Directory	This server contains the primary archive of OSI data collected from the Inspection Area (IA)	<u>Offline Server 2</u>	Yes
GIMO Not Yet Classified (NYC)	Docker, Java, Angular, Postgres/PostGIS, nginx, Ansible, Leaflet	This server contains a server that stores any field data that is not yet classified. This data would eventually be classified as either PROTECTED or HIGHLY PROTECTED	<u>Offline Server 2</u>	Yes
GIMO Working Area HIGHLY	Docker, Java, Angular, Geoserver,	Data and metadata that is classified as HIGHLY	<u>Offline Server 2</u>	Yes

PROTECTED (WA-HP)	Postgres/PostGIS, nginx, Ansible, Leaflet, Active Directory	PROTECTED ends up on this server. A smaller WA will be set up here to perform the same functions as WA-P.		
GIMO Receiving Area HIGHLY PROTECTED (RA-HP)	Docker, Java, Angular, Geoserver, Postgres/PostGIS, nginx, Ansible, Leaflet	This server contains the primary archive of OSI data collected from the IA where the data is classified as HIGHLY PROTECTED	<u>Offline Server 2</u>	Yes
EIMO Receiving Area	Docker, Java, Angular, Postgres/PostGIS, nginx, Ansible	This is the primary server that contains all equipment that was deployed for the OSI. Maintenance, sealing, location of equipment is performed here.	<u>Offline Server 2</u>	Yes
EIMO Working Area	Docker, Java, Angular, Postgres/PostGIS, nginx, Ansible	This server contains a smaller subset of EIMO: Configurations and Configuration Designs. The status of the equipment is regularly updated between EIMO-P and EIMO-HP	<u>Offline Server 1</u>	Yes
OSI e-Library – Field version	Alfresco, Docker, Java	The e-Library contains the QMS documents that are relevant to the OSI. This version only requires the latest version of each QMS document. It is only a one-way acquisition of e-Library and is used primarily for reference.	<u>Offline Server 1</u>	Yes
GIMO for the Operations Support Centre (OSC)	Docker, Java, Angular, Geoserver, Postgres/PostGIS,	GIMO-OSC is the primary database during Launch Phase, but once an OSI has commenced, this environment becomes	Commission server at VIC	Yes

	nginx, Ansible, Leaflet	a secondary database, and it only receives an e-File that updates the Daily Plan (DP)		
Equipment and Instrumentation Management system for OSI (EIMO-HQ)	Docker, Java, Angular, Postgres/PostGIS, nginx, Ansible	This is the production version of the equipment managed for OSI.	Commission server at VIC	Yes
EIMO WA for OSC	Docker, Java, Angular, Postgres/PostGIS, nginx, Ansible	This is similar to EIMO-WA to create daily plans that allocate equipment configurations for the Initial Inspection Plan (IIP) required for the Point of Entry (POE)	Commission server at VIC, in GIMO OSC VM	No
GIMO field tablet	Java, Android, SQLite, SDK for Zebra printers	Data collection in the field	<u>Offline-mobile device</u>	
GIMO Lab dashboard	Docker, Java, Angular, PostgreSQL, linux scripts for NDC-in-a-box, Oracle Virtualbox, linux server back-end with front-end browser-based MS Windows application, networked (TCP/IP) computers (VMs and filesharing)	This version is a different development from all other GIMO environments and is specifically tailored for the management of Radionuclide Sample (ENVg: Noble Gas, ENVp: Particulate) as well as High Energy Resolution Analysis (ERA-H)s	<u>Offline Server 3</u>	
GIMO lab tablet	Java, Android, SQLite, SDK for Zebra printers	These are transportable tablets that have 3 main functions: the handover of Samples in the Sample Receipt Area (SRA) using the GIMO field tablet, download of the daily plan (DP) to the GIMO Lab dashboard, and upload of metadata	<u>Offline-mobile device</u>	

		and Analysis reports to the GIMO environments (RA-P, RA-HP)		
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2 SCOPE

These Terms of Reference (hereinafter referred to as “ToR”) form the technical framework for the provision of maintenance and upgrade services (hereinafter referred to as “Services” or “Work”) of the GIMO software platform.

The Commission seeks to establish a call-off contract with a Call-off Period of eighteen (18) months, with a maximum work effort of 130 person workdays.

