

REQUEST FOR PROPOSAL

To: ALL BIDDERS

Vienna, 1400
Austria

Attn:

Phone:
Fax:
Email:

CTBTO Ref. No.: 2025-0167/POSTNIKOVA
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

E-mail: procurement@ctbto.org

Date: 30 October 2025



Subject: MATURITY LEVEL ASSESSMENT OF THE PTS' IT SECURITY FRAMEWORK AND PRACTICES
AND PROVISION OF OTHER IT SECURITY ADVISORY SERVICES ON A CALL-OFF BASIS

Deadline for Submission: 17 Nov 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 

OIC, Procurement Services Section

ACKNOWLEDGEMENT FORM

Solicitation No: 2025-0167	Closing Date: 30 Oct 25
Title: Provision of IT Security Assurance and Advisory Services	Vienna Local Time: 17:00

Procurement Staff: Margarita Postnikova

CTBTO Req. No.: 0010028124

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

WITHIN FIVE (5) DAYS

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

by email to
procurement@ctbto.org

A: We shall submit our proposal

By: _____
(date)

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

B: We may submit and will advise

By: _____
(date)

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

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

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

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

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF PROPOSALS

1. General

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

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

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

2. Documents included in this RFP

This RFP consists of the following documents:

- (a) Letter of Invitation
- (b) These Instructions for Preparation and Submission of Proposals with its Attachments:
 - Attachment 1: Evaluation Criteria and Method
 - Attachment 2: Financial Proposal Template
 - Attachment 3: Procedure for submission of electronic bids
- (c) Statement of Confirmation
- (d) Vendor Profile Form
- (e) The Commission's Model Contract and its Annexes A – B;
 - o The Commission's General Conditions of Contract (Annex A) found at www.ctbto.org under [CTBTO General Conditions of Contract](#) and incorporated herein by reference;
 - o Terms of Reference (Annex B)

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

3. Amendment of RFP Documents

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

4. Language of the Proposal

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

5. Format and Submission of the Proposal

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

The Proposal shall be submitted electronically according to the attached “PROCEDURE FOR SUBMISSION OF ELECTRONIC BIDS”.

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

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

6. Request for Clarifications and Contacting the Commission

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

E-mail: procurement@ctbto.org
Subject: Request for Clarifications RFP No. [2025-0167/POSTNIKOVA](#)

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

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

7. Eligible Goods and Services

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

8. Type of Contract and Payment

The Commission intends to conclude firm fixed unit prices Call-off Contract based on the attached Model Contract. The terms and conditions of payment for services are described in Clause 13 of the attached Model Contract.

9. Preparation of the Proposal

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

The Proposal shall be composed of the following separate parts:

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

providing, but not limited to, the following information:

PART I: TECHNICAL PROPOSAL

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

Point of Contact/Project Manager

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 together with the Proposal.

Description of Services

An explanation of the bidder's understanding of the services to be provided and an overall preliminary operational plan for the execution of the services.

The Proposal shall demonstrate that the Bidder has good understanding of the requirements as well as the responsibilities and duties expected from them.

The total amount of person-days proposed for the project as part of the "turn-key solution" (on-site as well as off-site) and their respective estimated allocation to different work-phases shall be specified clearly in the proposal. In any case it shall be sole responsibility of the Contractor to fulfil and complete the scope of work as specified in these Terms of Reference regardless of the actual number of man-days dedicated to a specific task.

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

Commission's Inputs

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

Sub-Contractors

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

Work permits and Visas

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

Time Schedule

A bar chart indicating the estimation of the duration of the services, including the duration of each task required by the Terms of Reference and key staff to be involved in each task.

Qualifications

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

Personnel

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

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

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

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

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

References

Potential bidders shall include a minimum of 3 client references with their offer. If after reasonable efforts, the Commission is unable to contact the client references provided by the bidder, the Commission may take the decision not to further consider the offer provided by the bidder.

Delivery Schedule

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

PART II: FINANCIAL PROPOSAL

In the financial Proposal, you are required to define the following:

The Financial Proposal shall be prepared in **United States Dollars or Euro** and shall breakdown, separately, the costs for each task required by the Terms of Reference in accordance with **Attachment 2 (Price Schedule Form)**.

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 Bid promptly and proceed with fewer requests for clarifications/justifications in a later stage. This is also a factor influencing the decision for Contract award.

Taxes

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

(1) For Austrian companies

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

(2) For European Union (EU) Companies

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

(3) For Non-EU Companies

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

- (i) 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.

10. Completeness and Correctness of the Proposal

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

11. Validity of the Proposal

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

12. Correction of Errors

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

13. Evaluation of the Proposal

- (a) The Commission will conduct the evaluation based on the criteria and method specified in Attachment 2 “Evaluation Criteria and Method”.
- (b) The Commission reserves the right, as it deems appropriate, to award to a single bidder, to award to multiple bidders in any combination or not to award to any of the bidders as a result of this RFP.

