


## INVITATION TO BID

---

THIS IS NOT AN ORDER

**To:** ALL BIDDERS

Vienna, 1400  
Austria

**CTBTO Ref. No.:** 2025-0165/Rahman   
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

**Attn.:**

Phone:  
Fax:  
Email:

**Date:** 10 Oct 25

**Title of Request:** Replacement of VPN Tokens for the Preparatory Commission for the  
Comprehensive Nuclear-Test-Ban Treaty Organization

**Deadline for Submission:** 31 Oct 25

**Vienna Local Time:** 17:00

---

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

<b>Item</b>	<b>Description and Requirements</b>	<b>Quantity</b>	<b>U/M</b>
1	Supply and Delivery of VPN Token 2026	1	Lot

When preparing your bid, please follow the attached instructions. You are kindly requested to complete and return the acknowledgement form by e-mail as soon as possible. If you have any questions you should contact the e-mail address indicated above. We look forward to receiving your bid.

Yours sincerely,



Nodira Alimdjanova  
OiC, Procurement Services Section

### ACKNOWLEDGEMENT FORM

<b>Solicitation No:</b> 2025-0165 <b>Title:</b> Replacement of VPN Tokens for the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization	<b>Closing Date:</b> 31 Oct 25 <b>Vienna Local Time:</b> 17:00
--	---

**Procurement Staff:** Fazal Rahman

**CTBTO Req. No.:** 0010028077

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

<b>A: We shall submit our bid</b>	
By: _____ <div style="text-align: center;">(date)</div>	Company Name: _____ Contact Name: _____ Email/Tel: _____

<b>B: We may submit and will advise</b>	
By: _____ <div style="text-align: center;">(date)</div>	Company Name: _____ Contact Name: _____ Email/Tel: _____

<b>C: We will not submit a bid for the following reason(s)</b>	
<div style="margin-bottom: 10px;"> <input type="checkbox"/> our current workload does not permit us to take on additional work at this time;         </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> we do not have the required expertise for this specific project;         </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> insufficient time to prepare a proper submission;         </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> other (please specify) _____         </div>	
Company Name: _____ Contact Name: _____ Email/Tel: _____	

## INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF BIDS

### 1. General

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

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

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

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

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

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

### 2. Documents included in this Invitation to Bid (ITB)

This ITB consists of the following documents:

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

### 3. Amendment of the ITB Documents

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

#### 4. Language of the Bid

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

#### 5. Format and Submission of the Bid

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

- (a) The Bid shall be submitted electronically in two separate pdf files:

one containing a Financial Bid and  
one containing a Technical Bid,

to [procurement@CTBTO.ORG](mailto:procurement@CTBTO.ORG)

The subject of the email shall contain the following:

***NAME OF THE PROJECT: Replacement of VPN Tokens***  
***CTBTO REFERENCE No.: 2025-0165/RAHMAN***

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

#### 6. Request for Clarifications and Contacting the Commission

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

E-mail: [procurement@ctbto.org](mailto:procurement@ctbto.org)  
Subject: Request for Clarifications re ITB No. 2025-0165/RAHMAN

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

Except in the case of responding to an ITB clarification, no bidder shall contact the Commission on any matter relating to the Bid after its submission and until the award of the

Purchase Order. Any attempt to influence the Commission in its evaluation of the Bid or the award decision may result in rejection of the Bid.

## **7. Eligible Goods and Services**

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

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

The Commission intends to conclude a firm fixed price based on the Commission's Purchase Order. The terms and conditions of payment are as follows:

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

- (1) Invoice showing the firm fixed price of the Purchase Order. The Supplier shall submit the invoice electronically, from the Supplier's official e-mail address in PDF format to [Payable\\_Invoices@ctbto.org](mailto:Payable_Invoices@ctbto.org), duly signed and stamped by the Supplier and submitted to the Commission's email address specified in the Purchase Order. Each invoice shall contain the Purchase Order number (CTBTO and SAP numbers), detailed banking instructions, including the name and address of the Supplier's bank, account number, account holder's name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer;
- (2) Air Way Bill and Packing List (if applicable);
- (3) Delivery Note acknowledged by VIC Receiving Area staff, showing all the items delivered;
- (4) Certificate of Origin (original) or equivalent;
- (5) Acknowledgement Copy of the Purchase Order with the Supplier's signature;
- (6) Documentation supporting any incurred delivery cost (if applicable); and
- (7) Any other relevant documents.

## **9. Content of the Bid**

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

The Bid shall be composed of the following separate parts:

I. **Technical Bid**; and

II. **Financial Bid**;

providing, but not limited to, the following information:

## **PART I: TECHNICAL BID**

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

### **1. Personnel**

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

### **2. Documents Establishing the Eligibility and Qualifications of the Bidder**

(i) The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor. In order to award a contract to a Bidder, its qualifications must be documented to the Commission's satisfaction. These include, but are not limited to the following:

(a) That, in the case of a Bidder offering to supply goods under the Purchase Order which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;

(b) That the Bidder has the financial, technical, and production capability necessary to perform the Purchase Order.