It is envisaged that all Services other than testing shall be performed offsite i.e., not at the premises of the Commission. Testing service, once ordered, shall be performed at the TeST Centre.

3 TASKS

3.1 General

Upon request, the Contractor shall be responsible for work in seven (7) areas to ensure that the GIMO platform remains ready for deployment for upcoming exercises, as well as, positioned for future enhancements. The areas are as follows:

- Upgrade of software versions,
- Bug fixing of existing GIMO functionality,
- Maintenance of integration points between GIMO environments (see Figure 1),
- Maintenance of integration points between GIMO and other OSI applications,
- Stability and robustness of GIMO field application,
- Automated regression and integration tests,
- Documentation and knowledge transfer of GIMO platform to the Commission.

The scope of Work excludes the development of new functionality, infrastructure hardware, infrastructure software and technique-specific software. It also excludes services required during field deployment of the GIMO platform.

The detailed scope of the service and specific requirements for a Software Project will be defined at the time when the Commission requests the Contractor to submit a Work Plan (see Section 6).

Each of the areas listed above is elaborated in Section 3.2.

3.2 Areas of work

Examples of areas that the Contractor may be requested to work on include those listed below:

3.2.1 Upgrade of software versions

The Contractor may be requested to upgrade the operating systems on which GIMO works, software libraries, databases etc. The GIMO platform is a single development effort with multiple instances in 6 environments (OSC, WA-P, RA-P, WA-HP, RA-HP, NYC). Each of these air-gapped environments has been harmonised to use the same software version. Table 2 lists the software versions that are currently used with the release date. Note that Docker is used to support the deployment of GIMO applications. Any request to upgrade the version of library etc shall be accompanied with a testing phase.

Table 2: Description of software versions currently used in GIMO that are intended to be upgraded

Name	Version/Release Date	Projected upgrade	Comments
UBUNTU	22.4.1 (11-AUG-2022)	24.04.1 (25-APR-2024)	All VMs have been synchronised to use this version.
Postgres/PostGIS	9.5/2.2-2.3 (07-JAN-2026/06-OCT-2016))	17.2 (26-SEP-2024), 3.5.1 (22-DEC-2024)	
Geoserver	2.16.2 (22-JAN-2020)	2.26.1 (19-NOV-2024)	
Angular	8 (28-MAY-2019)	18.0.0 (22-MAY-2024)	
Leaflet	1.8 (2016)	1.9.4 (18-MAY-2023)	
Postgres	9.6.12 (14-FEB-2019)	17.2 (26-SEP-2024)	EIMO Postgres version
Android	11 (19-FEB-2020)	13 (15-AUG-2022)	

3.2.2 Bug fixing within existing GIMO functionality

The Contractor may be requested to address ‘bugs’ in the GIMO platform. Non-urgent bugs shall be grouped into dedicated Requests while critical bugs that prevent workflow shall require *ad hoc* maintenance with a response time within 3 workdays.

3.2.3 Maintenance of data flow interactions between GIMO Environments

The Contractor may be requested to ensure the flow of data across GIMO environments i.e., across different air-gapped environments following version upgrades and/or a change in response to a bug.

3.2.4 Maintenance of integration points between GIMO and other OSI applications

The Contractor may be requested to maintain GIMO integration points with other OSI applications e.g., EIMO, Open Tile Map Service, e-Library and technique-specific software applications. The integration points shall be tested and maintained.

3.2.5 Stability and robustness of GIMO field application

The Contractor may be requested to address the stability and robustness of different applications within the GIMO platform. For example, the GIMO field application designed as an application for the Android operating system, must meet the highest stability and robustness standards to ensure that mission critical data acquisition is uninterrupted by usage crashes.

3.2.6 Automated regression and integration tests

The Contractor may be requested to develop automated tests of procedures to ensure that existing functionality is maintained.

3.2.7 Documentation and knowledge transfer of the GIMO platform to the Commission

The Contractor may be requested to transfer knowledge to the Commission by preparing documentation on the GIMO platform.

