

REQUEST FOR PROPOSAL

To: ALL BIDDERS

CTBTO Ref. No.: 2025-0117/MAEDA ^{ym}
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

E-mail: procurement@ctbto.org

Attn:

Phone:

Fax:

Email:

Date: 23 Jul 25

Subject: Commercial Risk Insurance Policy Coverages and Services

Deadline for Submission: 29 Aug 25

Vienna Local Time: 17:00

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

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

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

Yours Sincerely,



Nodira Alimdjanova
OiC, Procurement Services Section

ACKNOWLEDGEMENT FORM

Solicitation No: 2025-0117	Closing Date: 29 Aug 25
Title: Commercial Risk Insurance Policy Coverages and Services	Vienna Local Time: 17:00

Procurement Staff: Yo Maeda

CTBTO Req. No.: 0010027499

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

WITHIN FIVE (5) DAYS

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

by email to
procurement@ctbto.org

A: We shall submit our proposal

By: _____
(date)

Company Name: _____
Contact Name: _____
Email/Tel: _____

B: We may submit and will advise

By: _____
(date)

Company Name: _____
Contact Name: _____
Email/Tel: _____

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

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

Company Name: _____
Contact Name: _____
Email/Tel: _____

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF PROPOSALS

1. General

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

This Request for Proposal (RFP) is for the provision of services as described in the Terms of Reference.

This RFP includes three (3) Lots:

- Lot 1: Public Liability Insurance;
- Lot 2: Marine Cargo Insurance;
- Lot 3: Content/Equipment Insurance.

Bidder may submit the Proposal for one, two or all Lots.

The Proposal shall meet all requirements stated in the Terms of Reference and be submitted in accordance with these Instructions for Preparation and Submission of Proposals. For this project, the Commission is seeking capabilities, which will ensure that the services are delivered and the tasks are accomplished expeditiously and at a reasonable cost.

2. Documents included in this RFP

This RFP consists of the following documents:

- (a) Letter of Invitation
- (b) These Instructions for Preparation and Submission of Proposals with its Attachments:
 - Attachment 1: Minimum Content of Technical Proposal
 - Attachment 2: Evaluation Criteria and Method
 - Attachment 3: Financial Proposal Form
 - Attachment 4: Procedure for submission of electronic offers in 2 sealed files
- (c) Statement of Confirmation
- (d) Vendor Profile Form
- (e) Annexes A – B which will be attached to the Commission's Final Purchase Order;
 - o The Commission's General Conditions of Contract (Annex A), incorporated herein by reference, found at www.ctbto.org under [CTBTO General Conditions of Contract](#)
 - o Terms of Reference (Annex B) with Appendixes 1 to 3.

Note: In the event of award, the Proposal including the Insurance Policy will be incorporated as Annex C to the Purchase Order.

Please note Annex B Terms of Reference contains Technical Information of a general nature only. This information is designed to allow potential bidders to assess whether they are interested and able to submit a Proposal.

Attachment 1 Staff Regulation and Rules of the Commission mentioned in Appendix 2 to Annex B Terms of Reference and Attachment 1 Detailed inventory of equipment mentioned in Appendix 3 to Annex B Terms of Reference will, for reasons of confidentiality and data protection, only be made available to those bidders who indicate on the Acknowledgement Form (attached to the Letter of Invitation) that they will submit a Proposal.

Please clearly indicate for which lot or lots you intend to submit your proposal in the Acknowledgement Form.

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.

The Proposal shall be submitted electronically according to the attached “PROCEDURE FOR SUBMISSION OF ELECTRONIC OFFERS IN 2 SEALED FILES”.

Proposals sent by regular e-mail unless clearly submitted as electronically sealed bids as indicated above and following the instructions outlined in Attachment 4 will not be considered and may lead to the rejection of the bidder from the procurement process.

The Proposal shall be received not later than the closing date indicated in the Letter of Invitation.

6. Request for Clarifications and Contacting the Commission

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

E-mail: procurement@ctbto.org

Subject: Request for Clarifications re RFP No. 2025-0117

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

Except in case of responding to a RFP clarification, no bidder shall contact the Commission on any matter relating to the Proposal after its submission and until the award of the Contract. Any attempt to influence the Commission in its evaluation of the Proposal or the contract award decision may result in the rejection of the Proposal.

7. 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.

8. Type of Contract and Payment

(a) The Commission intends to issue a Purchase Order(s) for the services provided starting on 1 January 2026 and for:

- (i) an initial period of three (3) years, including two (2) optional extensions of one (1) year each to be exercised at the discretion of the Commission;
- (ii) an initial period of two (2) years, including three (3) optional extensions of one (1) year each to be exercised at the discretion of the Commission; or
- (iii) an initial period of one (1) year, including four (4) optional extensions of one (1) year each to be exercised at the discretion of the Commission.

The Commission reserves the right to select one of the contract period options above upon award.

(b) The Commission will send to the successful bidder the Purchase Order documents incorporating all agreements between the parties. The successful bidder shall sign and date the Acknowledgement Copy of the Purchase Order and return it to the Commission no later than 5 (five) days after receipt of the Purchase Order documents.

(c) The Commission intends to conclude a firm fixed price for the services under the Purchase Order.

(d) The terms and conditions of the payment are as follow:

Within 30 days of receipt and acceptance of the goods/services and of the following documents:

- (1) Invoice(s) showing the firm and fixed price of the services. The Contractor shall submit an invoice electronically, from the Contractor's official e-mail address in PDF format, duly signed and stamped by the Contractor and submitted to the Commission's email addressed specified in the Purchase Order. 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;
- (2) Acknowledgement Copy of the Purchase Order with Supplier's signature;
 - (3) The Supplier's certificate, counter-signed by the Commission, confirming the successful completion of the services; and
 - (4) Any other relevant documents.

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

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

9. 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 Technical Proposal shall follow Attachment 1 Minimum Content of Technical Proposal and contain but not limited to the following information:

Personnel

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.

Statement of Confirmation

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

Specifications

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

The Proposal shall also provide any other relevant issue which the bidder would like to bring to the attention of the Commission whether or not having cost implications.

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 personnel proposed for this contract, including technical experience to perform the Work.

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

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

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 Quotation 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.

References

Potential bidders shall include a minimum of 3 client references with their offer.

If after reasonable efforts, the Commission is unable to contact the client references provided by the bidder, the Commission may take the decision not to further consider the offer provided by the bidder.

PART II: FINANCIAL PROPOSAL

The Financial Proposal shall be submitted in the format set out in Attachment 3 “Financial Proposal Form” attached herewith. Bidders shall provide all the information requested in this matrix but may provide additional related content as attachments.

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 relevant total 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.

Taxes

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.

10. 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.

11. 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.

12. 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.

13. Evaluation of the Proposal

- (a) The Commission, based on the evaluation criteria and method given in Attachment 2, will determine the Proposal that ‘most effectively satisfies the technical and operational requirements set out in the solicitation documents’.
- (b) 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.

14. Negotiations of the Proposal and Award

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.

The Commission also reserves the right to split the award for this project if so deemed desirable.

15. Modification and Withdrawal of 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.

16. 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.

17. 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.

18. 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.