(ii) Expertise of the Firm/Organization: This section shall provide details regarding the experience of the organization and a list of the projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the ITB.

(iii) In complying with this section, the Bidder assures and confirms to the Commission that the personnel being nominated are available to fulfil the demands of the Purchase Order during its stated full term.

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

The attached Bidder's Statement, Statement of Confirmation and Vendor Profile Form shall be duly filled-in, signed and submitted together with the Bid

### **4. Specifications**

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

The Bid shall also provide any other relevant issue which the bidder would like to bring to the attention of the Commission whether or not having cost implications. This shall include details of warranties/manufacturer's guaranties in respect to any Equipment item.

## **5. Manufacturer's Part Number**

The Bid shall include the Manufacturer's Part Number for each Good required by the Commission under this ITB.

## **6. Sub-Contractors**

The Bid shall include names, legal status, address and qualifications of subcontractor(s), if any, involved in the Project and the scope of the subcontracted services. The bidder shall provide a statement that its organization shall be fully responsible for the performance of sub-contractors. All sub-contractors shall be legally established in one of the CTBT states signatories (the list is available on the CTBTO website at [www.ctbto.org](http://www.ctbto.org) under [Status of Signatures and Ratifications | CTBTO](#).)

## **7. Insurance**

Insurance to be included in the Bid must be for All Risk, covering 110% of the cost of the equipment proposed, and from the date/place of the shipment to the date/place the delivery is completed. The insurance shall be in the name of the supplier and the Commission. You are requested to confirm that you will provide this insurance coverage.

## **8. Delivery Schedule**

Delivery time shall be indicated in weeks after receipt of an order and shall be firm during the validity of the Bid.

## **PART II: FINANCIAL BID**

- i. The Bid shall include the costs of the equipment/goods, packing and handling, insurance, transportation and freight, customs clearance (if applicable) and local delivery to [Vienna, Austria to the office of CTBTO]. The delivery terms shall be DAP (Delivered At Place; Incoterms 2020) door-to-door to CTBTO, Wagramerstraße 5, Vienna, Austria.
- ii. The Bidder is required to prepare the Price Schedule using the Price Schedule Form attached to these Instructions for Preparation and Submission of Bids. In presenting the cost for each item, adequate justification and calculation must be included in the cost. All individual costs shall be stated in [EURO] or [US Dollars] and be computed to constitute the total Contract Price.
- iii. In principle the Commission is exempt from taxes. Since the arrangement under which such exemption is respected varies from country-to-country, the selected bidder will be informed by the Commission whether tax exemption will occur at source or whether taxes paid by the selected bidder will be reimbursed by the Commission upon submission of the original supporting documentation.

*(1) For Austrian companies*

The price quoted shall be net of Taxes. All applicable Taxes payable by the selected bidder at the conclusion or implementation of the Contract in respect of the

goods/services shall be quoted separately or be separately identified on the Bid together with information on the nature of the tax and its method of calculation.

*(2) For European Union (EU) Companies [FOR PURCHASE FROM EU COUNTRIES]*

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

*(3) For Non-EU Companies (FOR PURCHASE FROM NON-EU OR NON-EUROPE COUNTRIES)*

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

- iv. Note that clear and detailed explanations would enable us to evaluate the Bid promptly and proceed with fewer requests for clarifications/justifications in a later stage. This is also a factor influencing the decision for Purchase Order award.

## **10. Completeness and Correctness of the Bid**

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

## **11. Evaluation of the Bid**

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



- (d) To assist in the examination, evaluation and comparison of bids, the Commission may, at its discretion, request any Bidder to clarify its Bid. The Commission's request for clarification and the Bidder's response shall be in writing.
- (e) The Commission may split the award of the Contract and award more than one Purchase Order as and if applicable, and as specified in this ITB documents.

**12. Correction of Errors**

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

**13. Validity of the Bid**

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

**14. Negotiations of the Bid and Award**

The Commission reserves the right to request clarifications on the Bid and to enter into negotiations regarding technical or commercial aspects of the Bid before awarding the Purchase Order under this ITB. If and when the Bid, including any amendment resulting from such negotiations, is fully agreed, the Commission will notify the bidder in writing.

**15. Modification and Withdrawal of Bid**

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

**16. The Commission's Right to Reject the Bid**

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

**17. Right to Vary Requirements at the Time of Award**

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

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

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

**19. Proprietary Information**

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

**20. Use of former Preparatory Commission for the CTBTO (“Commission”) employees in the preparation of Bids**

A Bidder must not, in the absence of prior written approval from the Commission, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process if the person:

- a. At any time during the 12 months immediately preceding the date of issue of the Solicitation was an official, agent, servant or employee of, or otherwise engaged by the Commission;
- b. At any time during the 24 months immediately preceding the date of issue of the Solicitation was an employee of the Commission personally engaged, directly or indirectly, in the definition of the requirements, project or activity to which the Solicitation relates.

