CTBTO PREPARATORY COMMISSION | preparatory commission for the comprehensive nuclear-test-ban treaty organization

REQUEST FOR PROPOSAL

To: ALL BIDDERS

CTBTO Ref. No.: **2025-0149/SANZ**
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

Date: ***13 October 2025***

Subject: IFE: Design and development of tools to support the generation of inspection team reports

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 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,

Selma Bukvic
Senior Procurement Officer, Unit Head
Procurement Services Section

CTBTO PREPARATORY COMMISSION | preparatory commission for the comprehensive nuclear-test-ban treaty organization

ACKNOWLEDGEMENT FORM

Solicitation No: 2025-0149 ***Title:*** IFE: Design and development of tools to support the generation of inspection team reports	***Closing Date:*** *31* Oct 25 ***Vienna Local Time:*** 17:00

Procurement Staff: Eileen Sanz ***CTBTO Req. No.:*** 0010027817

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

Company Name: _____

By: _____ Contact Name: _____
(date)

Email/Tel: _____

B: We may submit and will advise

Company Name: _____

By: _____ Contact Name: _____
(date)

Email/Tel: _____

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

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

Company Name: _____

Contact Name: _____

Email/Tel: _____

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF PROPOSALS

1. General

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

This Request for Proposal (RFP) is for the provision of services namely, ***Design and development of tools to support the generation of inspection team reports*** as described in the attached Terms of Reference.

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

2. Documents included in this RFP

This RFP consists of the following documents:

(a) Letter of Invitation
(b) These Instructions for Preparation and Submission of Proposals and its attachments:
- Attachment 1: Minimum Content of the Technical Proposal and Technical Compliance Matrix
- Attachment 2: Evaluation Criteria and Method
- Attachment 3: Price Schedule Form

(c) Statement of Confirmation
(d) Vendor Profile Form
(a) The Commission's Model Contract and its Annexes A – B;
- The Commission's General Conditions of Contract (Annex A) incorporated herein by reference Microsoft Word - CTBTO General Conditions of Contract_08-10-2021_final clean.docx
- Terms of Reference (Annex B)

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

3. Amendment of RFP Documents

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

4. Language of the Proposal

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

5. Format and Submission of the Proposal

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

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

No pricing/financial information shall be included in the Technical Section of the Bid. Note however that a complete list of the items being offered (without the prices) shall be included in the Technical Section of the Bid.

(b) The Proposal shall be submitted to **procurement@ctbto.org**. The subject of the email shall contain the following:
RFP 2025-0149/SANZ - IFE Design and development of tools to support the generation of inspection team reports.

6. Closing Date and Time

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

7. Request for Clarifications and Contacting the Commission

The Commission will issue clarifications, if required. Bidders are requested to e-mail any questions pertaining to this RFP as soon as possible after receipt of the solicitation documents, but in any case no later than 5 business days prior to the Closing Date. No requests for clarifications will be entertained after this time. Questions will only be accepted via e-mail and should be sent to:

E-mail: **procurement@ctbto.org**
Subject: RFP No. 2025- 0149/SANZ - Request for Clarifications

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

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

8. Eligible Goods and Services

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

9. Type of Contract and Payment

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

Within 30 days of receipt and acceptance of the Services and of the following documents:

(1) Invoice(s) showing the price of the Services. The Supplier shall submit the invoice(s) electronically, from the Supplier's official e-mail address in PDF format, duly signed and stamped by the Supplier and submitted to the Commission's email addressed 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) Acknowledgement Copy of the Purchase Order with the Supplier's signature;
(3) The Supplier's certificate, counter-signed by the Consignee/end-user, confirming the successful delivery of the Services; and
(4) Any other relevant documents.

10. Preparation of the Proposal

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

The Proposal shall be composed of the following separate parts:

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

providing, but not limited to, the following information:

PART I: TECHNICAL PROPOSAL

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

The Proposal shall contain, at the minimum:

(i) The information required in **Attachment 1, Part I (Minimum Content of the Technical Proposal)**; and

(ii) The complete **Attachment 1, Part II "Technical Compliance Matrix"**, which shall be submitted it as part of the Technical Proposal.

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

Bidder's Statement, Statement of Confirmation and Vendor Profile Form
The attached Bidder's Statement, Statement of Confirmation and Vendor Profile Form shall be duly filled-in, signed and submitted as part of the Technical Proposal.

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

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

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

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

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

PART II: FINANCIAL PROPOSAL

Please complete Attachment 2 "Price Schedule Form". You are required to define the Unit Prices in EURO or US Dollars, exclusive of taxes.

(i) In presenting the cost for each item, adequate justification and calculation must be included in the cost Proposal. All individual costs shall be stated in EURO or US Dollars and be computed to constitute the total Contract Price. Note that clear and detailed explanations would enable us to evaluate the Proposal promptly and proceed with fewer requests for clarifications/justifications in a later stage. This is also a factor influencing the decision for Contract award.

(ii) In principle the Commission is exempt from taxes. Since the arrangement under which such exemption is respected varies from country to country, the selected bidder will be informed by the Commission whether tax exemption will occur at source or whether taxes paid by the selected bidder will be reimbursed by the Commission upon submission of the original supporting documentation.

(1) For Austrian companies

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

quoted separately or be separately identified on the Proposal together with information on the nature of the tax and its method of calculation.

(2) For European Union (EU) Companies

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

(3) For Non-EU Companies

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

11. Completeness and Correctness of the Proposal

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

12. Validity of the Proposal

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

13. Correction of Errors

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

14. Evaluation of the Proposal

(a) The Commission will conduct the evaluation based on the criteria and method specified in Attachment 2 “Evaluation Criteria and Method”.

(b) The Commission, based on the evaluation criteria and method given in Attachment 2, will determine the Proposal(s) that “most effectively satisfies the technical and operational requirements set out in the solicitation documents”, subject to contractual and commercial compliance.

(c) The Commission reserves the right, as it deems appropriate, to award to a single bidder, to award to multiple bidders in any combination or not to award to any of the bidders as a result of this RFP.

15. Negotiations of the Proposal

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

16. Modification and Withdrawal of the Proposal

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

17. The Commission's Right to Reject the Proposal

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

18. Costs of preparation and submission of the Proposal

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

19. Proprietary Information

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

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

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

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

BIDDER'S STATEMENT
PLEASE STATE BELOW & SUBMIT WITH PROPOSAL

Delivery Time: N/A

Shipping weight (kg) and Volume (m^3) – if applicable: N/A

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

☐ For one-year period ☐ For a period of …….N/A

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

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

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

State country of origin or assembly of all items quoted: N/A

Quantity discount and early payment discount (if any):

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

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

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

Yes ☐ **No** ☐

Remarks:

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

Yes ☐ No ☐ Not applicable ☐

Remarks:

Name:

Name & Title of Contact Person:

Signature & date:

ATTACHMENT 1-
MINIMUM CONTENT OF TECHNICAL PROPOSAL AND TECHNICAL COMPLIANCE MATRIX

RFP 2025-0149/SANZ IFE Design and development of tools to support the generation of inspection team reports.

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

Part II of this document must be completed and returned as part of the Technical Proposal.

Part I - Minimum Content of the Technical Proposal

Item	Minimum content
1. Executive Summary	
	Provide an overview of the proposal
2. Experience, Resources and Project Management	
Corporate Profile and Values of the Contractor	• Brief background of the company, mission/vision, ownership, size, location, number of personnel by type profile, etc. • Company business structure and its authority to execute all Work under the PO. • If a consortium, provide a clear explanation of the business relationship between the members and governance for the execution of this project • In case the Bidder requires the services of subcontractors, the Proposal shall include: a) Relationship of the Bidder's business to any subcontractor(s) that will be used. b) Names, addresses, legal status, and qualifications of major sub-contractor(s) proposed by your organization. c) The scope of work and nature of subcontracting.
Corporate Experience	The Proposal should detail the Bidder's experience in executing services of similar scope and complexity. Valid requested certificates should be included in the proposal.
Requirements for the Contractor and personnel	The Proposal should address and describe all requirements spelled out under Section 5 of the Terms of Reference (ToR). At least 2 CVs of the proposed personnel shall be provided.
3. Meeting the Requirements	
Understanding of the ToR scope	Describe your understanding of the services that are to be provided under this ToR, detailing key assumptions that impact the Technical Proposal.

Item	Minimum content
Technical Requirements	Provide technical specifications for the proposed tools.
4. Contractor's key staff	
	Provide written confirmation that the Bidder understands and agrees to take responsibility for obtaining any Visa and/or work permits, which may be required to perform the Service under the Contract. The CTBTO does not sponsor work permits for contractors.

Part II - Compliance Matrix – Please return duly filled-in together with the Technical Proposal

Ref No. of ToR	Requirements *A section-by-section response to each section of the Terms of Reference is included in the Proposal*	Compliance		Indicate the section in your Proposal and ensure that it is sufficiently described in the Proposal
		Yes	**No**	
3	**Tasks and deliverables**			
3.1	Adjustments to existing interfaces and database -as specified in the TOR			
3.2	New interfaces -as specified in the TOR.			
3.3	Preview content and document output -as specified in the TOR.			
3.4	Display of SZ Status -as specified in the TOR.			
3.5	Development of 3.X Missions Not Completed -as specified in the TOR.			
3.6	Development of Search Zone Summary Report -as specified in the TOR.			
3.7	Development of Search Zone Overview as specified in the TOR.			

Ref No. of ToR	Requirements *A section-by-section response to each section of the Terms of Reference is included in the Proposal*	Compliance		Indicate the section in your Proposal and ensure that it is sufficiently described in the Proposal
		Yes	**No**	
3.8	Development of Attachments -as specified in the TOR.			
3.9	Development of the compilation of the Full Report -as specified in the TOR.			
3.10	Template with the official document header and footer -as specified in the TOR.			
4	**Organisation of the work**			
4.2	The Contractor shall ensure that one (1) member of the development team shall be present at the CTBTO TeST Centre for two (2) days for the testing and completion of the Acceptance Protocol.			
5	**Contractor Requirements**			
5.1	The Contractor shall: 1. Be a company established for at least four (4) years, 2. Have a minimum of four (4) years of using a formal project management methodology, 3. Have a minimum of four (4) years of experience in providing software development services using an Agile methodology, preferably Scrum, 4. Have a minimum of four (4) years of experience developing software solutions for multiple secure air-gapped environments 5. Propose at least three (3) staff who, together, meet the requirements in the Team Roster as described in Section 5.2, 6. Have a minimum of three (3) years of experience working with a modern issue tracking and ticket management systems, for example Jira,			

Ref No. of ToR	Requirements *A section-by-section response to each section of the Terms of Reference is included in the Proposal*	Compliance		Indicate the section in your Proposal and ensure that it is sufficiently described in the Proposal
		Yes	**No**	
	7. Provide written assurance that all reports, documentation, and communication (written and oral) supplied to the Commission shall be in English and submitted in an electronic form, 8. Provide a warranty period of two (2) or more years after the completion of the user acceptance testing, 9. Provide documented evidence, in the form of a plan, that the Contractor shall be able to adjust the working hours of its relevant staff (e.g., project manager and lead developers), assigned to a Software Team, to overlap at least two hours with the Commission's working hours (9 am to 5 pm CET), on the Commission's request. The Contractor shall identify key staff, including programmers, which shall be assigned to the project.			
5.2	Staff The team excluding project manager shall not exceed three (3) in number and collectively shall satisfy the following requirements: • Minimum 2 years of web technologies, including HTML, CSS templating technologies such as Bootstrap • Minimum 2 years of web scripting languages and related libraries including: JavaScript, Typescript, Angular • Minimum 2 years of server/backend technologies including Java Spring, JHipster, RESTful APIs • Minimum 2 years of working with PostgreSQL databases (v9.X) including PostGIS			

Ref No. of ToR	Requirements *A section-by-section response to each section of the Terms of Reference is included in the Proposal*	Compliance		Indicate the section in your Proposal and ensure that it is sufficiently described in the Proposal
		Yes	**No**	
	• Minimum 2 years of working with and writing BASH scripts • Minimum 2 years of working with Geoserver and Leaflet • 7. Minimum 2 years of document generation using Jasper Reports/similar to generate Word and PDF documents. Evidence of compliance shall include examples of the reports. • Minimum 2 years of working with Docker • Proven experience of 100% offline use of applications and offline data transfer including hash checks between multiple environments in simultaneous operation • Minimum 2 years of interacting with data relevant to OSI including still photographs and either radionuclide or geophysical surveys. • Minimum 2 years of developing code to enable diagram captioning and numbering in a browser-based environment • Minimum 2 years of developing software reporting tools in the context of an international treaty.			
6	**Reporting**			
	Meetings and reporting shall be in line with SCRUM project management methodology. Sprint reviews shall take place at the premises of the Commission			
7	**Intellectual Property**			
	The source code delivered for each deliverable shall belong to the Commission.			
8	**Warranty**			

Ref No. of ToR	Requirements *A section-by-section response to each section of the Terms of Reference is included in the Proposal*	Compliance		Indicate the section in your Proposal and ensure that it is sufficiently described in the Proposal
		Yes	**No**	
	Terms and conditions of post-warranty support and bug fixes shall be available and clearly specified.			
10	**Quality of the Proposal**			
	The Contractor shall propose a suitable way to approach the Services and complete deliverables			
12	**Risk Management**			
12.1	The Contractor shall provide a thorough risk assessment plan at the project's commencement to identify potential risks that could impact the successful execution of the outlined implementation activities in this Terms of Reference (ToR).			

Attachment 2
Evaluation Criteria and Method
RFP-2025-0149 Design and development of tools to support the generation of inspection team reports

Ref No. in TOR	1.QUALIFICATION REQUIREMENTS	PASS /FAIL
5.1.	**Requirements for the Contractor**	
1	Be a company established for at least four (4) years,	PASS/FAIL
2	Have a minimum of four (4) years of using a formal project management methodology,	PASS/FAIL
3	Have a minimum of four (4) years of experience in providing software development services using an Agile methodology, preferably Scrum,	PASS/FAIL
4	Have a minimum of four (4) years of experience developing software solutions for multiple secure air-gapped environments	PASS/FAIL
5	Propose at least three (3) staff who, together, meet the requirements in the Team Roster as described in Section 5.2,	PASS/FAIL
6	Have a minimum of three (3) years of experience working with a modern issue tracking and ticket management systems, for example Jira,	PASS/FAIL
7	Provide written assurance that all reports, documentation, and communication (written and oral) supplied to the Commission shall be in English and submitted in an electronic form,	PASS/FAIL
8	Provide a warranty period of two (2) or more years after the completion of the user acceptance testing,	PASS/FAIL
9	Provide documented evidence, in the form of a plan, that the Contractor shall be able to adjust the working hours of its relevant staff (e.g., project manager and lead developers), assigned to a Software Team, to overlap at least two hours with the Commission's working hours (9 am to 5 pm CET), on the Commission's request.	PASS/FAIL
5.2	**Staff shall not exceed three (3) in number and collectively shall satisfy the following requirements:**	
1	A minimum of two (2) years *of web technologies, including HTML, CSS templating technologies such as Bootstrap	PASS/FAIL
2	A minimum of two (2) years * of web scripting languages and related libraries including: JavaScript, Typescript, Angular	PASS/FAIL
3	A minimum of two (2) years * of server/backend technologies including Java Spring, JHipster, RESTful APIs	PASS/FAIL
4	A minimum of two (2) years * of working with PostgreSQL databases (v9.X) including PostGIS	PASS/FAIL
5	A minimum of two (2) years * of working with and writing BASH scripts	PASS/FAIL
6	A minimum of two (2) years * of working with Geoserver and Leaflet	PASS/FAIL
7	A minimum of two (2) years * of document generation using Jasper Reports/similar to generate Word and PDF documents. Evidence of compliance shall include examples of the reports.	PASS/FAIL
8	Minimum 2 years of working with Docker	PASS/FAIL
10	A minimum of two (2) years * of interacting with data relevant to OSI including still photographs and either radionuclide or geophysical surveys.	PASS/FAIL
11	A minimum of two (2) years * of developing code to enable diagram captioning and numbering in a browser-based environment .	PASS/FAIL
12	A minimum of two (2) years of developing software reporting tools in the context of an international treaty.	PASS/FAIL
4.2	**Completion and acceptance**	
4.2	The Contractor shall ensure that one (1) member of the development team shall be present at the CTBTO TeST Centre for two (2) days for the testing and completion of the Acceptance Protocol.	PASS/FAIL

*As a minimum of two (2) years of professional experience demonstrated by named projects and an individual's role in each project.