BIDDER'S STATEMENT
PLEASE STATE BELOW & SUBMIT WITH PROPOSAL

Delivery Time:

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

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

☐ For one year period ☐ For a period of

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

☐ For a two year period ☐ For a period of

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

State country of origin or assembly of all items quoted:

Quantity discount and early payment discount (if any):

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

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

Confirmation that the bidder has reviewed the Commission's 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 Technical Proposal - Minimum Content of Technical Proposal

Instructions: The bidder shall submit their Technical Proposal in conformity with the Minimum Content of Technical Proposal described below. This format is established to ensure that all required aspects of the Terms of Reference are considered by the bidders and also to facilitate evaluation of the submission by the Commission. Bidders can also provide additional related content as they deem necessary in corresponding Annexes or Attachments.

Item	Minimum expected points of discussion
1. Executive Summary	- Provide an overview of proposal
2. Company Overview	
2.1 Corporate Profile and Values	<p>Background of company (or consortium), ownership, size, location, profile (years of experience in the insurance sector/ segments).</p> <ul style="list-style-type: none"> - Provide a clear explanation of the establishment of Bidder's business structure and its authority to execute all work under the Contract. - Discuss and show the relationship the Bidder's business has to any sub-contractor(s) including any recent (in the last 3 years) Merger and Acquisition activities that may impact on contract implementation. - Provide a certificate issued by a recognized rating agency (for example Dun & Bradstreet or equivalent).
2.2 Corporate Experience	<ul style="list-style-type: none"> - Experience in managing and executing projects of similar scope. - Experience in providing Insurance to International Organizations (i.e. United Nations agencies or organizations, and/or international non-governmental organizations). - Functional experience in the relevant areas of insurance coverage, claims processing, and provider networks. - Provide a minimum of 3 client (International Organizations) references for the products offered to the Commission.
2.3 Management Team and Staffing	<ul style="list-style-type: none"> - Provide management structure to demonstrate the ability to effectively conduct the specified services and manage the overall account. - Provide named individuals and resumes for management team and all key positions.
3. General Requirements	
3.1 Provision of Services	<ul style="list-style-type: none"> - Demonstrate its capacity and technical expertise to conduct maintenance activities, including, but not limited to processing international claims (promptly, accurately and with full

Item	Minimum expected points of discussion
	transparency), establishing cost-effective, high quality provider networks, flexibility in handling unusual claims situations and coverage changes.
3.2 Provision of technical Assistance	<ul style="list-style-type: none"> - Demonstrate detailed knowledge and expertise necessary to provide professional insurance advice to clients. - State in its proposal its normal working hours and describe how it will ensure that responses (24/7) are provided for an international organisation working globally in different time zones.
4. Insurance Policy	<ul style="list-style-type: none"> - Provide insurance policy without premium/rate/financial information
5. General Conditions of Contract	<ul style="list-style-type: none"> - A statement that the bidder has carefully reviewed the Commission's General Conditions of Contract and is in agreement with all its terms and conditions. Deviations, if any, shall be clearly indicated and justified in the Financial Proposal in an exception list.
6. Attachments	<ul style="list-style-type: none"> - Statement of Confirmation - Vendor Profile Form - Bidder's Statement

Attachment 2 - Evaluation Criteria and Method

LOT 1 - Public Liability Insurance			
No.	Ref No. in TOR	1.QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL
		Requirements for the Contractor (PASS /FAIL)	PASS/FAIL
1	4.1a	The Bidder should be a reputable company with at least 15 years of professional international experience in the global insurance industry	PASS/FAIL
2	4.1b	The Bidder shall be of sound demonstrable financial means and capital adequacy provisions	PASS/FAIL
		Requirement for the Contractor's Personnel (PASS /FAIL)	PASS/FAIL
3	4.1d	All policy documentation shall be in English	PASS/FAIL

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

No.	Ref No. in TOR	2. TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Points		
		Quality of the Proposal	Max Points	Factor	Weighted score
1	Appendix 1 Section 2a	The Bidder's offer covers minimum coverage of USD 5,000,000	5	1	5
2	Appendix 1 Section 2b	Coverage is world wide including USD and Canadian Jurisdictions	5	1	5
3	Appendix 1 Section 2c i	Coverage includes provisions for third party bodily injury and property damage caused for any reason (except willful misconduct) by all persons	5	2	10
4	Appendix 1 Section 2c ii	The Insurance covers every officer, member, employee or voluntary helper of the Commission's canteen, social, sports, training, medical, fire fighting or welfare organizations or facilities while acting in their respective official capacity	5	2	10
5	Appendix 1 Section 2c iii	The Insurance covers risks of third party bodily injury and property damage caused for any reason by CTBTO stations, facilities, on-site field exercises, equipment and/or civil works anywhere in the world	5	2	10
6	Appendix 1 Section 2c iv	Training sessions and workshops approximately 50 per annum are provided	5	2	10
7	Appendix 1 Section 2d	Provision for financial loss is included	5	2	10
8	Appendix 1 Section 2f	meeting requirements of deductible thresholds (Injury – Nil, Property Damage – USD2,500, and Financial Loss - 20% of the first USD150,000)	5	2	10
		Subtotal	40		70
	Ref No. in TOR	Requirements for the Contractor	Max Points	Factor	Weighted score
9	4.1e	Experience with and references of major international organizations	5	2	10
		Subtotal	5		10
	Ref No. in TOR	Required Experience Contractor's personnel	Max Points	Factor	Weighted score
10	4.1c	The Bidder assigns experienced, senior level staff to coordinate with the Commission for day to day coverage requests with excellent oral and written communication skills in the English language.	5	1	5
		Subtotal	5		5
		TOTAL - Technical Evaluation	55		90

EVALUATION METHOD:

1. Technical Evaluation:

The technical evaluation process will be done in two stages:

- 1) Stage 1: Technical proposals will first be evaluated against the mandatory requirements outlined in section 1 above, on a PASS/FAIL basis.
Compliance with all mandatory requirements is required in order to pass stage 1 of the technical evaluation and to be further considered for stage 2 of the evaluation process;
- 2) Stage 2: The technical proposals that have passed stage 1 of the technical evaluation process, will be evaluated against the weighted criteria set forth in the evaluation matrix above.
In order to pass this stage, bidders must obtain a minimum point of 33 and or minimum score of 54 and in accordance with the scoring table indicated below:

TABLE 2

Points	Scoring
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

The weight of the technical and financial components is **60% and 40% respectively**, subject to contractual acceptability.

The Contract will be awarded to the bidder who receives the highest combined score resulting from the technical and financial evaluations, **subject to contractual and commercial acceptability**.