<b>BIDDER'S STATEMENT</b> <b>PLEASE FILL THIS FORM &amp; SUBMIT WITH THE BID</b>	
Delivery Time:	
Shipping weight (kg) and Volume (m <sup>3</sup> ) – if applicable:	
List of recommended consumables and spares including prices and details on local availability, if applicable (please tick): <input type="checkbox"/> For one year period <input type="checkbox"/> For a period of .....	
Warranty period applicable (it shall be for a <b>minimum of 24 months</b> , starting from the acceptance of the goods/services by the Commission) – please tick below:  <input type="checkbox"/> For a two year period <input type="checkbox"/> For a period of .....	
Availability of local service in Vienna, Austria (if any/if applicable):	
State country of origin or assembly of all items quoted:	
Quantity discount and early payment discount (if any):	
Include documentary evidence of qualifications to perform the order, which shall establish to the Commission's satisfaction that the bidder has the financial, technical and production capability necessary to perform the order in its entirety and to provide spare parts and other necessary on-going services as required.  Included in this Bid : <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	
<b>Confirmation that the bidder has reviewed the Commission's General Conditions of Contract (if attached), and agreed to all terms and conditions.</b> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	
<b>Remarks:</b>  	
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). <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Not applicable</b> <input type="checkbox"/>	
<b>Remarks:</b>  	
<b>Name:</b>  	
<b>Name &amp; Title of Contact Person:</b>  	
<b>Signature &amp; date:</b>  	

### Price Schedule Form

The Bidder is encouraged to prepare the Price Schedule using the form below or equivalent. The Price Schedule must provide a detailed cost breakdown of all goods and related services to be provided, from unit price to total prices.

#### A. Cost Breakdown per Item:

Item	Description	Quantity	Unit Price EUR/USD	Total Price EUR/USD
Subtotal Price in EUR/USD (DAP, excluding VAT)				
VAT/GST/Sales Tax (If applicable)				
Grand Total Price in EUR/USD (DAP, including VAT)				

# Annex B

## Technical Specifications

### Replacement of VPN tokens for the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization

---

## 1. Contents

1. Introduction .....	3
2. Background Information .....	3
2.1. Scope of the Work .....	3
3. Deliverables.....	3
4. Contractor's Qualifications .....	4

## **1. Introduction**

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

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

## **2. Background Information**

The Commission provides secure access to its internal resources for its staff and partners using two factor authentication based on RSA technology. The current tokens will expire in June 2026 and need to be replaced in advance to provide continued access.

### **2.1. Scope of the Work**

These Terms of Reference (ToR) describe the technical requirements for the supply and delivery of replacement VPN hardware and software tokens for the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as “the Commission”).

## **3. Deliverables**

The Contractor shall:

Supply and delivery of 1000 RSA SecurID SID700 hardware tokens and 200 SecureID Software tokens.

Validity of the Token 5-years.

Delivery – DAP (Incoterms 2020) door to door, at the Vienna International Centre (VIC), Wagramerstraße 5, Vienna, Austria

Delivery date: Latest by 15<sup>th</sup> February 2026.

#### **4. Contractor's Qualifications**

The contractor must be an authorized reseller or a certified partner of RSA to ensure the authenticity and legitimacy of the products and services provided.



Attachment No. 1 Technical Evaluation Matrix Table		
VPN Token		
No	Technical Evaluation Criteria based on TOR	PASS/FAIL
1	1000 x SecurID 700-6-60-24-5 RSA Hardware tokens is offered as specified in the Technical Specificaion under Section 3 "Deliverables" of Annex B	PASS/FAIL
2	Delivery date: by the latest 15 Feb 2026	PASS/FAIL
3	Authorized reseller or a certified partner of RSA to ensure the authenticity and legitimacy of the products and services provided under Section 4 of Annex B - poof to be provided	PASS/FAIL

## STATEMENT OF CONFIRMATION

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

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

---

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

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

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

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

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

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

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

---

<sup>1</sup> <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: <span style="float: right;">Title:</span>		
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)**  <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span>Organization:</span> <span>Value in US\$ Equivalent:</span> <span>Year:</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Organization:</span> <span>Value in US\$ Equivalent:</span> <span>Year:</span> </div>		
16. Summary of any changes in your company's ownership during the last 5 years:		

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

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

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

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

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

**Additional Details** (if applicable)  
  
 Correspondent bank:  
  
 Correspondent account number:  
  
 Correspondent SWIFT/BIC:  
  
 Tax Identification Number:

<b>FOR CTBTO USE ONLY</b>		
Evaluated By:	Initials	Date:
Updated By:	Initials	Date:
Remarks:		

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