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

Ref No. in TOR	2.TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Points		
		Max Points	**Factor**	**Weighted score**
Overall	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity in Proposal	5	3	15
02-Mar	Understanding of the scope of work and the responsibilities of the Contractor	5	3	15
	Subtotal	***10***		***30***
3	**Tasks and deliverables**	**Max Points**	**Factor**	**Weighted score**
3.3	Review content and document output	5	2	10
3.8	Development of Attachments	5	2	10
3.9	Development of the compilation of the Full Report	5	3	15
5	**Contractor requirements**			
5.2.9	100% offline use of applications and offline data transfer including hash checks between multiple environments in simultaneous operation	5	3	15
8	**Warranty**			
8	Post warranty support	5	3	15

	Subtotal	***25***		***65***
8	**Risk Management**	**Max Points**	**Factor**	**Weighted score**
8	Risk management approach of the bidder addressing Section 8 of the ToR	*5*	*1*	*5*
	Subtotal	***5***		***5***
	TOTAL - Technical Evaluation	**40**		**100**

*'A minimum of two (2) years of professional experience demonstrated by named projects and an individual's role in each project.

1. Technical Evaluation:

The technical evaluation process will be done in two stages:

1) Stage 1: Technical proposals will first be evaluated against the mandatory requirements outlined in section 1 above, on a PASS/FAIL basis.
Compliance with all mandatory requirements is required in order to pass stage 1 of the technical evaluation and to be further considered for stage 2
2) Stage 2: The technical proposals that have passed stage 1 of the technical evaluation process, will be evaluated against the weighted criteria set forth in the evaluation matrix above in accordance with Table 2 below
In order to pass this stage, bidders must obtain a minimum acceptable Weighted score of at least **60** and in accordance with the scoring table indicated below:

TABLE 2

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

2. Financial and commercial evaluation

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

X= Max Available Points * Y/Z

Legend:
X= points to be assigned to the offer being evaluated
Y= price of the lowest priced, technically compliant offer
Z= price of the offer being evaluated

3. Selection

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

Attachment 3 Price Schedule

RFP 2025-0149 IFE Design and development of tools to support the generation of inspection team reports.

Ref. TOR	Service Description	Unit	Fixed One -Time Cost (EUR /USD)
3.1	Adjustments to existing interfaces and database	One-off lump sum	
3.1.1	Tags for inspection tags	One-off lump sum	
3.2	New interfaces	One-off lump sum	
3.3	Preview content and document output	One-off lump sum	
3.4	Display of SZ Status	One-off lump sum	
3.5	Development of 3.X Missions Not Completed	One-off lump sum	
3.6	Development of Search Zone Summary Report	One-off lump sum	
3.7	Development of Search Zone Overview	One-off lump sum	
3.8	Development of Attachments	One-off lump sum	
3.9	Development of the compilation of the Full Report	One-off lump sum	
3.10	Template with the official document header and footer	One-off lump sum	
	Travel		
4.2	Travel (2 days) for 1 person to CTBTO TeST centre Seibersdorf (fixed cost)	Days	
	Any other items (please specify)		
Total Price in EUR or USD (excluding taxes)**			

Notes:

1) Please complete all columns. The Price Schedule must provide a detailed cost breakdown of all goods and related services to be provided, from unit price to total prices.

2) The rates indicated in the Price List shall be firm and fixed throughout the term of the Contract.

3) Rates shall be free of tax. If tax is applicable please indicate it in a separate line.

4) With reference to the Section 4.2. of the ToR, the cost of the travel of the Contractor's specialist to the identified location(s) at the CTBTO TeST Centre at Seibersdorf, Austria, shall be based on the most economical and direct route. Daily subsistence allowance (DSA) shall be calculated in accordance with the United Nations' effective daily subsistence allowance rate (https://icsc.un.org/Home/DailySubsistence).

ANNEX B

Terms of Reference

Design and development of tools to support the generation of inspection team reports

1 BACKGROUND

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the "Commission") operates a global verification regime to monitor compliance with the Comprehensive Nuclear-Test-Ban Treaty. It provides timely data, assessments and other products and services to Signatory States of the Treaty. Further information on CTBTO can be found at https://www.ctbto.org/

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

Inspection Team Reports are critical in the communication of providing factual findings in a logical chronology of the inspection activities. These reports are obligatory to be reported to the Executive Council (EC) for decisions to request to continue the inspection, request to extend the inspection, request to drill, and request to terminate the inspection.

OSI activities operate in a self-sufficient field Information and Communication Technology (ICT) environments, known as the Geospatial Information Management system for OSI (GIMO) platform, that captures all aspects of the Inspection Team Functionality (ITF) and provides a basis for the full data management cycle of data collection, analysis, processing and reporting.

The Commission outlines here the Terms of Reference (TOR) that the Contractor shall use as a basis for the design and development of tools to support the production of inspection team reports (hereinafter referred to as the 'Services').

2 SCOPE

The Contractor shall design and develop tools to facilitate the generation of inspection team reports. The inspection team reports that are in scope of this TOR are the Progress Inspection Report (PIR) and the Preliminary Findings Document (PFD). These two documents are very similar to each other and are critical to providing information to the Executive Council (EC) for decision milestones mentioned above. There are six (6) GIMO air-gapped environments that manage the data between the field: Receiving Area (RA) and office: Working Area (WA), along with the security classification (Protected and Highly Protected), *inter alia*, two additional environments that are not relevant to the TOR. The inspection team reports are only required in the Working Area Protected (WA-P) environment. But because all flavours of GIMO are developed from the same code base, the Contractor must keep in mind that the visibility of this functionality is only available in the WA-P environment. The supporting databases in all environments shall be the same but shall be empty due to the functionality that shall not be available in those environments.

The PIR and PFD are very similar documents, yet the PFD has 2 additional attachments. For the TOR, both the PIR and PFD are required to be implemented, but the TOR will focus mainly on the PFD.

The technology used for GIMO relevant to this project are:

- Docker, Angular, JavaScript

- Linux folder container exposed as network folder using Samba
- Active Directory
- Microsoft Word format, PDF
- VM Ware, Virtual Desktop Infrastructure
- Mapping capabilities in Leaflet JavaScript

3 TASKS AND DELIVERABLES

3.1 Adjustments to existing interfaces and database

The database shall be modified to account for the new reporting capability that is required for this TOR. The Contractor shall:

- Add tables to the database for tracking the report sections based on the interfaces and functionality,
- Add a dropdown for the tags in new incoming/outgoing document,

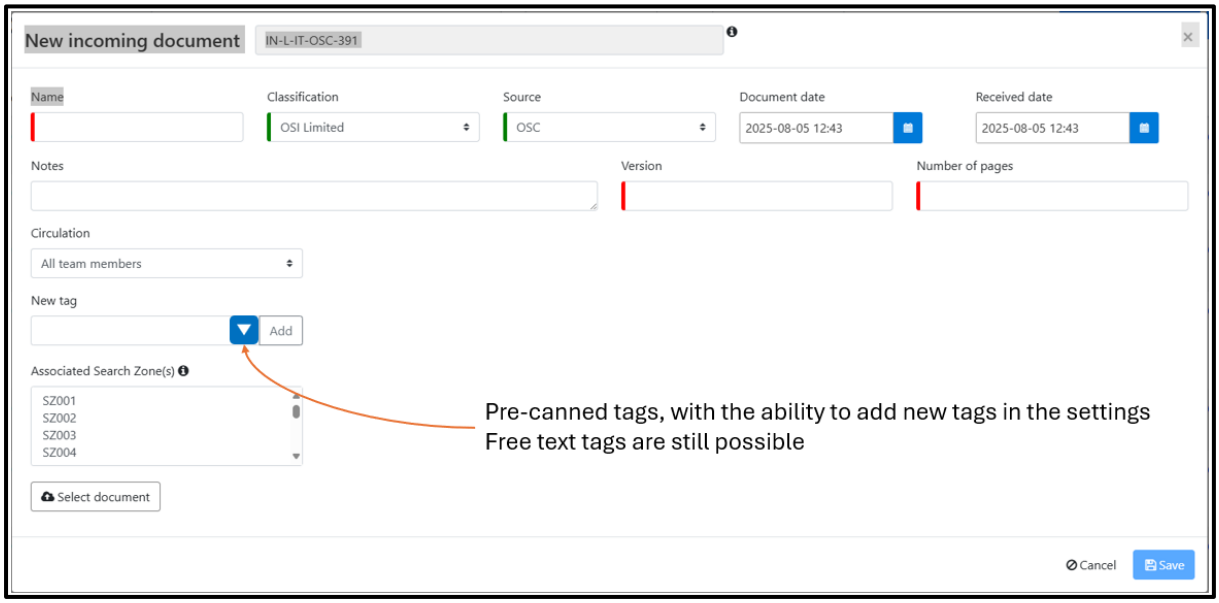

Figure 1. Modifications to Inspection Documents Incoming/Outgoing Window

- Add Locations tab as part of the SZSR interface:
    - Display the area and centroid of the Search Zone, and any overlapping Search Zones,
    - A text area for writing the following:
        - To insert a map overview of the search zone,
        - Include an empty table of locations with entry point as the first row with three columns: Location, Area/Coordinates/Centroid, Remark,

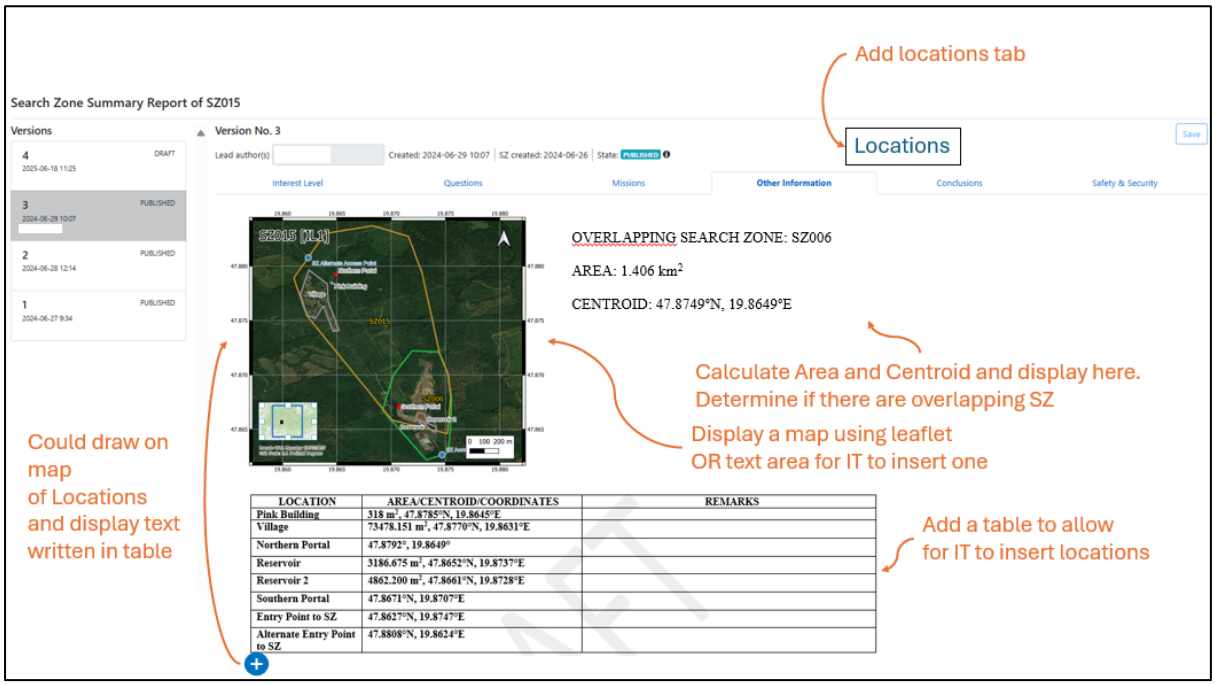

Figure 2. Locations tab for Search Zone Summary Report display in GIMO

- Add Integrated Data Register tab:
  - Move the Table from Conclusions to this tab,
  - Or move to Other Information tab
- Filter out the Daily Summary Update (DSU) documents,