Attachment 2 - Evaluation Criteria and Method

LOT 2 - Marine Cargo Insurance			
No.	Ref No. in TOR	1.QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL
		Requirements for the Contractor (PASS /FAIL)	PASS/FAIL
1	4.1a	The Bidder should be a reputable company with at least 15 years of professional international experience in the global insurance industry	PASS/FAIL
2	4.1b	The Bidder shall be of sound demonstrable financial means and capital adequacy provisions	PASS/FAIL
		Requirement for the Contractor's Personnel (PASS /FAIL)	PASS/FAIL
3	4.1d	All policy documentation shall be in English	PASS/FAIL

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

No.	Ref No. in TOR	2. TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Points		
		Quality of the Proposal	Max Points	Factor	Weighted score
1	Appendix 2 Section 1a i-iii	The Bidder's offer includes coverage for shipment of household goods and personal effects, meeting financial threshold requirements as per CTBTO policy	5	3	15
2	Appendix 2 Section 1b i-vi	The Bidder's offer include coverage for shipment of equipment (world wide locations) including in storage, transit and while in use.	5	3	15
3	Appendix 2 Section 1c i-ii	The Bidder's offer include coverage for hand held equipment	5	3	15
4	Appendix 2 Section 1d i	The Bedder's offer include coverage for cash and traveler checks	5	3	15
5	Appendix 2 Section 4	meeting requirements of risks and deductibles	5	3	15
		Subtotal	25		75
	Ref No. in TOR	Requirements for the Contractor	Max Points	Factor	Weighted score
6	4.1e	Experience with and references of major international organizations	5	2	10
		Subtotal	5		10
	Ref No. in TOR	Required Experience Contractor's personnel	Max Points	Factor	Weighted score
7	4.1c	The Bidder assigns experienced, senior level staff to coordinate with the Commission for day to day coverage requests with excellent oral and written communication skills in the English language.	5	1	5
		Subtotal	5		5
		TOTAL - Technical Evaluation	40		95

EVALUATION METHOD:

1. Technical Evaluation:

The technical evaluation process will be done in two stages:

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

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

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

In order to pass this stage, bidders must obtain a minimum point of 24 and or minimum score of 57 and in accordance with the scoring table indicated below:

TABLE 2

Points	Scoring
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

The weight of the technical and financial components is **60% and 40% respectively**, subject to contractual acceptability.

The Contract will be awarded to the bidder who receives the highest combined score resulting from the technical and financial evaluations, **subject to contractual and commercial acceptability**.

Attachment 2 - Evaluation Criteria and Method

LOT 3 - Content / Equipment

No.	Ref No. in TOR	1.QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL
		Requirements for the Contractor (PASS /FAIL)	PASS/FAIL
1	4.1a	The Bidder should be a reputable company with at least 15 years of professional international experience in the global insurance industry	PASS/FAIL
2	4.1b	The Bidder shall be of sound demonstrable financial means and capital adequacy provisions	PASS/FAIL
		Requirement for the Contractor's Personnel (PASS /FAIL)	PASS/FAIL
3	4.1d	All policy documentation shall be in English	PASS/FAIL

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

No.	Ref No. in TOR	2.TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Points		
		Quality of the Proposal	Max Points	Factor	Weighted score
1	Appendix 3 Section 1	The Bidder's offer covers the predefined risk locations as per TOR	5	3	15
2	Appendix 3 Section 2	The Bidder's offer include sufficient thresholds to cover existing asset values	5	3	15
3	Appendix 3 Section 3	The Bidder's offer covers the predefined risk scopes as per TOR	5	3	15
4	Appendix 3 Section 5a/5g/8a	The Bidder's offer include clause for automatic inclusion	5	3	15
5	Appendix 3 Section 5c	The Bidder's offer for claim conditions is based on replacement value	5	3	15
6	Appendix 3 Section 5f	The Bidder's offer include terms for equipment on loan	5	2	10
		Subtotal	30		85
	Ref No. in TOR	Requirements for the Contractor	Max Points	Factor	Weighted score
7	4.1e	Experience with and references of major international organizations	5	2	10
		Subtotal	5		10
	Ref No. in TOR	Required Experience Contractor's personnel	Max Points	Factor	Weighted score
8	4.1c	The Bidder assigns experienced, senior level staff to coordinate with the Commission for day to day coverage requests with excellent oral and written communication skills in the English language.	5	2	10
		Subtotal	5		10
		TOTAL - Technical Evaluation	45		115

EVALUATION METHOD:

1. Technical Evaluation:

The technical evaluation process will be done in two stages:

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

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

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

In order to pass this stage, bidders must obtain a minimum point of 27 and or minimum score of 69 and in accordance with the scoring table indicated below:

TABLE 2

Points	Scoring
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

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

subject to contractual acceptability.

The Contract will be awarded to the bidder who receives the highest combined score resulting from the technical and financial evaluations, **subject to contractual and commercial acceptability**.

Attachment 4

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

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

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

CRITICAL INFORMATION:

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

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

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

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

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

INSTRUCTIONS:

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

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

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

Creating the archives for submission

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

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

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

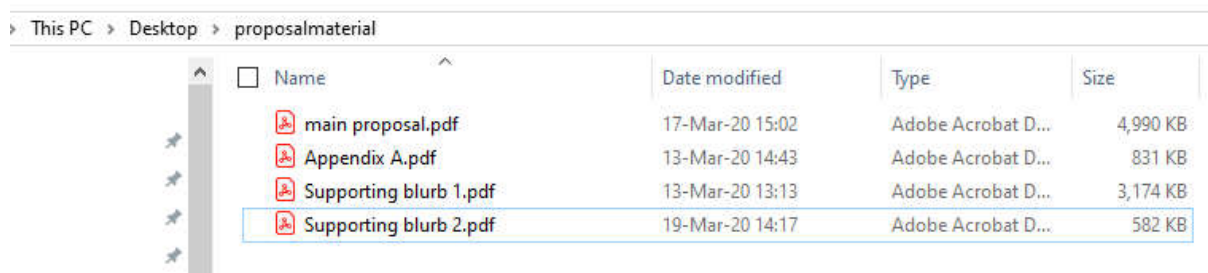


Figure 1 An example set of files to be submitted

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

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

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

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

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

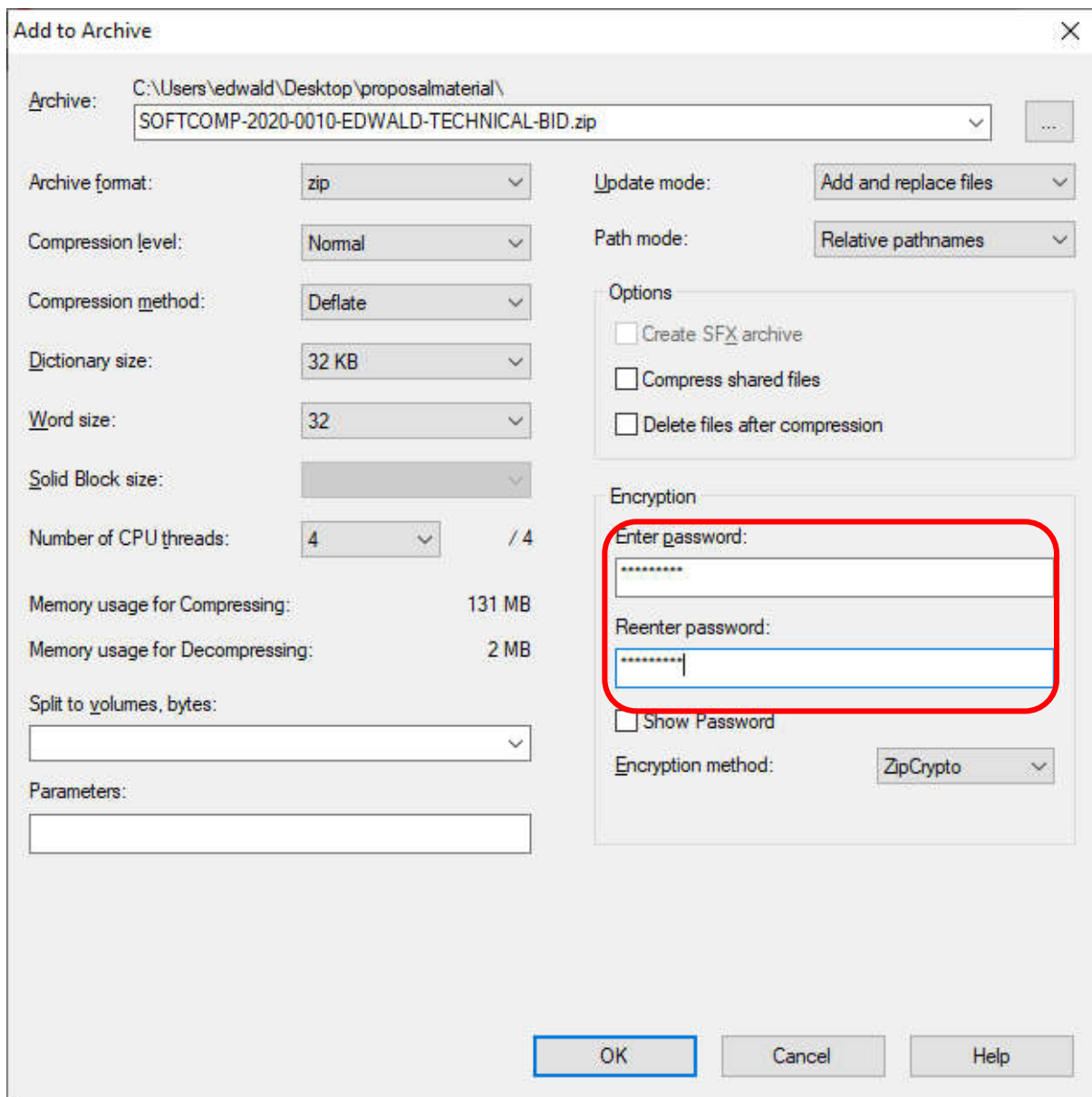


Figure 2 Creating an Archive

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

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

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



Figure 3 *SHA1*

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

Sidebar: How to open a CMD window in Windows:

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

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

Finally,

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

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

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

SEND THIS TO: bid_keys@ctbto.org

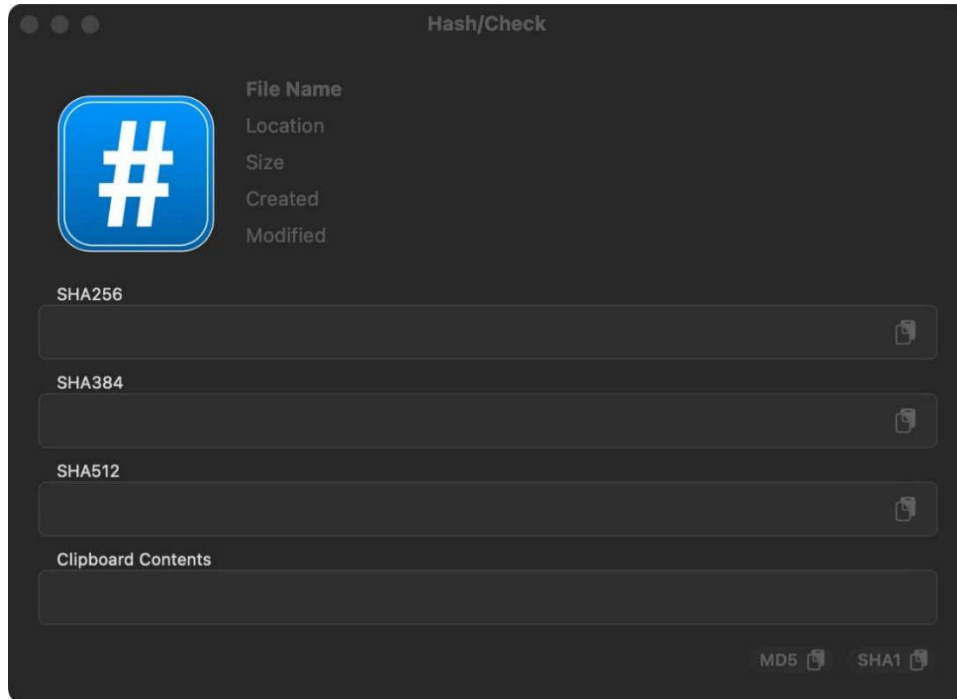
IMPORTANT NOTE: As stated above, only send the Encryption Key for the Technical Offer to the bid_keys@ctbto.org mailbox when sending your Technical and Financial Offer to the sealed_bids@ctbto.org mailbox. **You shall only send the Encryption Key for the Financial Offer to the Commission if and when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

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

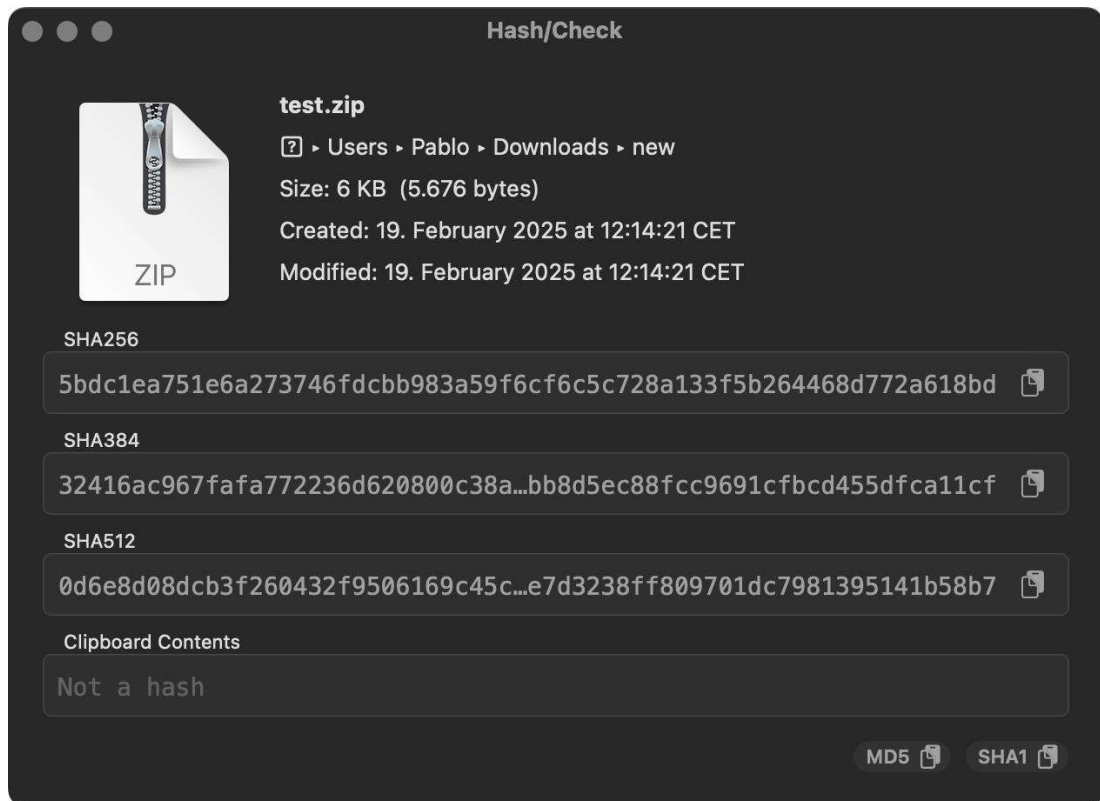
As mentioned above, should you have questions or difficulties, please send an e-mail to procurement@ctbto.org.