3.3 Deliverables

Deliverables will relate to tasks called off (see Section 6). They will include meeting operational or project task objectives, following established standards, and technical documentation. The deliverables may include:

- A statement of the requirements/objectives of the software component,
- Project plan: a plan document specifying the roles and responsibilities, schedule, milestones, deliverables and effort expressed in number of days,
- Progress report and updated project plan,
- Issue management plan,
- Risk management plan,
- Configuration management plan,

- Source code as per agreed coding standards,
- Test protocols, test cases, test scripts and test results (of unit test, integration and system test and when applicable regression test),
- Results of review and inspection (architectural, database design, code, documentation when applicable),
- Technical documentation including design documents for the software components as per agreed standards,
- Workshops or (tele)conferences for knowledge transfer to the Commission staff,
- Recommendations/guidelines to help the Commission staff adhere to the implementation / design concepts,
- Deployment and release policies,
- Changelog: a description of what changes were made relative to the previous release, along with a list of files that were modified by each change. Each release shall also include a list of outstanding items to be done, including any and all known defects.

4 GENERAL PRINCIPLES

When modifying the GIMO application, the Contractor shall ensure:

- Close cooperation between the Commission and the Contractor is established,
- Allow for changing requirements at all stages of development,
- A communication channel is guaranteed,
- Agile software development framework is employed,
- The Commission JIRA system is used to manage backlog items and sprints,
- Applications are expandable, to enable further tools to be added at a later date as necessary,
- In-person support is provided during installation and testing,

4.1 Git

Any code changes by the Contractor to any OSI software application shall be updated and documented on the Commission's Git repository.

4.2 Intellectual Property

The source code developed by the Contractor through the implementation of projects initiated as part of Section 6 belongs to the Commission.

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 of a similar scope and complexity for treaty verification or comparable purposes,
- 5.1.5. Propose at least three (3) staff who, together, meet the requirements in the Programming Staff 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,
- 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.
- 5.1.10. Have a minimum of three (3) years of experience working with geospatially enabled data management systems
- 5.1.11. Have a minimum of three (3) years of experience working with tools to connect and interface scientific hardware such as geophysical or laboratory equipment with Android applications.

5.2 Programming staff

The Contractor shall propose at least three (3) staff members to be a part of the Programming staff Roster. The CV of each member of the Roster shall be provided to the Commission and shall include:

- Name,
- Role in the project,
- Employment status within the company (date joined and proficiency level),
- Experience, through named project examples, relating to the skills listed below.

Each member of the Roster must meet the following qualifications:

- 5.2.1. A university degree or extensive proven experience in computer science or other scientific/technical subject with a high computational content
- 5.2.2. At least 2 years of recent professional experience using a software versioning system, preferably Git
- 5.2.3. Knowledge of at least one hybrid Agile methodology, and experience working in an hybrid Agile framework
- 5.2.4. Working knowledge of written and spoken English

The Roster shall, collectively, meet the following requirements

- 5.2.5. Two (2) or more years' experience of web technologies, specifically:

HTML5, CSS and/or SASS templating, e.g. Bootstrap;

- 5.2.6. Two (2) or more years' experience of web scripting languages and related libraries, specifically:

- a) Typescript, JavaScript
- b) Leaflet
- c) Angular 8, 9
- d) Websockets

- 5.2.7. Two (2) or more years' experience of server/backend technologies, specifically:

- a. Java 7, 8, 11
- b. RESTful APIs
- c. Spring Boot 1.5 and 2.0+
- d. Liquibase

- 5.2.8. Two (2) or more years' experience of working with Jasper Reports

- 5.2.9. Two (2) or more years' experience of Android framework and Android architecture components specifically:

- a. Osmroid
- b. Retrofit

- c. Swagger
- d. GNNS tracking

5.2.10. Two (2) or more years' experience of working with databases, specifically:

- a. PostgreSQL databases
- b. PostGIS extension for PostgreSQL
- c. SQLite for Android

5.2.11. Two (2) or more years' experience of:

- a. Docker containers
- b. Ansible
- c. Kubernetes
- d. Build pipelines and deployment in isolated environments

5.2.12. Two (2) or more years' experience of working with geospatial systems, specifically:

- a. Geoserver (its configuration and performance fine tuning)
- b. Management of geospatial layers
- c. Offline road routing

5.2.13. Two (2) or more years' experience of working in a multi-way data synchronization across an air-gap

5.2.14. Two (2) or more years' experience of working with Network access storage devices

5.2.15. Two (2) or more years' experience of configuring servers, encompassing:

Configuring folders and access structures using active directory

5.2.16. Two (2) or more years' experience working with mobile printers and their operation from Android devices

5.2.17. Two (2) or more years' experience working with and integrating the following Zebra equipment/applications with browser-based applications:

- a. RFID receivers
- b. Printers

Note: experience two (2) or more years means professional experience demonstrated by named projects and an individual's role in each project.