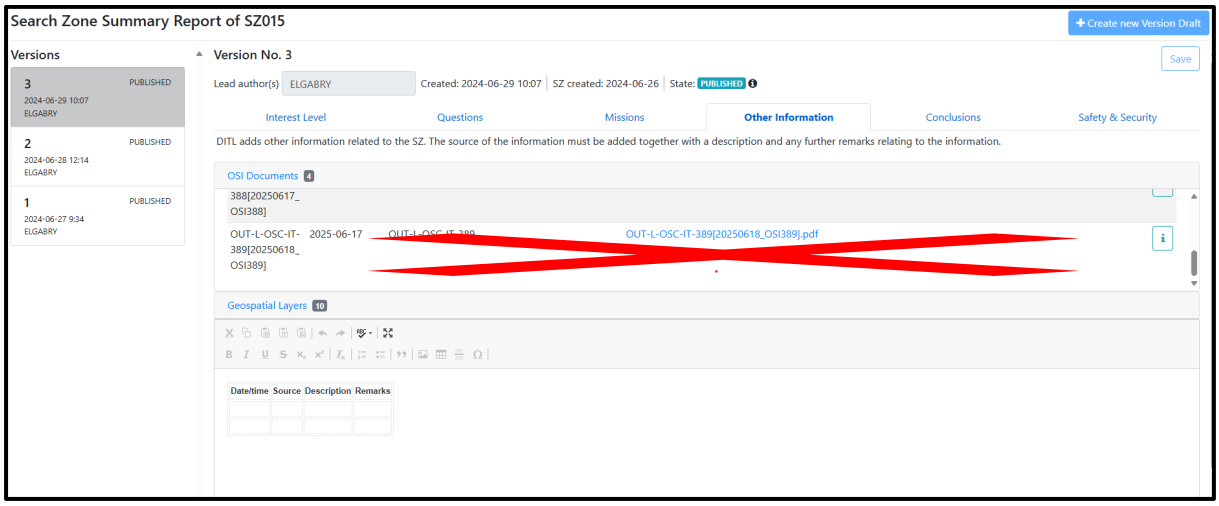

Figure 3. DSU to be removed from OSI Documents list in SZSR

- The SZSR must include the LABs FTR and Safety & Security,

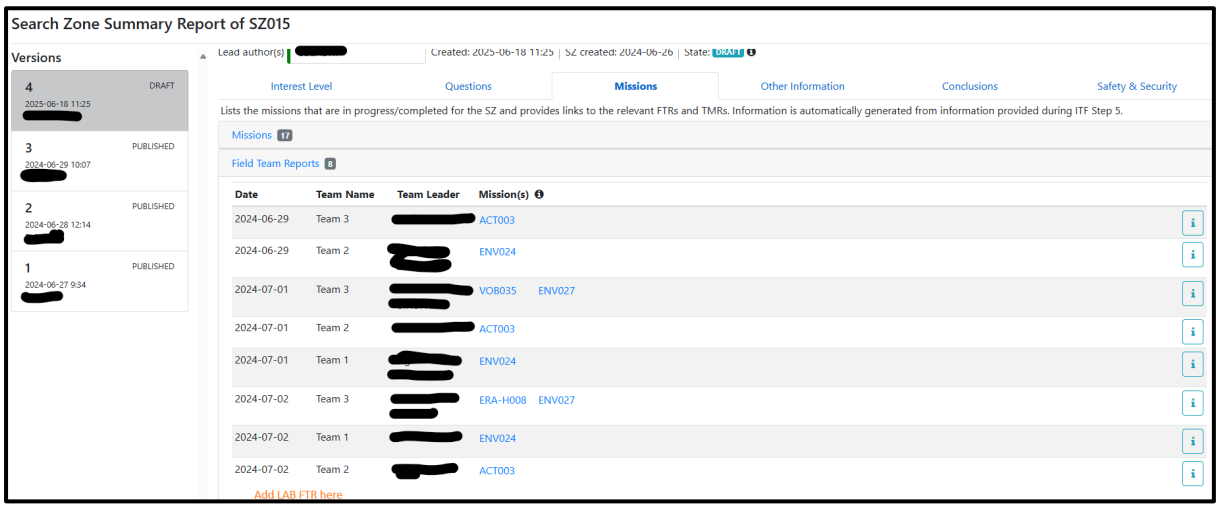

Figure 4. Lab FTR included in SZSR

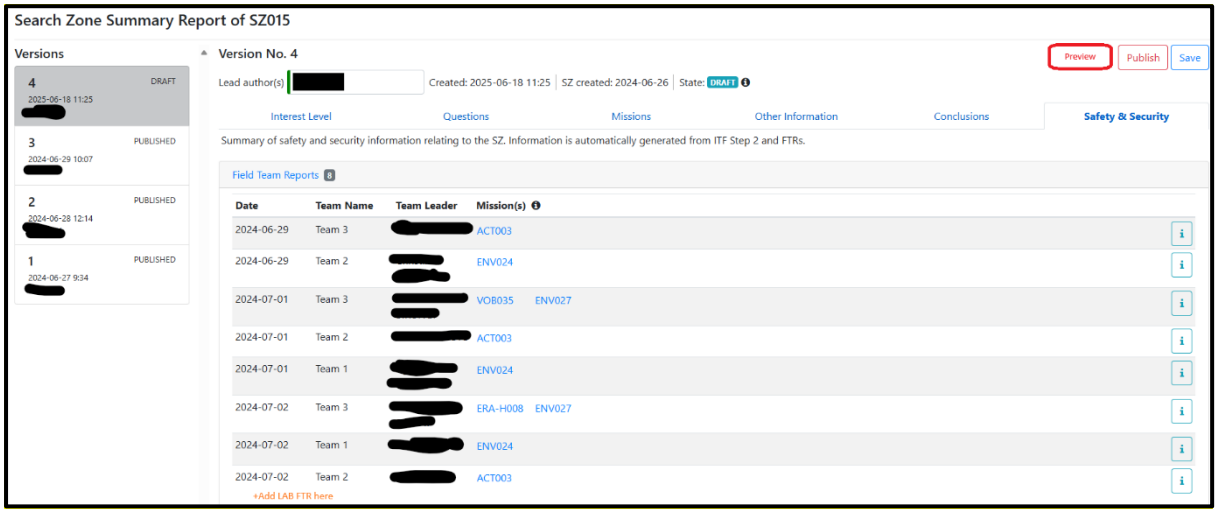

Figure 5. Lab FTR included in SZSR Safety & Security and Preview button

- Lab FTR linked to LAB mission in Daily Plan

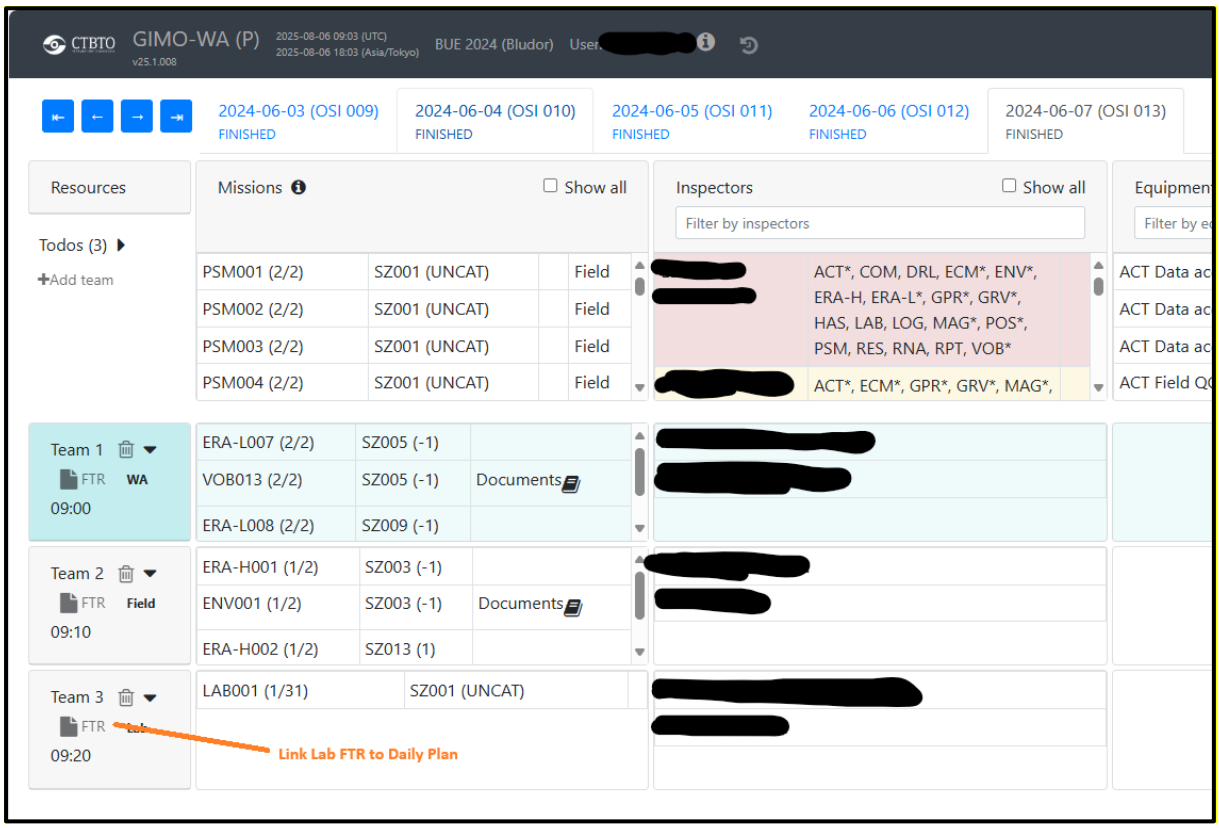

Figure 6. Lab FTR to be linked to Daily Plan LAB mission

- Lab FTR added to FTRs in Dashboard

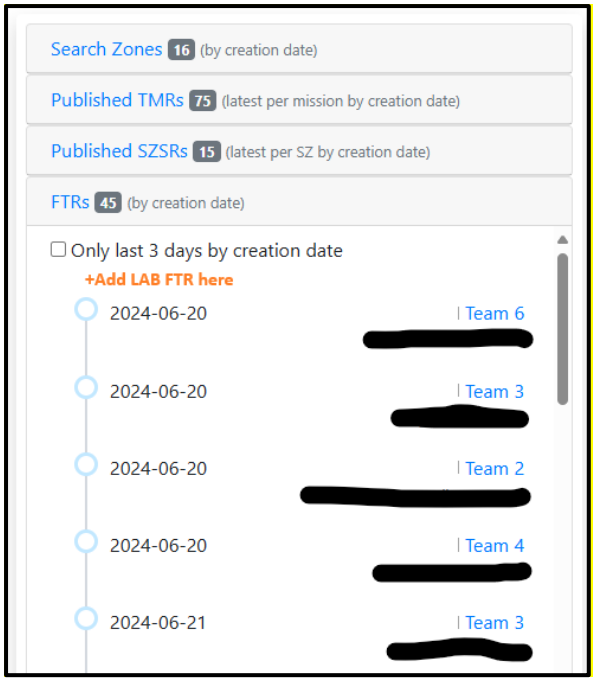

Figure 7. Lab FTR included in FTR list in Dashboard

- Fix the Spell Checker in GIMO for all dialogs that use the Spell Checker

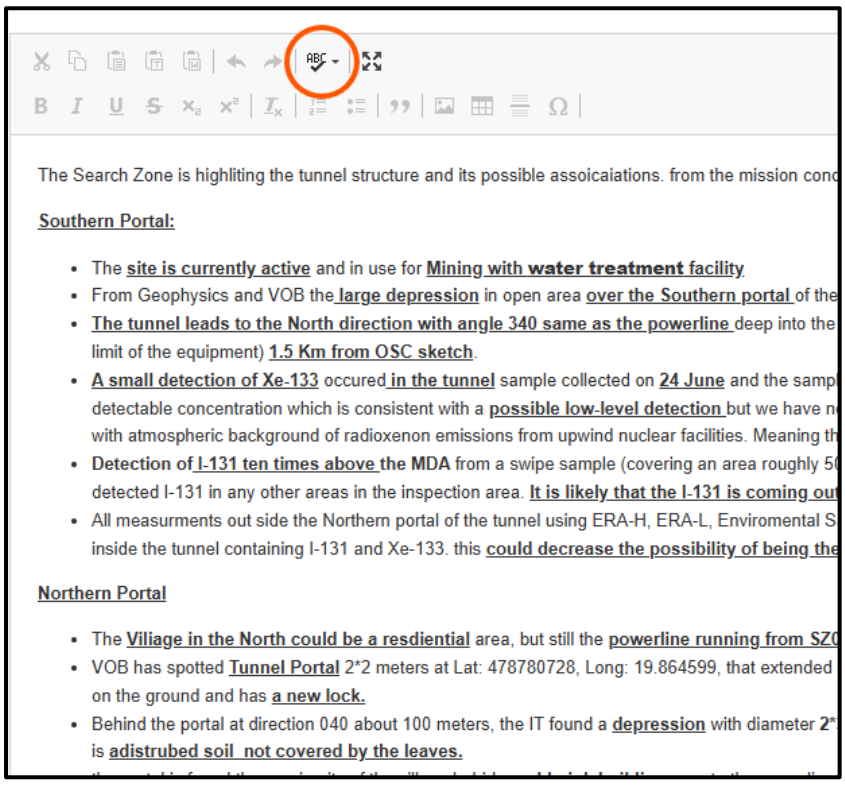

Figure 8. Spell Checker does not work in air-gapped environment

3.1.1 Tags for inspection tags

The current application has free text entry for tags associated with pdf documents uploaded in the 'inspection documents' module. Free text option shall remain a part of the functionality but users shall also be available to select from a list of hard coded tags.

The Contractor shall amend the current inspection documents module by:

- Setting up ~20 tags, with the possibility of the 'Admin Officer' to make changes and add new preset tags. These preset tags are set with each new database state for GIMO. The initial preset tags shall be used to extract
- Implementing a tool to allow the 'Admin Officer' to add tags that then appear in the list of available tags

3.2 New interfaces

The GIMO interface already has a menu for reporting and new menu items shall be added separately for the PIR and PFD. A separate folder shall be added for each report, namely PIR and PFD.

At the beginning where GIMO WA-P PFD reporting has not been initiated, a button shall be available to initiate the creation of the reporting sections. The GIMO database must track each reporting section.

The reporting sections are broken down by the main report and the attachments, and the creation of the report in its final output is collated from reporting sections that are considered inspector content or generated content. The inspector content shall be written in Microsoft Word.

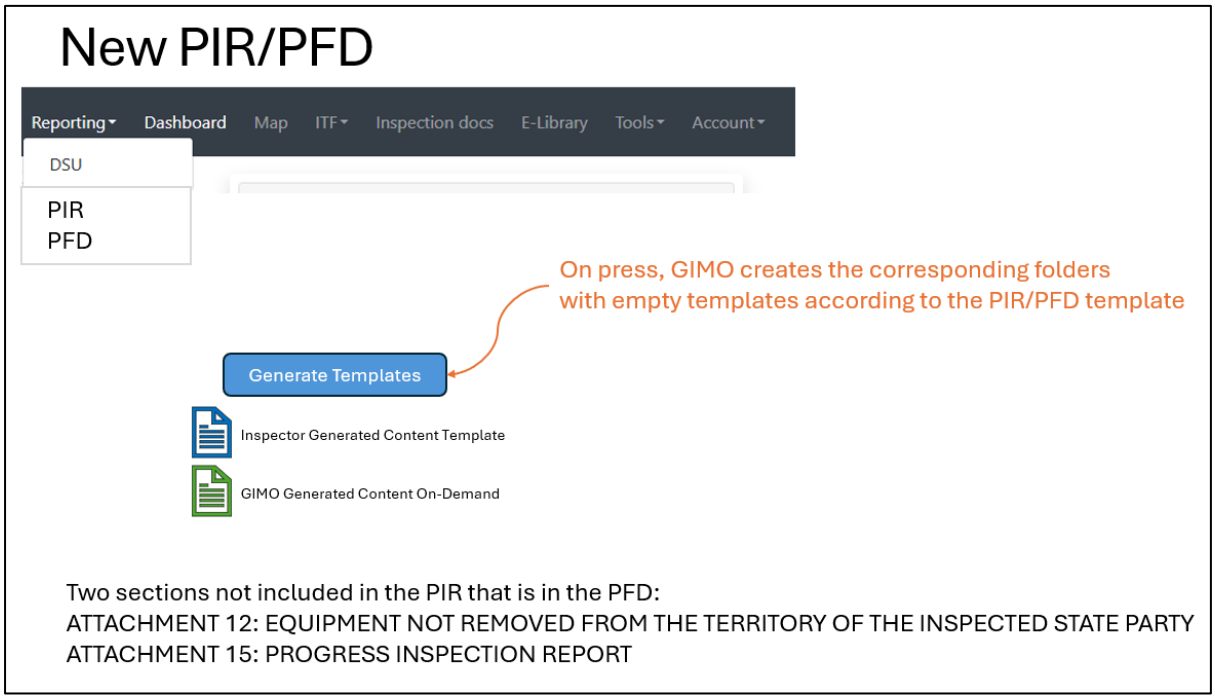

Figure 9. Interface for PIR and PFD: initial setup

One section that must integrate both inspector and generated content is Section 3 Inspection Activities and Factual Findings. This must incorporate a summary section written by the inspection team and the Search Zone Summary Report (SZSR) managed by the versioning functionality in GIMO. Upon the generation of the documents and the main folder (PFD or PIR) is created in the Docker Volumes Container for the current GIMO state.