For MAC users:

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

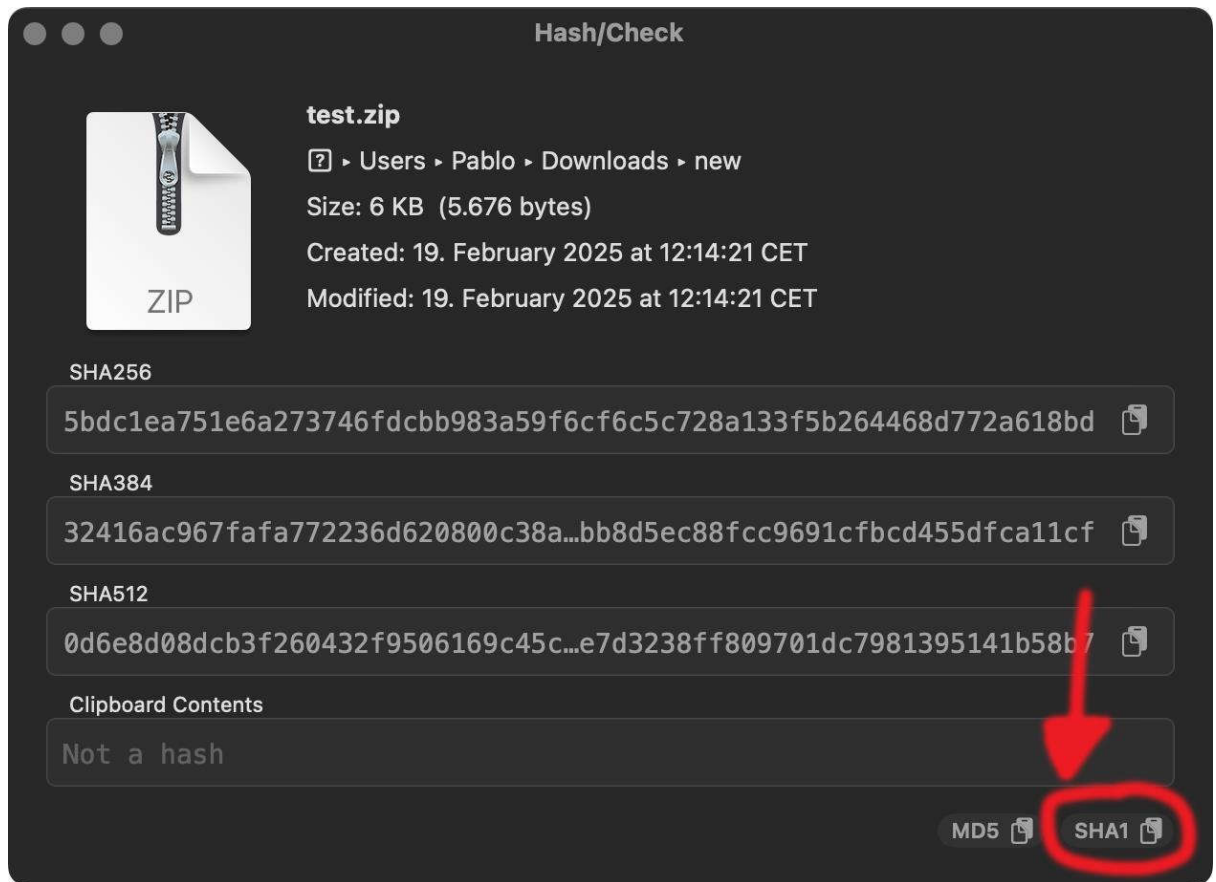


3. Please use your submitted technical and financial proposals

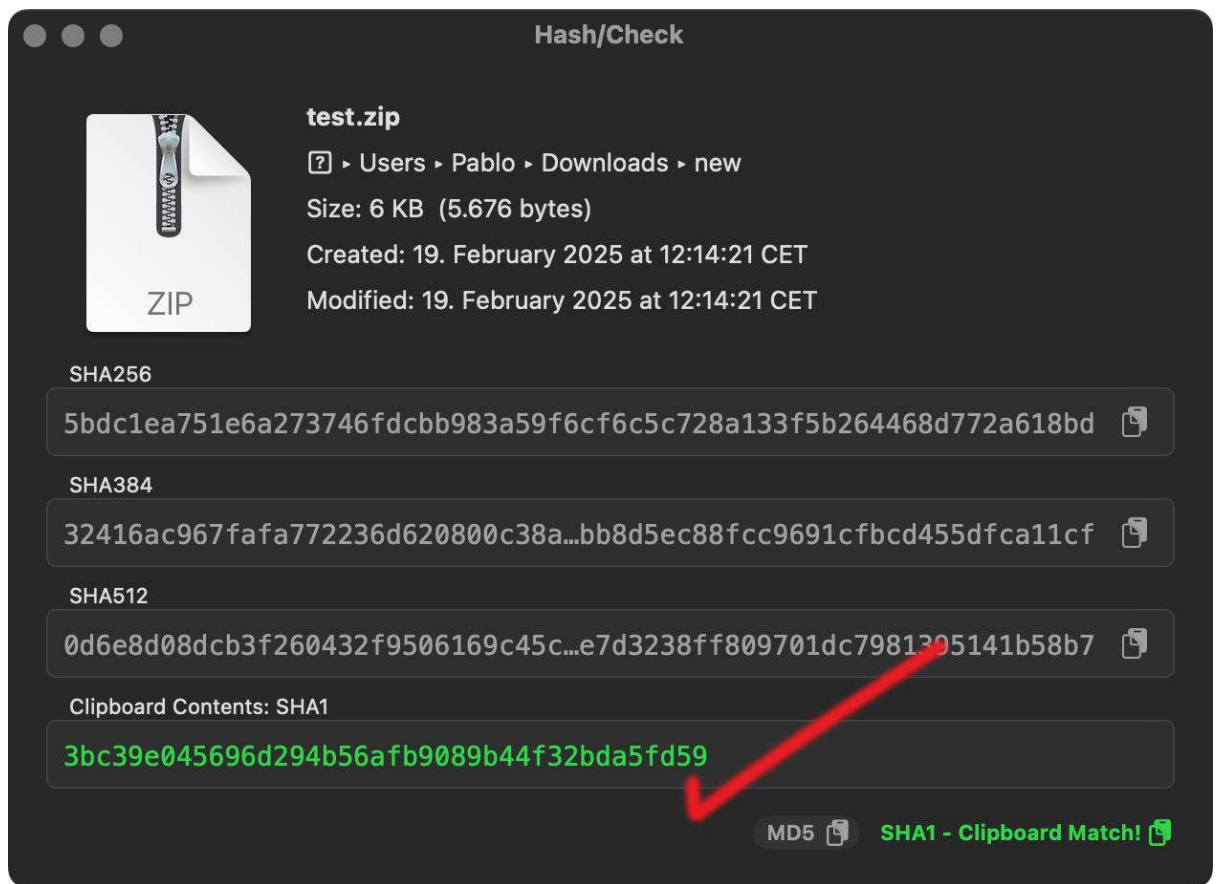


4. And it automatically creates several different hash values ... --- But the one we need SHA1 is not there ...

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



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



-----OR-----

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

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

Finally,

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

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

SEND THIS TO: bid_keys@ctbto.org

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

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

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

-----O-----

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)		
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)**		
Organization:	Value in US\$ Equivalent:	Year:
Organization:	Value in US\$ Equivalent:	Year:
16. Summary of any changes in your company's ownership during the last 5 years:		