5.3 Maintenance of the Team Roster, conditions of revision

The Contractor shall maintain an up-to-date version of the Team Roster for the duration of the Contract. It is the responsibility of the Contractor to maintain the relevant skills and experience during the Contract period. The Contractor shall be responsible to inform the Commission when a staff member is to be removed or added to the Team Roster, and if the details of staff are modified.

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

6 ORGANIZATION OF WORK

The Commission may ask for Services as described in Section 3. The Commission will call-off Work through a formal request for delivery (FRD).

6.1 Initiating work

Before the issuance of an FRD to the Contractor, the Commission shall communicate via email information elaborating a Request for Services. The Request shall include:

- The Services to be performed as part of the FRD in the form of JIRA tickets and/or ‘story’, including the expected deliverable(s) and timeframe,
- The initial Acceptance Protocol.

Within one (1) week of receiving the Request, the Contractor shall meet with Commission staff online to:

- Seek clarifications to any ambiguities in the Request,
- Propose solutions for the implementation of the Request.

Within two (2) weeks of receiving the Request, the Contractor shall indicate via email whether they are able to perform the tasks as described in the required timeframe. The Contractor shall provide information in the form of a Work Plan, including:

- A list of staff who will be working on the FRD. Staff shall be drawn from those on the Software Services Roster, as described in Section 5.3,
- Details of the suggested project management approach,
- Work plan and key schedule to accomplish the Service including:
 - Elaboration of tasks that would become JIRA tickets and estimation of the effort for each,

- Identification of interconnections with other Commission applications,
- Identification of risks and mitigation measures (see Section 8),
- Any proposed amendments to the Acceptances Protocol.
- Number of person-days to be allocated to the Service, including any on-boarding or familiarisation days (see Section 6.2),
- Commencement date and completion date of the Service.

After review of the Work Plan for each of the Services identified in the Request, and only after acceptance by the Commission, the FRD shall be issued to the Contractor together with an updated Acceptance Protocol.

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

6.2 Location of Services

It is envisaged that all Services other than testing shall be performed offsite i.e., not at the premises of the Commission.

Testing service, once ordered, shall be performed at the TeST Centre: The production servers, while in maintenance mode, reside at the TeST Centre. The servers are connected to the Commission's Intranet digital network while in maintenance mode for obtaining updates of software, but no access through VPN will be available to these production servers.

Initial testing activities may be performed on the Staging environment where the Contractor shall have VPN access, but this does not validate the delivery of the Services. **Testing and completion of the Acceptance Protocol shall be undertaken at the TeST Centre.**

6.3 On-boarding and familiarisation

The Contractor shall estimate on-boarding or familiarisation time as a response to each Request. The Commission is not liable for on-boarding or familiarisation time. The on-boarding of staff added to the Software Services Roster (see Section 5.2.1) during the implementation phase of an FRD shall be at the expense of the Contractor.

6.4 Completion and acceptance

At the end of a particular Service under the FRD, the Contractor shall submit to the Commission the deliverable as stated in the respective FRD. The work will be reviewed by Commission staff and assessed based on the FRD Acceptance Protocol. **The Contractor shall ensure that one member of the Software Services Roster shall be present at the TeST Centre for two days for the testing and completion of the Acceptance Protocol.**

7 RESOURCES AND SUPPORT PROVIDED BY THE COMMISSION

For designated Software Services Team members, and to the extent necessary for the Contractor to fulfil the requirements of these ToR when carrying out services approved by the Commission, the Commission will provide:

- Physical access to the TeST Centre; 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 through Commission web applications related to the GIMO platform;
- Commission personnel 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 VPN access to the relevant software applications and source code versioning system.

All other resources are to be provided by the Contractor.

8 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 tasks outline in these 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 projects 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 CTBTO, thereby contributing to the knowledge repository for forthcoming software development endeavours.