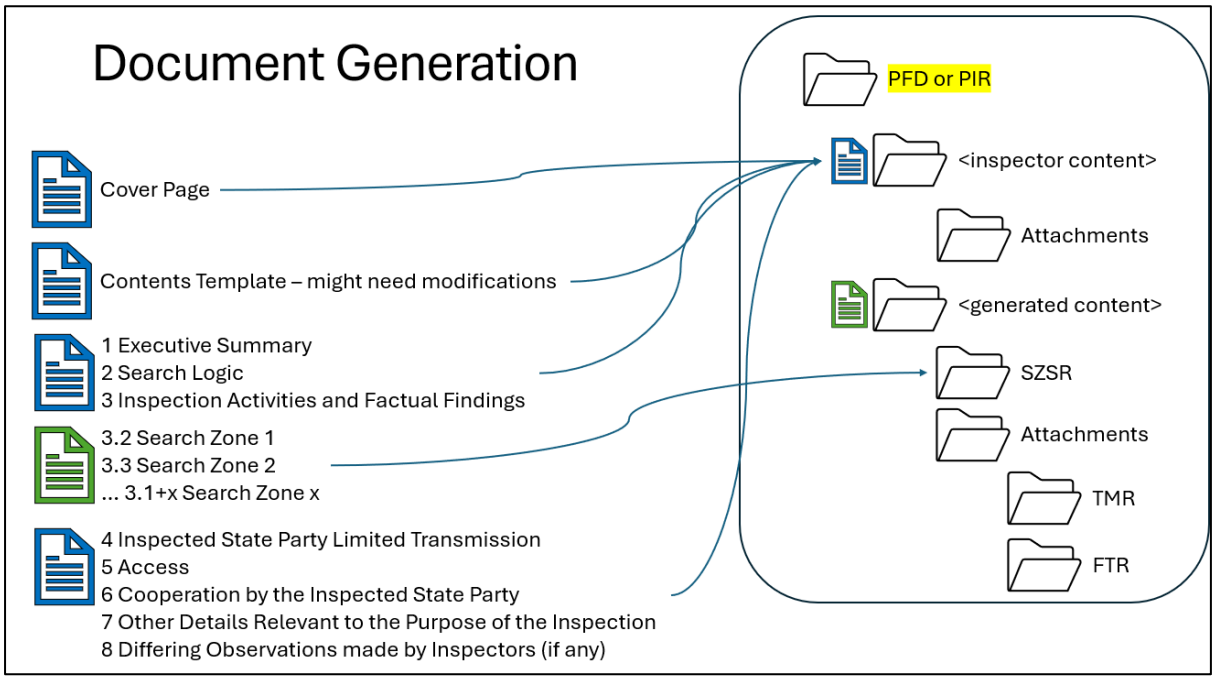

Figure 10. Creating reporting section templates and folders on initialization

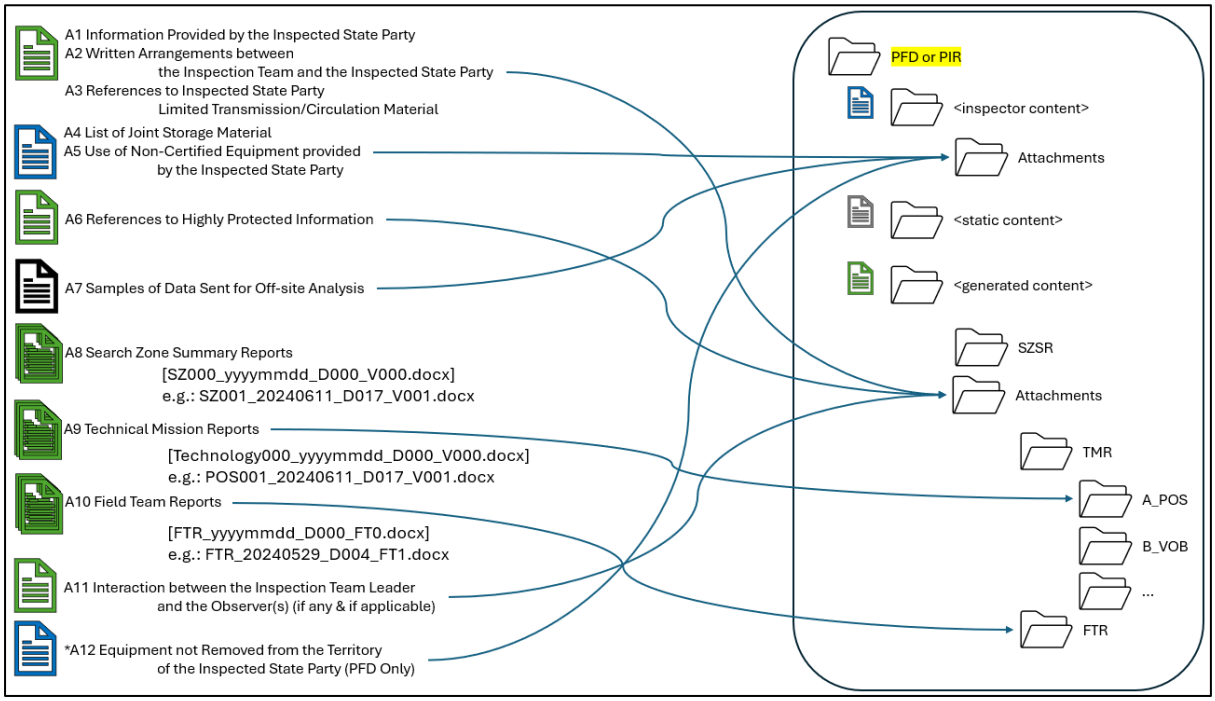

Figure 11. Creating reporting attachment templates on initialization

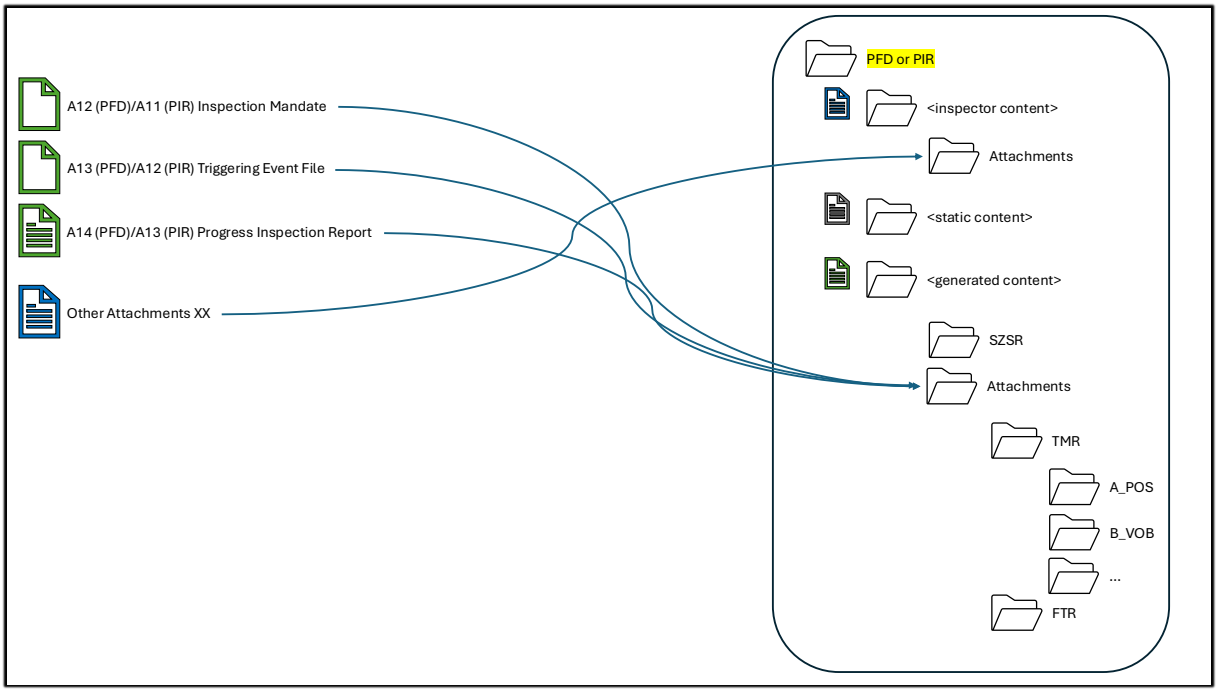

Figure 12. Attachments added to folder on demand and other attachment template locations on demand

In addition to SZSR, there are two other inspection reports that have multiple generated attachments: the Technical Mission Reports (TMR), and the Field Team Reports (FTR)

The interface shall allow additional "other" attachments to be added to the report.

The interface shall manage each of the reporting sections by the following:

- Inspector Content
- Inspector Attachments
- Generated Attachments
- SZSR Generated Attachments (Section 3)
- TMR (Attachment 8)
- FTR (Attachment 9)
- Other Attachments

An Overview tab shall show the overall elements that are in each category, and the responsible inspector (Admin Officer), shall check over each reporting section. When the reporting sections are all checked, then a Generate and Merge button shall be enabled to merge all the reporting sections into one report document. Please refer to the figures below for the mock-ups and behaviours of each tab.