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

** Please provide supplementary documentation on these items.

17. List of Products/Services/Work offered:

Product/Service/Work #	Product/Service/Work Description

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

Name: Title: Signature: Date:

Bank Details

Bank Name:

Bank Address:

Exact Account Holder Name:

Beneficiary Details

Beneficiary Name:

(exactly as stated on bank statements)

IBAN:

(if applicable)

Account number:

SWIFT/BIC:

ABA/Sort Code:

Additional Details (if applicable)

Correspondent bank:

Correspondent account number:

Correspondent SWIFT/BIC:

Tax Identification Number:

FOR CTBTO USE ONLY

Evaluated By: Initials Date:

Updated By: Initials Date:

Remarks:

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

STATEMENT OF CONFIRMATION

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

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

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

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

Name (print): _____

Signature: _____

Title/Position: _____

Place (City and Country): _____

Date: _____

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

Annex B

Terms of Reference

for

Commercial Risk Insurance Policy Coverages and Services

1. Background

1.1 Nature of Business

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (the Commission or CTBTO) is an international organization affiliated with the UN with its headquarters in Vienna; it is funded by member states across the world. The Commission is mandated by the UN with setting up the global verification system foreseen under the Comprehensive Nuclear-Test-Ban Treaty (CTBT), which is the international Treaty banning any nuclear weapon test explosion or any other nuclear explosions. The global verification regime includes a worldwide network of 337 stations, a communication system, an International Data Centre and On-Site Inspections to monitor global compliance. More details are available at: www.ctbto.org

1.2 Modalities of CTBTO

The Commission's overall personnel come to 372 as at December 2024 including fixed term, short term staff, international consultants, cost free experts, interns and temporary assistants. Since 1996 it is headquartered in the Vienna International Centre (VIC) in Vienna, Austria, home to several major UN organisations, where most of its staff live and work. It has a Technology Support and Training (TeST) Centre (of about 2400 sqm) for storing critical equipment and materials. This facility is located about 30 kms out of Vienna in Seibersdorf, Austria and within the premises of the government-affiliated Austrian Institute of Technology (AIT).

All staff (and non-staff including invitees to its official events) are covered by general medical health insurance and service incurred death, injury/illness, as well as an international emergency medical repatriation insurance service cover, and indirectly for travel insurance, while CTBTO's physical assets and member states' contributory equipment-in-kind (CiK) are protected by marine cargo, equipment and public liability insurance schemes.

This contract shall not include general medical health insurance or service incurred death, injury/illness of staff or non-staff and an international emergency medical repatriation insurance service. It will cover all other commercial risk-based insurances and insurance services.

2. Objectives

The Commission is currently seeking the services of highly qualified and suitably experienced vendors familiar with the needs of a technically oriented international organisation to bid for commercial risk insurance policies and emergency services, as specified below:

Appendix 1: Public Liability Insurance

Appendix 2: Marine Cargo Insurance

Appendix 3: Content/Equipment Insurance

The Commission reserves the right to award a contract for all or select insurance coverage to a single bidder or to separate bidders, whichever is in the best interest of the organisation's global activities..

Detailed Terms of Reference (TOR) for each segment of insurance coverage needed by the Commission are provided in the attached Annexes 1 to 3. In case of a single bidder bidding for more than one of the insurance policies, the bidder should clearly indicate the policies it is bidding for and the synergies (if any) to be delivered by such amalgamation. The Commission requests an all-risk policy consideration for each appropriate insurance policy coverage with a statement of the exclusions. All policy definitions and wording shall be relevant to the profile of a technically oriented non-profit international organisation (profile to be viewed at www.ctbto.org).

3. Scope of Bid

The Contractor shall provide insurance coverage as per each policy segment of the TOR mentioned under Section 2 above.

4. Requirements and Resources

4.1 Requirements for the Contractor and the Contractor's Personnel

- a. The Contractor shall be a reputable company with at least fifteen years of professional international experience in the global insurance industry and provide relevant coverage to diverse entities in government, corporate sectors and INGO/multilateral bodies. In particular, the Contractor and its staff shall have a sound knowledge of, and experience in, insurance needs of international multilateral organizations on an all-risk basis.
- b. The Contractor shall be of sound demonstrable financial means and capital adequacy provisions, capable of serving the insurance needs of a Vienna-based Commission with an international staff and daily global movement of staff or equipment.

- c. The Contractor shall assign only experienced, senior-level staff to coordinate with the Commission for day-to-day coverage requests with excellent oral and written communication skills in the English language.
- d. All policy documentation shall be in English.
- e. Contractor should have experience in providing major international organization with the same type of insurances being offered to the Commission and prove it with references.

4.2 Resources Provided by the Commission

The Commission will ensure staff availability for discussing and responding to enquires by electronic mail and/or by telephone or video conference.

5. Deliverables

- a. The policies should be “all-risks” based and specify clearly any exclusions to overall cover.
- b. All insurance policies herewith shall be provided for;
 - (i) an initial period of three (3) years, including two (2) optional extensions of one (1) year each to be exercised at the discretion of the Commission;
 - (ii) an initial period of two (2) years, including three (3) optional extensions of one (1) year each to be exercised at the discretion of the Commission; or
 - (iii) an initial period of one (1) year, including four (4) optional extensions of one (1) year each to be exercised at the discretion of the Commission.

The Commission reserves the right to select one of the contract period options above upon award.

- c. Claims handling: The Contractor is required to develop a standardized procedure across all lines of insurance for handling all claims to each provider; this will be agreed between each insurance provider and the Commission after award.
- d. Premium payment: Where possible the Contractor shall strive for as much standardisation of premium terms as possible, and endeavour to obtain from insurers premium terms which require payment no less than 30 days after inception of each insurance policy period.
- e. Each and every policy shall include a Privileges and Immunities Clause stating that, *“Nothing contained in, or relating to this insurance policy shall be deemed a waiver expressed or implied of any of the privileges and immunities of the United Nations and its subsidiary organs including but not limited to all participating Agencies”*.

6. Confidentiality

The Contractor shall treat all information and documentation provided to it under this Contract with the utmost confidentiality in accordance with Clause 12 of the General Conditions of Contract (Annex A).