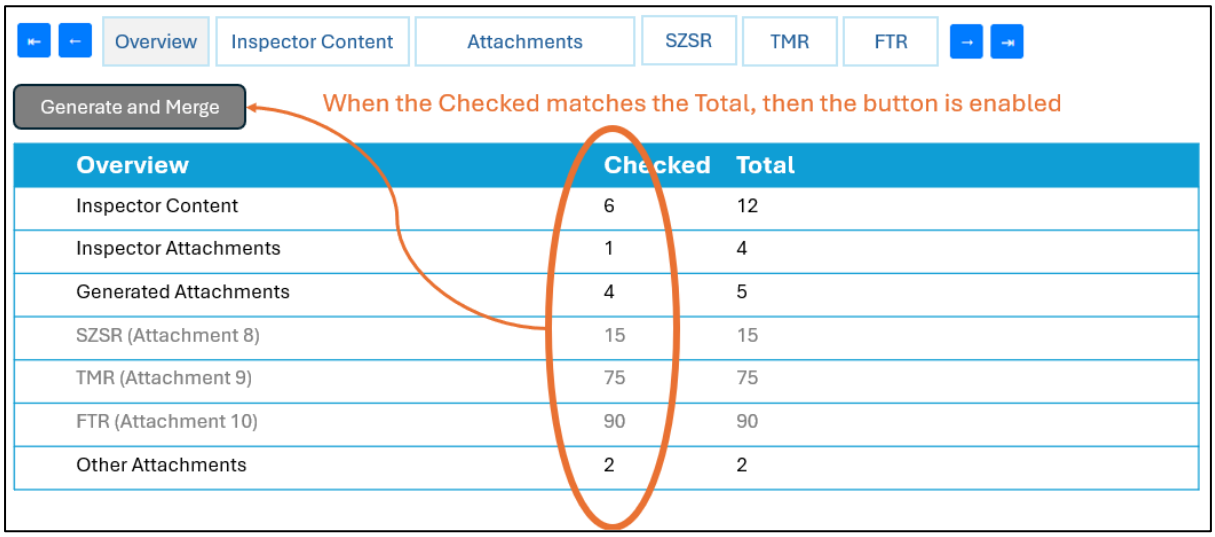

Figure 13. Overview tab to manage reporting sections of the PIR/PFD

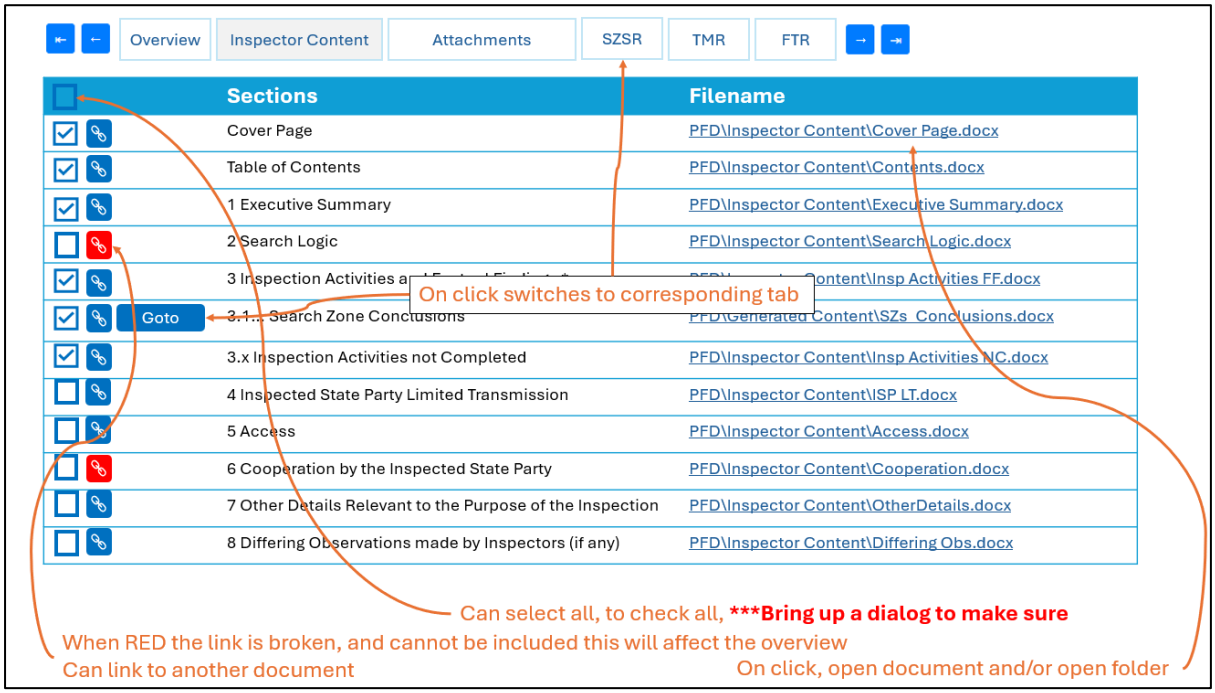

Figure 14. Tab listing the inspector content

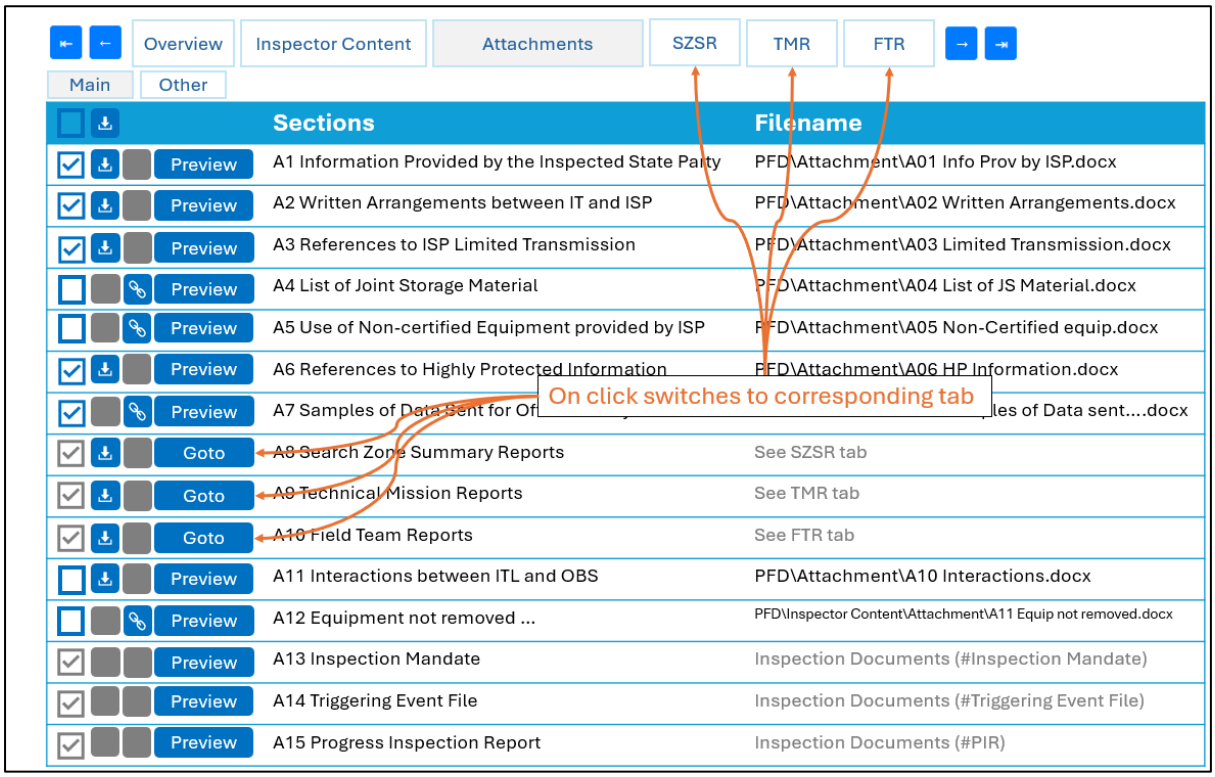

Figure 15. Tab listing the main attachments from Attachment 1 to Attachment 15

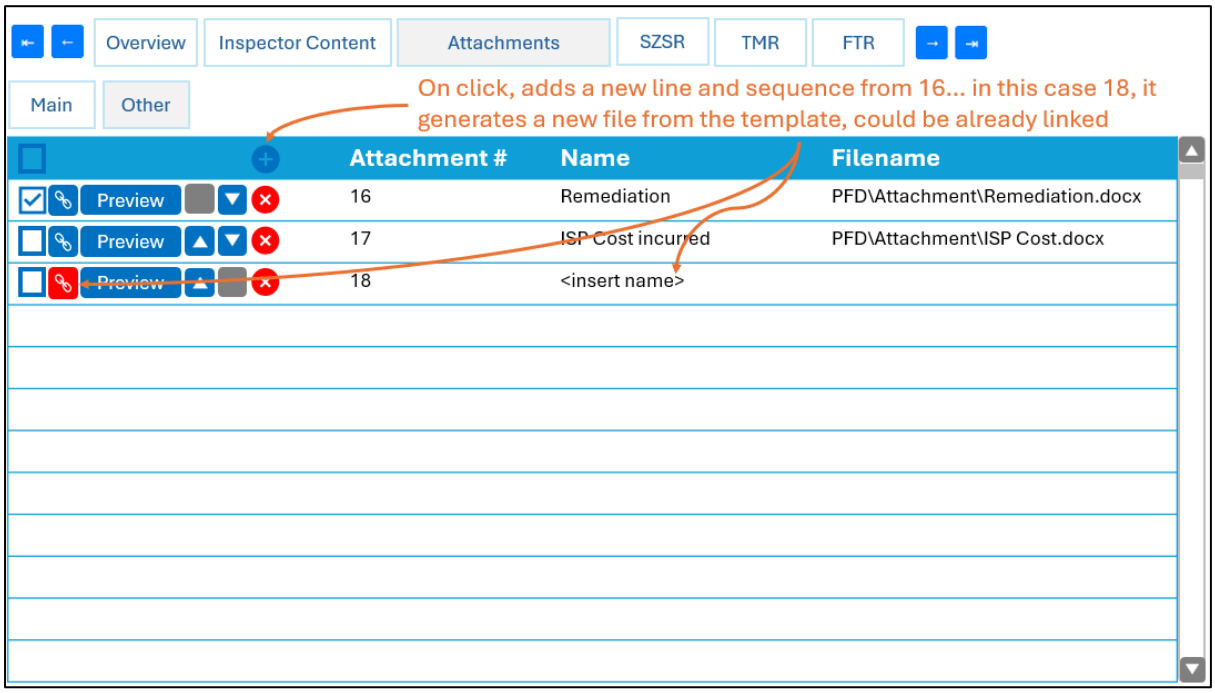

Figure 16. Tab listing the other possible attachments that shall be included

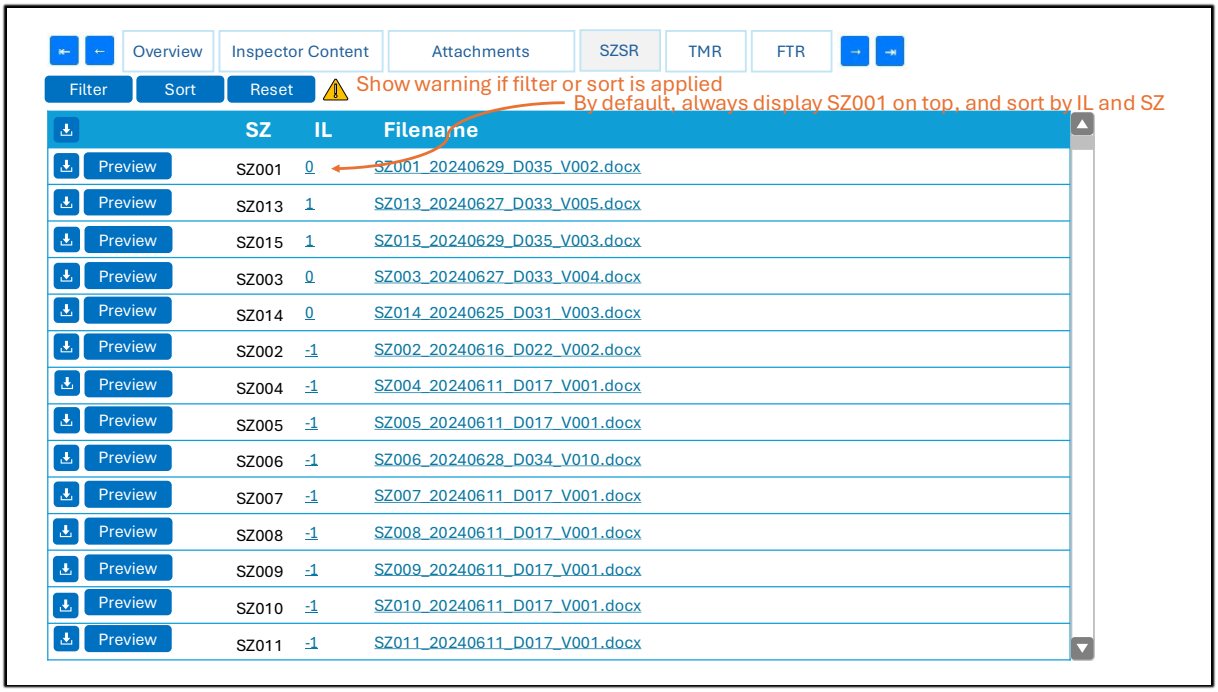

Figure 17. Search Zone Summary Report tab

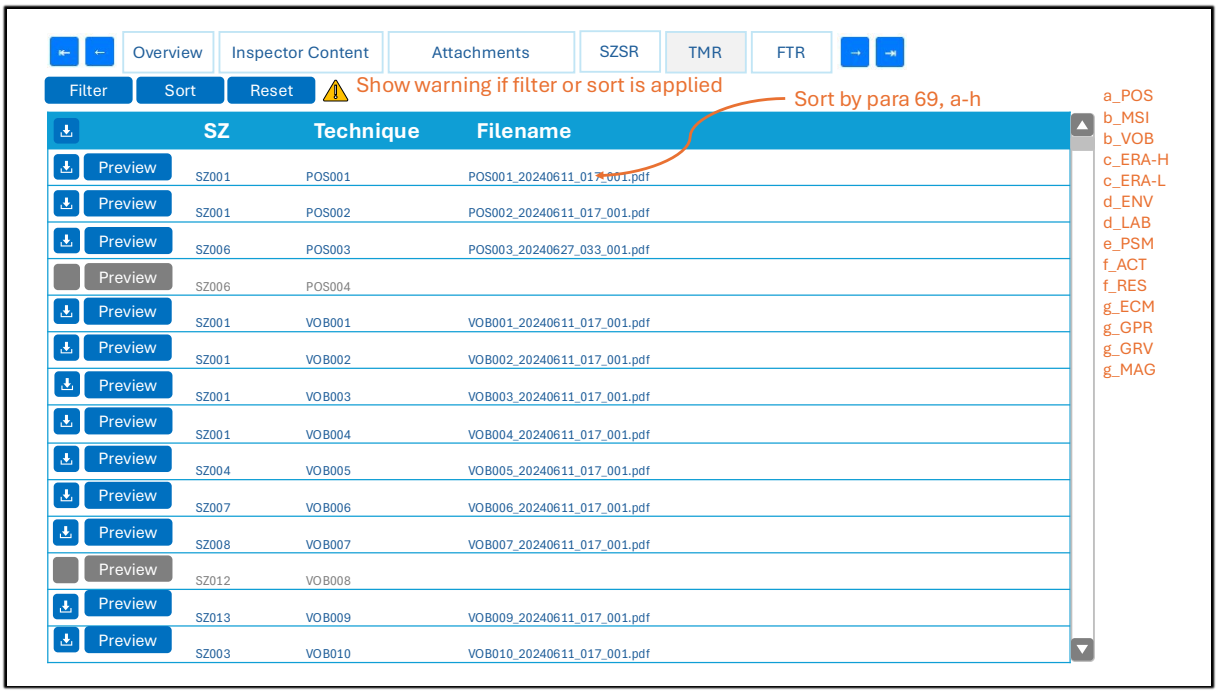

Figure 18. Technical Mission Report tab

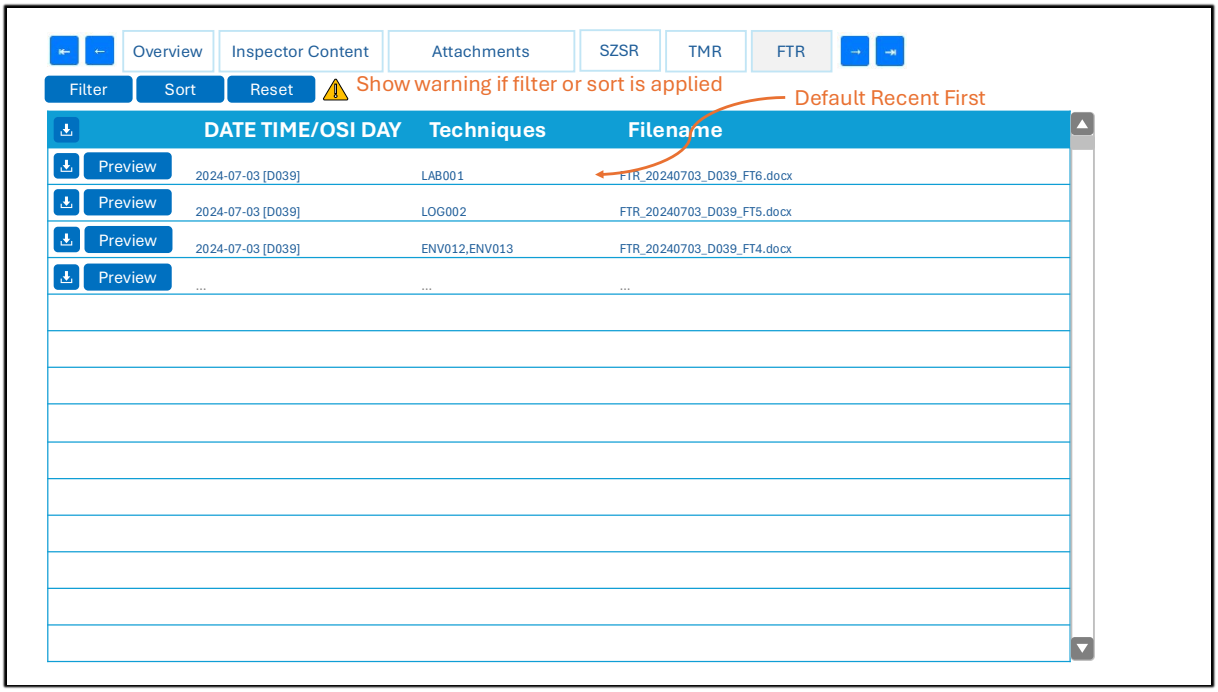

Figure 19. Field Team Report tab

Elements of each managed section shall have the following functionality:

For inspector content:

- ability to check off report sections to ensure that they have been checked
- ability to open the folder and document in Word
- ability to link the reporting section to another document, if the document is no longer attached for any reason
- ability to check off report sections to ensure that they have been checked

For generated content:

- to preview the contents in HTML and/or the document
- ability to download the latest information for the report section (could be automatic)

For Attachment 8:

- ability to navigate to the SZSR tab

For Attachment 9:

- ability to navigate to the TMR tab

For Attachment 10:

- ability to navigate to the FTR tab

For Other Attachments:

- ability to add a new report section entry and create a corresponding document
- ability to attach an existing document
- ability to organise the document list
- ability to update the table of contents accordingly when the other attachments have been modified

- ability to remove the report section entry
- automatically number the attachment and name the document for the table of contents

For SZSR tab:

- organise the list according to SZ001, then interest level in descending order (by default)
- ability to filter/sort, but if the filter and/sort is applied, then a warning is shown

For TMR tab:

- display the total number of TMRs, including LAB
- organise the list according to Technique in para 69 and sequence (by default)
    - (a) Position Finding: POS
    - (b) Multispectral Imaging: MSI
    - (c) Visual Observation: VOB
    - (d) High Energy Resolution Analysis: ERA-H
    - (d) Low Energy Resolution Analysis: ERA-L
    - (d) Laboratory: LAB/RNA
    - (e) Passive Seismic Monitoring: PSM
    - (f) Active Seismic: ACT
    - (g) Electric Conductivity Monitoring: ECM
    - (g) Ground Penetrating Radar: GPR
    - (g) Gravimetry: GRV
    - (g) Magnetometry: MAG
- ability to filter/sort, but if the filter and/sort is applied, then a warning is shown

For FTR tab:

- display the total number of FTR
- organise the list according to date and field team (by default)
- ability to filter/sort, but if the filter and/sort is applied, then a warning is shown

3.3 Preview content and document output

Each generated content must be able to be previewed via web application and/or Word document. There are eight (8) attachments that need to be developed to preview the generated content and their content can be extracted from the database's Inspector Documents with the preset tags applied to each inspector document. These are Search Zone Summary Report (SZSR) (Section 3), Attachment 1, Attachment 2, Attachment 3, Attachment 6, and Attachment 11. FTR and TMR have previews, but a generation of the report in Word is necessary.

3.4 Display of SZ Status

A list of Search Zones shall be provided to show its status. Search Zone 1 shall always be on top, and every subsequent Search Zone is displayed in descending Interest Level order Search Zone sequence.

SEARCH ZONE	IL	LAST DATE CHANGED	REASON
SZ001	0	2024-06-11 [D018]	The information gathered by the IT provides reasonable grounds to believe that the interest level of the inspection area (SZ001) can at this time be set as neutral. The search zones identified within SZ001 may have a different interest level according to the gathered information.
SZ013	1	2024-06-06 [D013]	Quarry with more recent anthropogenic activity
SZ015	1	2024-06-27 [D034]	observables in the area
SZ003	0	2024-07-02 [D039]	The information gathered by the IT provides reasonable to believe that the area is used for water treatment facility
SZ014	0	2024-06-28 [D035]	The information gathered by the IT provides reasonable grounds to believe that the interest level of the SEB error ellipse associated to the triggering event (SZ014) can at this time be set as neutral. The smaller search zones identified within SZ014 may have a different interest level according to the gathered information.
SZ002	-1	2024-06-11 [D018]	The information gathered by the IT provides reasonable grounds to believe that the interest level of the original error ellipse associated to the triggering event (SZ002) can at this time be set as neutral. The search zones identified within SZ002 may have a different interest level according to the gathered information.
SZ004	-1	2024-06-11 [D018]	The information gathered by the IT provides reasonable grounds to believe that the southern quarry feature is an old quarry site which is no longer active, and is not of interest to the OSI at this time.
SZ005	-1	2024-06-11 [D018]	The information gathered by the IT provides reasonable grounds to believe that this is an open agricultural land devoid of vegetation by human action not relevant to the OSI.
SZ006	-1	2024-07-02 [D039]	interesting parts of the SZ006 is already covered by SZ015 and the reset is out of interest
SZ007	-1	2024-06-11 [D018]	The information gathered by the IT provides reasonable grounds to believe that this is an open natural land devoid of vegetation and not relevant to the OSI.
SZ008	-1	2024-06-11 [D018]	The information gathered by the IT provides reasonable grounds to believe that this is an open natural land devoid of vegetation and not relevant to the OSI.
SZ009	-1	2024-06-11 [D018]	The information gathered by the IT provides reasonable grounds to believe that this is an open agricultural land devoid of vegetation by human action not relevant to the OSI.
SZ010	-1	2024-06-11 [D018]	The information gathered by the IT provides reasonable grounds to believe that this is an area with commercial anthropogenic activity not relevant to the OSI.
SZ011	-1	2024-06-11 [D018]	The information gathered by the IT provides reasonable grounds to believe that this is an area with anthropogenic activity (in this case, a dam) not relevant to the OSI.
SZ012	-1	2024-06-11 [D018]	The information gathered by the IT provides reasonable grounds to believe that the activities conducted within the quarry are consistent with normal commercial quarry operations not of interest to the OSI at this time.

Figure 20. Table of Search Zone Interest Level

3.5 Development of 3.X Missions Not Completed

A list of missions (excluding support activity missions) with no TMR and no data is considered not completed shall be inserted into a table that is placed after all the Search Zone.

MISSIONS NOT COMPLETED

COUNT: 6

SEARCH ZONE	MISSION CODE	DATE CREATED	REASON
SZ015	ERA-H007	2024-06-27 [D033]	
SZ015	ENV025		
SZ015	ENV026		
SZ015	MAG002		
SZ015	ENV028	2024-06-30 [D028]	
SZ015	VOB036	2024-06-30 [D036]	

Figure 21. Sample table of missions not completed

3.6 Development of Search Zone Summary Report

The output of the SZSR shall be based on the template AUT-REP-TMP-018.Rev.X (Draft template found under Annex I to these TOR) , and to complete the template, the information is queried from the GIMO database, and the SZSR in GIMO shall match with the template provided, and may need some enhancements, if necessary, to synchronise both the SZSR in GIMO and the SZSR digital document output.

The following are some changes that are required for the proper generation of the report.

- The DSU shall be excluded from the SZSR "Other Information" listing, because the DSU relates to reporting to the Operational Support Center and not to the SZSR directly
- All dates and times shall be in UTC, with the indication of (UTC) and the OSI Day in the following format: yyyy-MM-dd hh:mm (UTC) [D<OSI Day>]
- The SZSR Naming shall be in the form: SZ000_yyyyMMdd_D000_V000.docx
- Any missions that do not have a TMR, mission in draft, TMR in draft, no mission parts as part of a Daily Plan (DP), shall not be included in the generation of the SZSR.
- Inspection Activities not yet completed/deferred/aborted/declined with reason
- Geospatial Layers Section must be added as part of the GIMO SZSR
- A List of Locations shall be included as a new tab in GIMO to outline the SZs Entry Point, and Locations that are referenced in the Conclusions drawn from the Integrated Analysis section of the SZSR
- List order with recent entry at the top of the list
- A count of the number of entries in each section of the SZSR
- A reverse index of the entries in each section of the SZSR, except for questions

3.7 Development of Search Zone Overview

The output of the Report Section Search Zones shall be extracted from each search zone locations and conclusions tab.

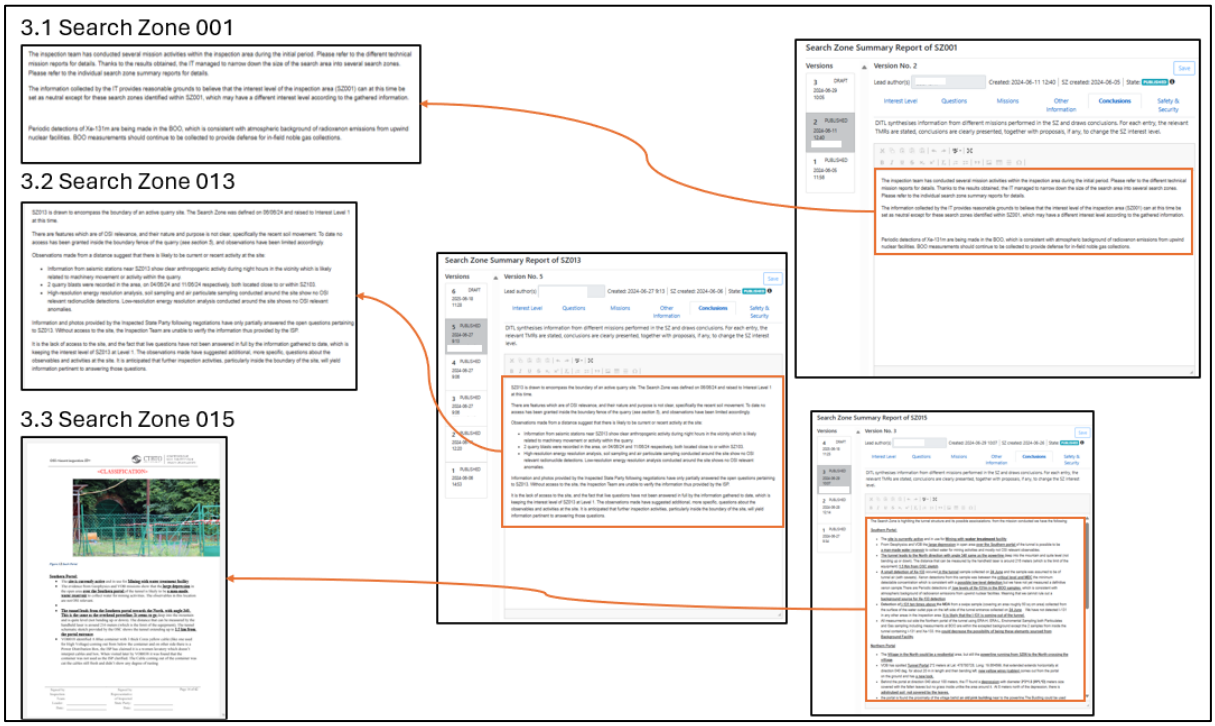

Figure 22. Search Zone Overview compilation from Locations and Conclusions

3.8 Development of Attachments

The generated lists of attachments shall be developed by preset tags that are used to extract the list with the recent inspection document first, and the numbering in reverse order. This list also needs to be available for display in a web format in GIMO or as a Word document output.

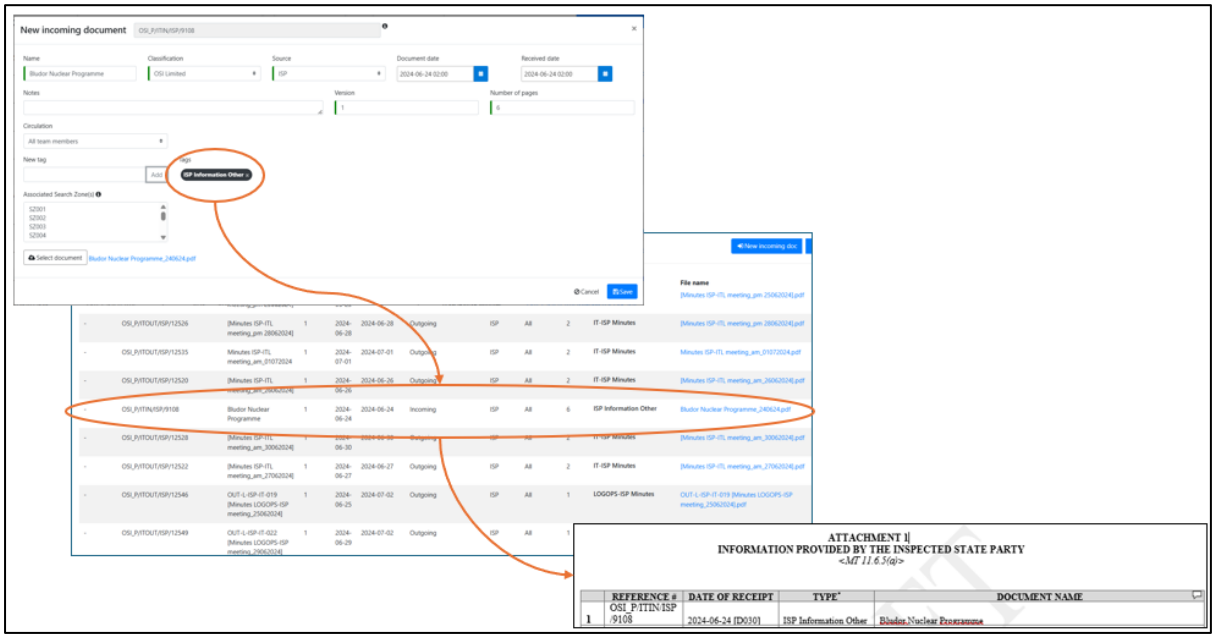

Figure 23. Preset tag set to include the inspection document in the attachment list

ATTACHMENT 1
INFORMATION PROVIDED BY THE INSPECTED STATE PARTY
<MT 11.6.5(a)>

	REFERENCE #	DATE OF RECEIPT	TYPE*	DOCUMENT NAME
1	OSI_P/ITIN/ISP /9108	2024-06-24 [D030]	ISP Information Other	Bludor Nuclear Programme

Figure 24. List and preview of Attachment 1

3.9 Development of the compilation of the Full Report

The ability to create this document in a background process and show a wait sign where all the elements from GIMO are extracted and generates the full report with page numbering and sections. Each tab in the interface shows the order of compilation of each of the sections. This writes the report into a folder where the editor can make a review of the full report. This generation can be performed multiple times and the final report shall be inserted into the Inspection Documents with the tag #PIR or #PFD. The PFD needs to attach the PIR, the generation of the full report needs to take these tags into account. Only the latest version of the PIR is required to be attached to the PFD report.