7. Intellectual Property

The Commission shall retain all intellectual property rights in the documentation provided to the Contractor under this Contract. The Commission shall be entitled to all intellectual property in the documents and other materials that bear a direct relation to or are produced or collected under this Contract in accordance with Clause 16 of the General Conditions of Contract (Annex A).

All electronic and hard copy files that relate to or are produced under this Contract shall be made available to authorized Commission staff for the duration of the Contract and shall be transferred to the Commission at the conclusion of the Contract.

8. Additional information:

- Due to the nature of the business conducted by CTBTO and the network of its International Monitoring Stations, travel to any of risk category 5 countries (Afghanistan, North Korea, Haiti, Iraq and Syria) is highly unlikely.

List of Appendices:

Appendix 1: Public Liability Insurance

Appendix 2: Marine Cargo Insurance

Appendix 3: Content/Equipment Insurance

Appendix 1

Terms of Reference

For the Provision of Public Liability Insurance Coverage (Lot 1)

For period commencing from January 2026

1. Introduction

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the “Commission” or "CTBTO") requires public liability insurance, especially for its staff members, who represent the Commission in any capacity anywhere in the world. Of particular concern are occurrences causing third party bodily injury and property damage.

The Commission’s overall personnel are 372 (as of end of 2024). The number is broken down per service categories as follows:

	Professional	General Service	Total
Fixed Term Staff	214	98	312
Short Term Staff	9	0	9
Total Staff	233	99	332
Executive Secretary			1
Junior Professional Officers (JPOs)			2
Consultants			16
Cost Free Experts (CFEs)			2
Interns			14
Temporary Assistants			16
Fellowship holders			0
Total non-staff			51
Grand Total			372

2. Insurance Requirements

- a. The Commission requires insurance coverage of USD 5,000,000 for any one occurrence (the current per occurrence limit), and unlimited in the annual aggregate. Alternative limits of USD 10,000,000, and USD 20,000,000 should also be available.

- b. Coverage shall be on a world-wide basis, including a USA and Canadian Jurisdiction Memorandum Clause.
- c. It shall cover:
 - i. Occurrences causing third party bodily injury and property damage caused for any reason (except wilful misconduct) by all persons listed above (e.g. fixed term staff, short term staff and non-staff) for whom the Commission may be liable towards third parties.
 - ii. Every officer, member, employee or voluntary helper of the Commission's canteen, social, sports, training, medical, fire fighting or welfare organizations or facilities while acting in their respective official capacity.
 - iii. Occurrences causing third party bodily injury and property damage caused for any reason by CTBTO stations, facilities, on-site field exercises, equipment and/or civil works anywhere in the world.
 - iv. Training sessions and workshops – approximately 50 per annum.
- d. Financial Loss, i.e. coverage for third party pecuniary loss where there is no third party property damage, must be included.
- e. A senior point of contact shall be nominated by the Insurer to handle any request for information or claim coming from the Commission. A clear procedure for handling the claims shall be agreed with the Commission.
- f. The per occurrence deductibles sought are:
 - Injury – Nil
 - Property Damage – USD2,500
 - Financial Loss - 20% of the first USD150,000
- g. The selected broker must keep the Commission informed of market conditions, which could affect premium levels or the conditions of coverage, including a summary four (4) months before the expiration of the contract.
- h. Premium shall be paid on a yearly basis.
- i. Nothing in or relating to this contract shall be deemed a waiver, either express or implied, of any of the privileges and immunities of the Commission and its employees.
- j. A termination notice period of ninety (90) days by either party must be given in writing.

k. Please indicate the extent to which the following clauses can be included:

- Nuisance

- Legal Liability to pay compensation and claimants' costs and expenses in respect of accidental nuisance, trespass, obstruction or interference with any right of way, light, air or water.

- Overseas Personal Liability

The Business is extended to include personal activities (not connected with any gainful occupation or profession nor with the ownership or tenure of any land or building) of any partner, director or employee of the Insured or family member of such partner, director or employee, in the course of any journey or temporary visit to any other country made in connection with the Business.

For more information on the Commission, bidders are encouraged to access the organization's web-site at www.ctbto.org

Appendix 2
Terms of Reference
For the Provision of Marine Cargo Insurance Coverage (Lot 2)

For period commencing from January 2026

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the “Commission” or “PTS”) wishes to establish a new cargo insurance policy with an experienced organization or team of organizations (viz. insurer and broker) (hereinafter referred to as the “Insurer”, whether single insurer or team).

1. Categories of Cargo

- a. Internationally Recruited Staff Member’s Household Goods and Personal Effects (please see Attachment 1 for a copy of the Staff Regulations and Rules of the Commission detailing the entitlements. Staff with dependents have insurance allowance of \$130,000 for total shipped values; staff without dependents have \$80,000 allowance.):
 - i. While in transit or storage, worldwide
 - ii. Insurer is to administer and process all claims in co-operation with the staff member concerned.
 - iii. Insurer will report all claims to the Commission monthly.
- b. Equipment while at the risk of the Commission:
 - i. While in transit of the Commission’s equipment to/from, worldwide locations.
 - ii. Use of equipment (worldwide locations).
 - iii. While in storage (not in transit, worldwide locations).
 - iv. While being installed (worldwide locations).
 - v. Shipment of PTS Contractor’s equipment, the title of which is transferred to a third party upon delivery or at a later stage.
 - vi. Shipment of equipment on lease or loan.
 - vii. Service providers should assume risks for items already in transit as of Jan. 01, 2026
- c. Equipment in the possession of a Commission’s Employee or Representative:
 - i. The Commission’s equipment carried by hand or held by staff members, trainees, or other persons representing the PTS on duty travel.
 - ii. Privately owned equipment carried by hand or held by staff members, trainees or other persons representing the PTS on duty travel.
- d. Cash, traveler checks or other similar valuables in the possession of a person employed by the Commission
 - i. Cash in transit coverage as respect to shipments and hand carry of money, cash, traveler checks or other similar valuables

2. Financial Requirements

The insurer shall keep the Commission informed of market conditions which may affect premium levels or the conditions of coverage

- a. Premium conditions will be jointly reviewed before the end of the calendar year with possible modification in coverage and/or premiums applying from the start of the following year.
- b. Premium quotations must use existing deductibles (see point 4.d below). Alternative deductible will be considered.
- c. Premiums shall be paid in Euros or US dollars. Initial deposit payment will be made by 31 January, with final adjustment made by 31 January of subsequent year based on actual shipments and values. Variations on this schedule may be considered.

3. Claims

- a. A point of contact shall be nominated by the Insurer to handle any requests for information or claims coming from the Commission.
- b. A clear procedure for handling claims shall be agreed with the Commission.

4. Risk and deductibles

- a. The policy will cover all risks of loss or damage howsoever caused.
- b. The policy will provide for full replacement value of articles not repairable.
- c. The policy may exclude loss due to war or act of war.
- d. The deductible per loss shall be \$1,000 per incident, except for Installation Risk which has a \$2,000 deductible.

5. Exclusions

The Commission will commit to insure only goods specifically declared by the Commission. Coverage is not extended automatically to any other shipment, unless specified by the Commission.