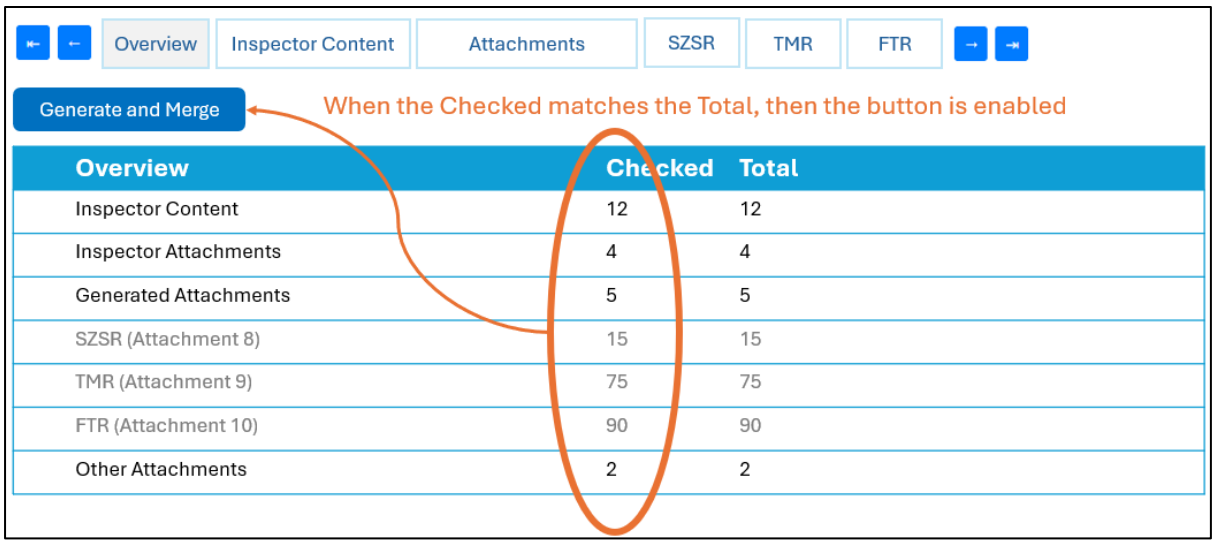

Figure 25. Overview tab with button enabled to generate the full report

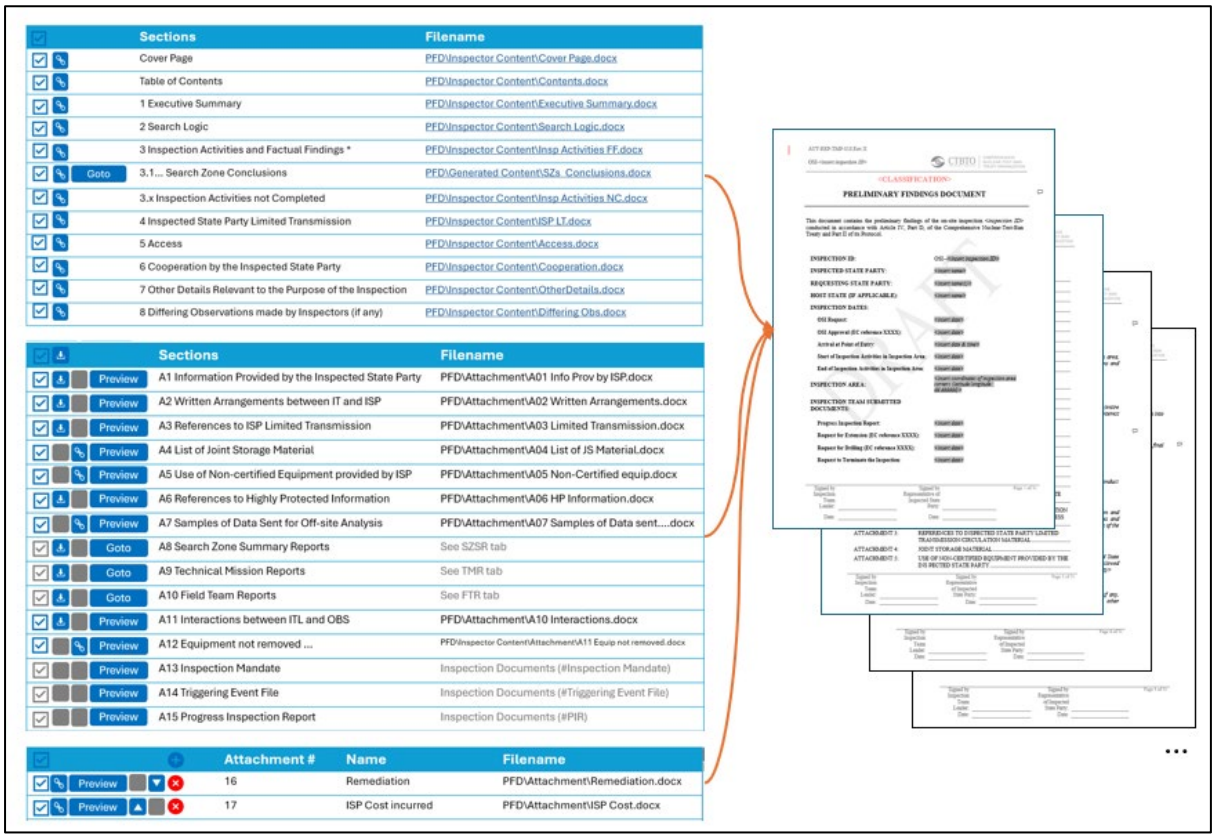

Figure 26. Compilation of reporting sections to a full report

3.10 Template with the official document header and footer

The expectation of the generation of the full report is that all of the elements shall be written with no header and footer, but with the section numbering. This helps to merge all of the reporting sections together into the template without duplicating the official header and footer of the document.

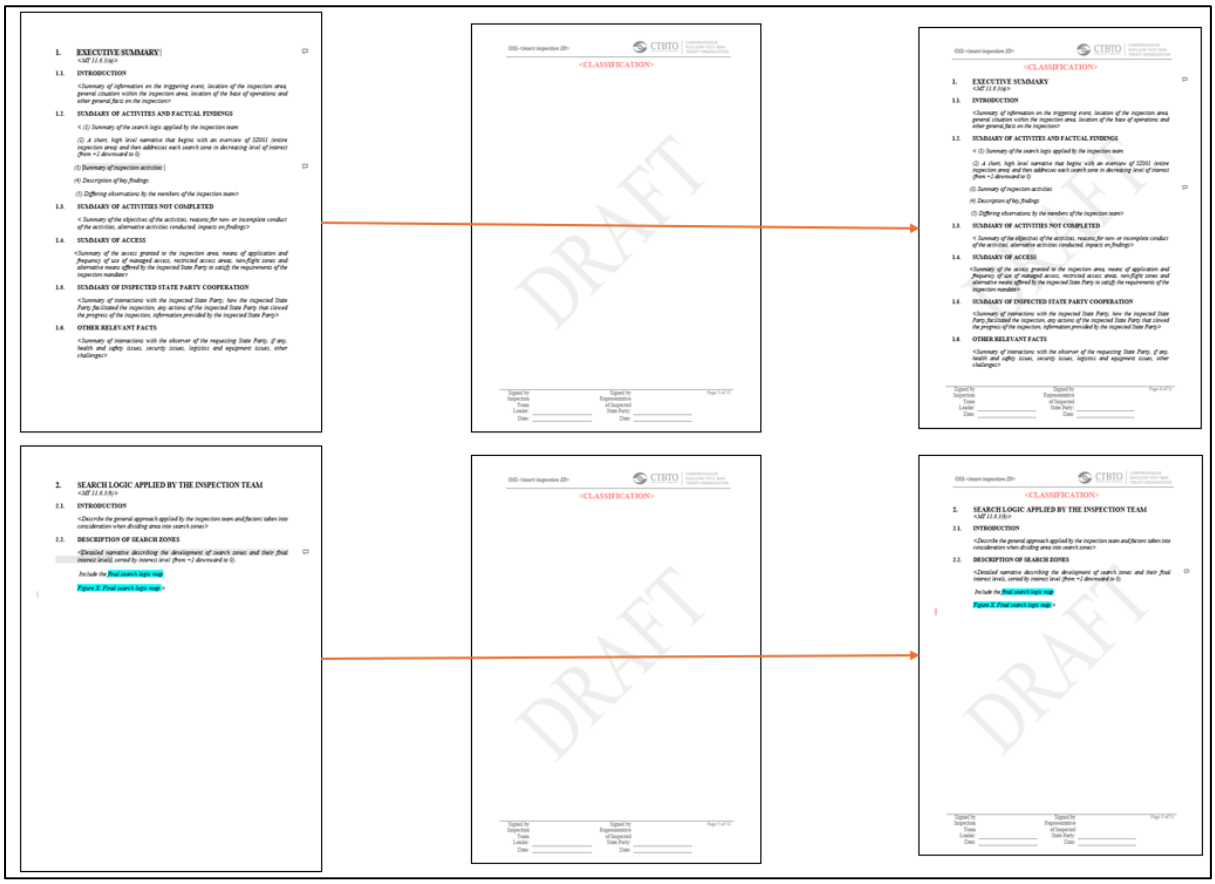

Figure 27. Working copy to be placed into document template

4 ORGANIZATION OF WORK

4.1 Initiating work

Work shall be implemented on receipt of the Purchase Order from the Commission, and a kick-off meeting shall take place to orientate the contractor on the details of the Commission's infrastructure, and any additional technical specifications that have not been provided in this TOR.

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

4.2 Invoicing and payment

The Deliverables, after being evaluated and accepted as satisfactory by the Commission, shall form the basis for invoicing and payment.

5 REQUIREMENTS

5.1 Contractor

The Contractor shall:

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

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

5.2 Staff

The team excluding project manager shall not exceed three (3) in number and **collectively** shall satisfy the following requirements:

1. Minimum 2 years of web technologies, including HTML, CSS templating technologies such as Bootstrap
2. Minimum 2 years of web scripting languages and related libraries including: JavaScript, Typescript, Angular
3. Minimum 2 years of server/backend technologies including Java Spring, JHipster, RESTful APIs

4. Minimum 2 years of working with PostgreSQL databases (v9.X) including PostGIS
5. Minimum 2 years of working with and writing BASH scripts
6. Minimum 2 years of working with Geoserver and Leaflet
7. Minimum 2 years of document generation using Jasper Reports/similar to generate Word and PDF documents. Evidence of compliance shall include examples of the reports.
8. Minimum 2 years of working with Docker
9. Proven experience of 100% offline use of applications and offline data transfer including hash checks between multiple environments in simultaneous operation
10. Minimum 2 years of interacting with data relevant to OSI including :
    - A) still photographs and
    - B) either radionuclide or geophysical surveys;

    'Interaction' means generating tables or graphs from data in a browser-based environment
11. Minimum 2 years of developing code to enable diagram captioning in a browser-based environment
12. Minimum 2 years of developing software reporting tools in the context of an international treaty.

5.3 On-boarding and familiarisation

The on-boarding of staff during the implementation of the project shall be at the expense of the Contractor.

6 REPORTING AND MEETINGS

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

7 INTELLECTUAL PROPERTY

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

8 WARRANTY PERIOD

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

9 RESOURCES PROVIDED BY THE COMMISSION

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

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

All other resources shall be provided by the Contractor.

10 QUALITY OF THE PROPOSAL

The Contractor shall show good understanding of the requirements as well as the responsibilities and duties expected from them.

The Contractor shall propose a suitable way to approach the Services and complete deliverables.

11 RISK MANAGEMENT

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

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

PRELIMINARY FINDINGS DOCUMENT

This document contains the preliminary findings of the on-site inspection *<inspection ID>* conducted in accordance with Article IV, Part D, of the Comprehensive Nuclear-Test-Ban Treaty and Part II of its Protocol.

INSPECTION ID:	OSI--*<insert inspection ID>*
INSPECTED STATE PARTY:	*<insert name>*
REQUESTING STATE PARTY:	*<insert name(s)>*
HOST STATE (IF APPLICABLE):	*<insert name>*
INSPECTION DATES:	
OSI Request:	*<insert date>*
OSI Approval (EC reference XXXX):	*<insert date>*
Arrival at Point of Entry:	*<insert date & time>*
Start of Inspection Activities in Inspection Area:	*<insert date>*
End of Inspection Activities in Inspection Area:	*<insert date>*
INSPECTION AREA:	*<insert coordinates of inspection area corners (latitude/longitude: dd.dddddd)>*
INSPECTION TEAM SUBMITTED DOCUMENTS:	
Progress Inspection Report:	*<insert date>*
Request for Extension (EC reference XXXX):	*<insert date>*
Request for Drilling (EC reference XXXX):	*<insert date>*
Request to Terminate the Inspection:	*<insert date>*

DRAFT

<CLASSIFICATION>

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1.2. Summary of Activities and Factual Findings .....
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1.4. Summary of Access .....
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ATTACHMENT 2: WRITTEN ARRANGEMENTS BETWEEN THE INSPECTION TEAM AND THE INSPECTED STATE PARTY ON ACCESS AND LOGISTICAL SUPPORT .....
ATTACHMENT 3: REFERENCES TO INSPECTED STATE PARTY LIMITED TRANSMISSION/CIRCULATION MATERIAL .....
ATTACHMENT 4: JOINT STORAGE MATERIAL .....
ATTACHMENT 5: USE OF NON-CERTIFIED EQUIPMENT PROVIDED BY THE INS PECTED STATE PARTY .....

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<CLASSIFICATION>

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ATTACHMENT 9: FIELD TEAM REPORTS .....

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ATTACHMENT 13: TRIGGERING EVENT FILE .....

ATTACHMENT 14: PROGRESS INSPECTION REPORT .....

ATTACHMENT <XX>: *<Other attachments as necessary>* .....

ATTACHMENT <XX>: COMMENTS BY THE INSPECTED STATE PARTY ON THE PRELIMINARY FINDINGS DOCUMENT.....

ANNEX: INFORMATION SUPPORTING INSPECTION ACTIVITIES AND FACTUAL FINDINGS (IN ELECTRONIC FORM).....

DRAFT

<CLASSIFICATION>

1. EXECUTIVE SUMMARY

<MT 11.6.3(a)>

1.1. INTRODUCTION

<Summary of information on the triggering event, location of the inspection area, general situation within the inspection area, location of the base of operations and other general facts on the inspection>

1.2. SUMMARY OF ACTIVITES AND FACTUAL FINDINGS

< (1) Summary of the search logic applied by the inspection team

(2) A short, high level narrative that begins with an overview of SZ001 (entire inspection area) and then addresses each search zone in decreasing level of interest (from +2 downward to 0)

(3) Summary of inspection activities

(4) Description of key findings

(5) Differing observations by the members of the inspection team>

1.3. SUMMARY OF ACTIVITIES NOT COMPLETED

< Summary of the objectives of the activities, reasons for non- or incomplete conduct of the activities, alternative activities conducted, impacts on findings>

1.4. SUMMARY OF ACCESS

<Summary of the access granted to the inspection area, means of application and frequency of use of managed access, restricted access areas, non-flight zones and alternative means offered by the inspected State Party to satisfy the requirements of the inspection mandate>

1.5. SUMMARY OF INSPECTED STATE PARTY COOPERATION

<Summary of interactions with the inspected State Party, how the inspected State Party facilitated the inspection, any actions of the inspected State Party that slowed the progress of the inspection, information provided by the inspected State Party>

1.6. OTHER RELEVANT FACTS

<Summary of interactions with the observer of the requesting State Party, if any, health and safety issues, security issues, logistics and equipment issues, other challenges>

DRAFT

<CLASSIFICATION>

2. SEARCH LOGIC APPLIED BY THE INSPECTION TEAM

<MT 11.6.3(b)>

2.1. INTRODUCTION

<Describe the general approach applied by the inspection team and factors taken into consideration when dividing area into search zones>

2.2. DESCRIPTION OF SEARCH ZONES

<Detailed narrative describing the development of search zones and their final interest levels, sorted by interest level (from +2 downward to 0).

Include the final search logic map

Figure X. Final search logic map.>

DRAFT

<CLASSIFICATION>

3. INSPECTION ACTIVITIES AND FACTUAL FINDINGS RELEVANT TO THE PURPOSE OF THE INSPECTION

3.1. INTRODUCTION

<Include a summary table covering all missions conducted during the inspection, including: mission code; mission objectives; search zone where the mission was conducted; dates devoted to mission preparation and field activities; dates devoted to data processing, sample analysis and technical mission report writing>

Table XX. Mission statistics.

<After SZ001 (entire inspection area), address each search zone in decreasing level of interest, from +2 downward to 0>

3.2. SEARCH ZONE 1 – INSPECTION AREA

<Include search zone summary report for SZ001>

3.3. SEARCH ZONE XX

<Include search zone summary reports for individual search zones as separate sub-sections in decreasing level of interest; include map of each search zone>

Figure X. Map of SZ00X.

3.4. INSPECTION ACTIVITIES NOT COMPLETED

<Include objectives of the activities, reasons for non- or incomplete conduct of the activities, alternative activities conducted, impacts on findings>

Table XX. Inspection activities not completed.