6. Additional Clauses sought from CTBTO's Staff Rules and Regulations

Civil Authority Clause

“Notwithstanding anything contained in this policy, it is understood and agreed that property which is insured under this policy is also covered against the risk of damage or destruction by civil authority during a conflagration or for the purpose of retarding the same; provided that neither such conflagration nor such damage or destruction is caused or contributed to by War or Strikes, Riots and Civil Commotion (SRCC) perils elsewhere excluded herein”

Detainment or Inspection by Government Authorities

“This policy is extended to include claims for physical loss or damage to the subject matter arising from detainment, confiscation, quarantine or inspection by a government authority, where arising by reason of an event beyond the control of the Assured. Insurer's liability is not to exceed the insured value of the subject matter so lost or damaged”.

Sea/Air Worthiness Admitted Clause

“The seaworthiness of the vessel or craft and the fitness of the vessel, craft, conveyance, life van/container or aircraft for the safe carriage of the subject matter is admitted as between the Assured and the Company. In the event of loss, the Assured's rights of recovery hereunder shall not be prejudiced by the fact that the loss may have been attributable to the wrongful act or misconduct of the ship-owners, or their servants, committed without the privity of the Assured.

Willful Misconduct Clause

“Coverage hereunder shall not be prejudiced for any act of willful misconduct other than if conducted by or acting under the direct orders of the Senior Management (deemed to be line manager or head of department with responsibility for the activity where the misconduct has been identified) of the Assured”.

Appendix 3
Terms of Reference
For the Provision of Equipment Insurance Coverage (Lot 3)
For Period commencing from January 2026

1- Risk Locations:

CTBTO Headquarters Vienna International Centre Wagramerstrasse 5 A-1400 Vienna Austria	CTBTO TeST Centre Austria Institute of Technology A-2444 Seibersdorf Austria
--	---

2-Equipment Value:

Risk Locations	Equipment Value:
Vienna International Centre (VIC)	20,002,958
Technology Support and Training Centre (TeST Centre),	19,323,661
Total: (as of year end 2024)	39,326,619

3-Risks to be insured:

Main Coverage: “All Risk Insurance” covering equipment and property at the two risk locations against the following risks

- (a) Fire
- (b) Explosion
- (c) Impact of manned aircraft
- (d) Direct lightning
- (e) Water/liquid damage by way of flooding, leaks by tap and central heating system water
- (f) Terrorist acts
- (g) Theft

4-Security Measures at Risks Locations:

The premium should reflect favorably the following measures taken by the Commission to safeguard its equipment and property:

4.1-Vienna International Centre (VIC)

- 24 hour United Nations Security Patrols at the VIC and exit spot-checks.
- Equipment within the IDC, Operations Centre and IMS areas have fire detection and suppression systems installed as well as a security access system, including Webcam.
- The Commission's offices are located at the VIC from the 5th floor of the "E" Building upwards, as well as "D" building 7th and 10th floors and "C" building 2nd floor, at the time of writing. The Commission's staff utilize VIC garage space for car parking and there are six (6) CTBTO official vehicles at the VIC garage.
- Due to air-conditioning throughout the building, opening of windows in the conventional sense is not possible.
- Inventory control measures include the bar-coding of equipment, annual physical inventory conducted, property pass system and an official Property Survey Panel consisting of senior management which presides over equipment issues.
- Awareness of property-related security and accountability issues throughout the Commission is high.

4.2-Technology Support and Training Centre (TeST Centre), CTBTO's Equipment Storage and Maintenance Facility located at the Austrian Institute of Technology (AIT) Campus, 2444 Seibersdorf, Austria.

- Round the clock complex supervision at the TeST Centre with controlled access/exit (gate access cards);
- Remote control entry and exit gate for vehicle access;
- All external entrance/exit doors are securely locked;
- Smoke detection system installed;
- Security access system installed;
- Basic remote access video surveillance;
- Inventory control measures include the barcoding of equipment, annual physical inventory conducted, property pass system and an official Property Survey Panel consisting of senior management which presides over equipment issues;
- Awareness of property-related security and accountability issues throughout the Commission is high.

⌋Detailed inventory of equipment is provided in Attachment 1.

The equipment listed is stationed at the Commission's Headquarters International Data Centre and the Operations Centre, as well as the TeST Centre, where fire detection and suppression systems, as well as security access systems, have already been installed.

5 Inclusions

- (a) The insurance should cover for the existing assets. The Insurer must be flexible to include future equipment acquisitions into its coverage.
- (b) Unless otherwise agreed, the Commission shall provide the Insurer with an up-to-date list of the equipment to be covered by the insurance policy on an annual basis during quarter 1 for the previous financial year,
- (c) Insurance shall be for "Replacement Value" of the Commission's property.
- (d) The cost proposal shall include several levels (options) of deductibles.
- (e) The cost proposal should include coverage for break-up, fire-extinguishing costs and waste disposal (environment friendly). The Insurer shall clearly list all conditions/perils covered.
- (f) Occasionally, the Commission is provided with equipment temporarily on loan from manufacturers/suppliers for testing purposes. The Insurer is requested to confirm coverage of these items, temporarily located at the Commission's premises or leased warehouse, under the policy. The Commission shall inform the Insurer of such items prior to installation.
- (g) Coverage should be automatic for any additions or temporary equipment, subject to the Commission advising insurers of any additions within thirty (30) days.

6 Exclusions

- (a) The Commission shall not commit to insure its entire inventory. Only goods declared by the Commission to the Insurer shall be insured.
- (b) The risk should not include the coverage of data loss.
- (c) The Insurer shall clearly identify in good time any items of equipment not covered by the policy.
- (d) The Insurer shall clearly identify in clear, simple and relevant terms perils or/conditions where coverage is not provided.

7 Claims

- (a) A senior point-of-contact shall be nominated by the Insurer to handle any request for information or claim coming from the Commission.
- (b) A procedure for handling claims, identifying all necessary documentation to be submitted with the claim, shall be agreed with the Commission.

- (c) Insurers should note that all inventoried items are held in the Asset Management System in currency USD (\$). Reimbursements shall be made in currency EURO or US Dollars at the prevailing UN foreign exchange rate or market rates, as mutually agreed, and into the Commission's relevant bank account.

8

Financial Requirements

- (a) The Insurer shall offer policy coverage that contains an automatic-held covered clause to provide ongoing coverage of equipment being added to inventory which needs insurance coverage as instructed by the Commission. Any accumulation limit should be specified. The policy should be an all-risks insurance with limited exclusions that are clearly specified.
- (b) The Insurer shall keep the Commission informed of market conditions which affect premium levels or the conditions of coverage.
- (c) Premium conditions should be revised every year before the end of each calendar year with the aim to obtain the best results with respect to the market situation for similar coverage. The Insurer must inform the Commission, in writing, of the revisions.
- (d) Premium conditions shall be jointly reviewed before the end of each calendar year. Possible modifications in the coverage/premium shall apply starting from the following year, upon the approval of the Commission.
- (e) Insurance premium quotations shall be made taking into account a reasonable deductible in line with industry standards.
- (f) Premiums shall be paid in Euros or US dollars. Initial deposit payment will be made by 31 January, with final adjustment made by 31 January of subsequent year based on actual Equipment values. Variations on this schedule may be considered.