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<CLASSIFICATION>

4. INSPECTED STATE PARTY LIMITED TRANSMISSION/ CIRCULATION MATERIAL

<MT 11.6.3(d)>

<Account / Type

- *Matter*
- *Activity*
- *Finding*

Inspected State Party concern

- *Confidentiality*
- *Relevance*

Handling description

- *Limited description*
- *Redacted description*
- *Requires constraints on transmittal*

Reference to Attachment 3>

DRAFT

<CLASSIFICATION>

5. ACCESS

<MT 11.6.3(e)>

<Description

- *Summary of extent of access granted*
- *Managed access measures applied*
  - *Location*
  - *Activity*
  - *Rationale provided by the inspected State Party*
  - *Dates and time lines of managed access applied*
  - *Dates and time lines of access granted*
- *Alternative means proposed by the inspected State Party and their acceptance by the inspection team, including rationale for possible rejections*
- *Impact on fulfilment of inspection mandate>*

DRAFT

6. COOPERATION BY THE INSPECTED STATE PARTY

<MT 11.6.3(g)>

<Account Summary

- *Detailed description of interactions with the inspected State Party, how the inspected State Party facilitated the inspection, ready availability of the inspected State Party and promptness of responses, accommodation of modifications to inspection plans, provision of logistical/operational support, any actions of the inspected State Party hindering the progress of the inspection, information provided by the inspected State Party, etc.*
- *Impact on overall conduct of inspection*
- *Reference to Attachment 2>*

DRAFT

<CLASSIFICATION>

7. OTHER DETAILS RELEVANT TO THE PURPOSE OF THE INSPECTION

<MT 11.6.3(h); 11.6.5>

<Additional details as required on:

- *Interactions with the observer of the requesting State Party, if any*
- *Health, safety and security issues*
- *Logistics and equipment issues*
- *Other challenges affecting the activities of the inspection team>*

DRAFT

<CLASSIFICATION>

8. DIFFERING OBSERVATIONS MADE BY INSPECTORS (IF ANY) *<MT 11.6.3(j)>*

DRAFT

<CLASSIFICATION>

ATTACHMENTS

<MT 11.6.5, 11.6.6>

<Insert list of attachments, i.e. contents list with page numbers, for this section of the report>

<"Sub-templates" for the attachments are also available separately. They are to be compiled continuously throughout the inspection>

DRAFT

<CLASSIFICATION>

ATTACHMENT 1
INFORMATION PROVIDED BY THE INSPECTED STATE PARTY
<MT 11.6.5(a)>

	REFERENCE #	DATE OF RECEIPT	TYPE*	DOCUMENT NAME
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

* ISP Clarification, ISP Data, ISP Notification, ISP Statement, ISP Information Other (specify)

DRAFT

Signed by Inspection Team Leader: _____

Date: _____

Signed by Representative of Inspected State Party: _____

Date: _____

<CLASSIFICATION>

ATTACHMENT 2
WRITTEN ARRANGEMENTS BETWEEN THE INSPECTION TEAM AND THE INSPECTED STATE PARTY
<MT 11.6.5(c)>

	REFERENCE #	DATE OF RECEIPT	TYPE*	DOCUMENT NAME
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

* IT-ISP Access, IT-ISP Confidentiality, IT-ISP Logistical Support, IT-ISP Arrangements Other (specify)

DRAFT

Signed by Inspection Team Leader: _____

Date: _____

Signed by Representative of Inspected State Party: _____

Date: _____

<CLASSIFICATION>

ATTACHMENT 3
REFERENCES TO INSPECTED STATE PARTY LIMITED TRANSMISSION/CIRCULATION MATERIAL

<MT 11.6.5(d)>

		IF ALTERNATIVE PRESENTATION		JOINT STORAGE (IF REMOVAL PROHIBITED BY NATIONAL SECURITY)	IF CIRCULATION RESTRICTION		
	LOG/MISSION NO.	DESCRIPTION	REASON		NOT BEYOND TECHNICAL SECRETARIAT	NOT BEYOND EXECUTIVE COUNCIL	
1				☐	☐	☐	
2				☐	☐	☐	
3				☐	☐	☐	
4				☐	☐	☐	
5				☐	☐	☐	
6				☐	☐	☐	
7				☐	☐	☐	
8				☐	☐	☐	
9				☐	☐	☐	
10				☐	☐	☐	

DRAFT

Signed by Inspection Team Leader: _____

Date: _____

Signed by Representative of Inspected State Party: _____

Date: _____

<CLASSIFICATION>

ATTACHMENT 4
LIST OF JOINT STORAGE MATERIAL

<MT 11.6.5(e)>

	ID #	DATE	TYPE*	REASON FOR JOINT STORAGE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

* JS Electronic Data; JS Equipment; JS Hard Copy Data; JS Samples; JS Other (specify)

DRAFT

<CLASSIFICATION>

DRAFT

Signed by Inspection Team Leader: _____

Date: _____

Signed by Representative of Inspected State Party: _____

Date: _____

<CLASSIFICATION>

ATTACHMENT 5
USE OF NON-CERTIFIED EQUIPMENT PROVIDED BY THE INSPECTED STATE PARTY

<MT 11.6.5(g)>

			TECHNICAL DETAILS			USE	REASON FOR USE					
	DATE	DESCRIPTION	MAKE	MODEL	TECHNICAL SPECIFICATIONS	MISSION	REQUESTED BY DG (Protocol, Part II, 43(e))	MANAGED ACCESS	REQUIRED BY ISP	IT EQUIPMENT NOT FUNCTIONING	TO GATHER PARTICULAR DATA	SIMILAR FUNCTIONALITY TO AUXILIARY EQUIPMENT + ITL AGREES
1							☐	☐	☐	☐	☐	☐
2							☐	☐	☐	☐	☐	☐
3							☐	☐	☐	☐	☐	☐
4							☐	☐	☐	☐	☐	☐
5							☐	☐	☐	☐	☐	☐
6							☐	☐	☐	☐	☐	☐
7							☐	☐	☐	☐	☐	☐
8							☐	☐	☐	☐	☐	☐
9							☐	☐	☐	☐	☐	☐
10							☐	☐	☐	☐	☐	☐

DRAFT

Signed by Inspection Team Leader: _____

Date: _____

Signed by Representative of Inspected State Party: _____

Date: _____

<CLASSIFICATION>

ATTACHMENT 6
REFERENCES TO HIGHLY PROTECTED INFORMATION

<MT 11.6.5(h)>

	REFERENCE #	DATE OF CLASSIFICATION	MISSION	TYPE*	QUANTITY
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

* *HP Audio Recording, HP Data Import, HP Sample Report, HP Sketch, HP Still Image, HP Video Recording, HP Other (specify)*

DRAFT

<CLASSIFICATION>

ATTACHMENT 7
SAMPLES OR DATA SENT FOR OFF-SITE ANALYSIS

<MT 11.6.5(i)>

	MISSION	TYPE		ID	SAMPLE TRANSFER				REASON
		SAMPLE	DATA		LAB 1	DATE	LAB 2	DATE	
1		☐	☐		☐		☐		
2		☐	☐		☐		☐		
3		☐	☐		☐		☐		
4		☐	☐		☐		☐		
5		☐	☐		☐		☐		
6		☐	☐		☐		☐		
7		☐	☐		☐		☐		
8		☐	☐		☐		☐		
9		☐	☐		☐		☐		
10		☐	☐		☐		☐		
11		☐	☐		☐		☐		
12		☐	☐		☐		☐		

DRAFT

Signed by Inspection Team Leader: _____

Date: _____

Signed by Representative of Inspected State Party: _____

Date: _____

<CLASSIFICATION>

ATTACHMENT 8
TECHNICAL MISSION REPORTS

<Include all technical mission reports in reverse chronological order under each subheading, i.e. most recent TMRs on top.>

1. POSITION FINDING (POS)

2. VISUAL OBSERVATION (VOB)

3. MULTISPECTRAL AND INFRARED (MSI)

4. GAMMA RADIATION MONITORING (GAM)

5. ENERGY RESOLUTION ANALYSIS (ERA)

6. ENVIRONMENTAL SAMPLING (ENV)

7. RADIONUCLIDE SAMPLE ANALYSIS (RNA)

8. PASSIVE SEISMOLOGICAL MONITORING (PSM)

9. RESONANCE SEISMOMETRY (RES)

10. ACTIVE SEISMIC SURVEY (ACT)

DRAFT

11. MAGNETIC FIELD MAPPING (MAG)

12. GRAVITATIONAL FIELD MAPPING (GRV)

13. GROUND PENETRATING RADAR (GPR)

14. ELECTRICAL CONDUCTIVITY MEASUREMENTS (ECM)

15. DRILLING (DRL)

16. OVERFLIGHT (OFS)

DRAFT

<CLASSIFICATION>

ATTACHMENT 9
FIELD TEAM REPORTS

<Include all field team reports in reverse chronological order, i.e. the most recent FTRs on top.>

DRAFT

<CLASSIFICATION>

ATTACHMENT 10
EQUIPMENT NOT REMOVED FROM THE TERRITORY OF THE INSPECTED STATE PARTY

<MT 11.6.5(f)>

	ITEM	ID CODE	SERIAL NO.	STATUS						
				LEFT ISP (YYYYMMDD & Time)	JOINT STORAGE	READY TO LEAVE ISP	READY FOR JOINT STORAGE	ABANDONED IN INSPECTION AREA	NOT NEEDED & TO BE HANDED TO ISP	MISSING (give possible reason)
1				☐	☐	☐	☐	☐	☐	☐
2				☐	☐	☐	☐	☐	☐	☐
3				☐	☐	☐	☐	☐	☐	☐
4				☐	☐	☐	☐	☐	☐	☐
5				☐	☐	☐	☐	☐	☐	☐
6				☐	☐	☐	☐	☐	☐	☐
7				☐	☐	☐	☐	☐	☐	☐
8				☐	☐	☐	☐	☐	☐	☐
9				☐	☐	☐	☐	☐	☐	☐
10				☐	☐	☐	☐	☐	☐	☐

DRAFT

Signed by Inspection Team Leader: _____

Date: _____

Signed by Representative of Inspected State Party: _____

Date: _____

ATTACHMENT 11
INTERACTION BETWEEN THE INSPECTION TEAM LEADER AND THE OBSERVER(S) (IF ANY & IF APPLICABLE)
<MT 11.6.5(b)>

	REFERENCE #	DATE	TYPE*	DOCUMENT NAME
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

* ITL-RSP Communication, ITL-RSP Information, ITL-RSP Other (specify)

ATTACHMENT 12
INSPECTION MANDATE
(+ ATTACHMENTS AND SUBSEQUENT MODIFICATIONS)
<MT 11.6.5(m)>

This attachment contains <XX> pages.

<CLASSIFICATION>

ATTACHMENT 13
TRIGGERING EVENT FILE
<MT 11.6.5(n)>

This attachment contains <XX> pages.

DRAFT

<CLASSIFICATION>

ATTACHMENT 14
PROGRESS INSPECTION REPORT

This attachment contains <XX> pages.

DRAFT

<CLASSIFICATION>

ATTACHMENT <XX>
<TITLE>

<Add other individual attachments as necessary, using consecutive numbering. Attachments are to be inserted before the attachment containing written comments from the inspected State Party on the preliminary findings document, if any>

<Attachments could include:

- *Details of remedial environmental repair required by the inspected State Party*
- *Costs incurred by the inspected State Party, if available*
- *Health and safety incidents (accidents, exposure)*
- *Details of disposal of contaminated material and equipment*
- *Records of dispute (MT 12.3.1) if not included elsewhere>*

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<CLASSIFICATION>

ATTACHMENT <XXX>
COMMENTS BY THE INSPECTED STATE PARTY
ON THE PRELIMINARY FINDINGS DOCUMENT
<MT 11.2.3; 12.3.1>

This attachment contains <XX> pages.

DRAFT

<CLASSIFICATION>

ANNEX
INFORMATION SUPPORTING INSPECTION ACTIVITIES AND FACTUAL FINDINGS (IN ELECTRONIC FORM)

<Images, tables, diagrams, forms (e.g. chain of custody), etc.>

DRAFT

STATEMENT OF CONFIRMATION

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

a) The firm/organization possesses the legal status and capacity to enter into legally binding contracts with the Commission for the supply of equipment, supplies, services or work.

b) The firm/organization is not insolvent, in receivership, bankrupt or being wound up, and not under administration by a court or a judicial officer, and that it is not subject to the suspension of its business or legal proceedings for any of the foregoing reasons.

c) The firm/organization has fulfilled all its obligations to pay taxes and social security contributions.

d) The firm/organization has not, and that its directors and officers have not, within the last five years been convicted of any criminal offense related to professional conduct or the making of false statements or misrepresentations as to their capacity or qualifications to enter into a procurement or supply contract.

e) The Commission, in the event that any of the foregoing should occur at a later time, will be duly informed thereof, and in any event, will have the right to disqualify the firm/organization from any further participation in procurement proceedings.

f) The firm/organization did not/will not attempt to influence any other bidder, organization, partnership or corporation to either submit or not submit a proposal/bid/quotation.

g) The firm/organization will not, in the absence of a written approval from the Commission, permit a person to contribute to, or participate in, any process relating to the preparation of a Quotation/Bid/ Proposal or the procurement process if the person:

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

h) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) have been identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to the UN Security Council Resolution 1267 (Consolidated Sanctions List).[1]

i) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) are subject to any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

---

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

j) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any), is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.

k) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) will use the funds received under contracts/purchase orders with the Commission to provide support to individuals, groups, undertakings or entities associated with terrorism.

l) The prices in the firm/organization's proposal/bid/quotation have been arrived at independently, without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.

m) The Commission shall have the right to disqualify the firm/organization from participation in any further procurement proceedings, if it offers, gives or agrees to give, directly or indirectly, to any current or former staff member of the Commission a gratuity in any form, an offer of employment or any other thing of service or value, as an inducement with respect to an act or a decision of, or a procedure followed by, the Commission in connection with a procurement proceeding.

n) The Commission shall have the right to disqualify the firm/organization from participation in any further procurement proceedings if it does not disclose to the Commission any situation that may appear as a conflict of interest, and if it does not disclose to the Commission if any official or professional under contract with the Commission have an interest of any kind in the firm/organization's business or any kind of economic ties with the firm/organization.

o) The firm/organization expressly agrees to abide by the United Nations Supplier Code of Conduct.[1]

Name (print):_____ Signature: _____

Title/Position: _____

Place (City and Country):_____ Date: _____

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

VENDOR PROFILE FORM (VPF) – FOR PRODUCTS/SERVICES/WORK	
1. Name of Company:	
2. Street Address:	3. Telephone:
P.O. Box: City:	4. E-Mail:
Zip Code: Country:	5. Website:
6. Contact Person:	Title:
7. Legal Status (e.g. Partnership, Private Limited Company, Government Institution)	
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 ☐ Sole Agent ☐ Supplier ☐ Other ☐ (please explain)	
13. Type of Business/Services/Work: Engineering ☐ Civil Work ☐ Governmental Institution ☐ Other ☐ (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	**Beneficiary Details**
Bank Name:	Beneficiary Name: (exactly as stated on bank statements)
Bank Address:	IBAN: (if applicable)
Exact Account Holder Name:	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.