14. Negotiations of the Proposal and Award

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

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

15. Modification and Withdrawal of Proposal

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

16. The Commission’s Right to Reject the Proposal

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

17. Right to Vary Requirements at the Time of Award

At the time of award of Contract, 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 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.

BIDDER'S STATEMENT
PLEASE STATE BELOW & SUBMIT WITH PROPOSAL

Delivery Time:

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

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

☐ For one year period ☐ For a period of

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

☐ For a two year period ☐ For a period of

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

State country of origin or assembly of all items quoted:

Quantity discount and early payment discount (if any):

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

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

Confirmation that the bidder has reviewed the Commission's the Commission's General Conditions of Contract, Draft 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 - Eligibility and Evaluation Criteria and Method Maturity Level Assessment of PTS' IT Security Framework and Practices and Provision of Other IT Security Advisory Services on a Call-off Basis

1. ELIGIBILITY

Eligibility criteria to Bid

(Section 7.2)	A minimum of five (5) years of experience providing IT security advisory services, including experience with infrastructure risk assessments, maturity model evaluations, and strategic security planning for complex enterprise environments (e.g., ERP, data centers, cloud infrastructure).	PASS/FAIL
(Section 7.2)	The Contractor must hold recognized certifications in the field of IT Security (e.g., ISO/IEC 27001 Lead Auditor, CISSP, CISM, or equivalent), and must demonstrate proven experience in managing information security frameworks aligned with ISO 27000 standards.	PASS/FAIL
References	At least three (3) references of completed IT security maturity assessments or similar advisory engagements for international or public-sector institutions, with signed references or testimonials.	PASS/FAIL

2. TECHNICAL EVALUATION

2.1. Stage 1

TOR ref.	Qualification Requirement (1 st Stage)	PASS/FAIL
	Requirements	
(Section 7.2)	The bidder shall provide a minimum of six (6) qualified key personnel with detailed resumes, clearly identifying their roles and experience related to information security, audit, risk management, and compliance as follows:	PASS/FAIL
(Section 7.3)	1. Project Manager: Must have a minimum of five (5) years of experience in managing information security consulting projects, including cross-functional coordination, stakeholder engagement, and delivery of risk-based advisory services. 2. Project Manager: Must have a minimum of three (3) years of experience in applying IT security standards (e.g., ISO/IEC 27001, NIST Cybersecurity Framework), and in managing governance, risk, and compliance (GRC) processes.	PASS/FAIL
(Section 7.3)	Technical Lead: Must have a minimum of five (5) years of experience in leading technical security assessments, network architecture reviews, and infrastructure security design, with deep understanding of threat landscapes and vulnerability management.	PASS/FAIL
(Section 7.3)	1. Information Security Analyst: Must have a minimum of three (3) years of experience with secure systems integration, including identity and access management (IAM), secure API architecture, and encryption protocols. 2. Information Security Analyst: Must have a minimum of five (5) years of experience conducting IT security audits, risk assessments, and developing or evaluating security policies and controls within enterprise systems. 3. Information Security Analyst: Must have a minimum of five (5) years of experience with enterprise resource planning (ERP) security, particularly in identifying and mitigating risks in systems such as SAP FI/CO or other financial modules.	PASS/FAIL
(Section 7.2)	1. A minimum of three (3) years of experience in troubleshooting IT security issues, including root cause analysis, incident response coordination, and resolving misconfigurations or policy enforcement failures.. 2. A minimum of three (3) years of experience in managing regulatory compliance requirements related to cybersecurity, including GDPR, or NIS2 and other relevant standards or directives. 3. A minimum of three (3) years of experience with industry-recognized cybersecurity programs or frameworks, such as NIST CSF, COBIT, ITILv4, ISO/IEC 27001, or CIS Critical Security Controls especially regarding audit readiness and control validation. 4. A minimum of five (5) years of experience in securing network infrastructure, including vulnerability assessments, penetration testing, and security architecture reviews.	PASS/FAIL
(Section 7.3)	1. Support & Maintenance Team: Each team member must have a minimum of five (5) years of experience in supporting IT security infrastructure, including SIEM/SOC, security incident management, and log correlation/analysis. 2. Compliance Officer: Must demonstrate a minimum of three (3) years of experience in interpreting and advising on national and international IT security compliance requirements and regulations. 3. Compliance Officer: Must have a minimum of five (5) years of experience in monitoring, evaluating, and reporting on security compliance metrics, audit trails, and risk treatment plans.	PASS/FAIL

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 as per below.

2.2. Stage 2

TOR REF	Technical Evaluation Criteria (2nd Stage) Requirements	Points		
		Max Points	Factor	Weighted score
	1 Understanding of Scope and Methodology			
Section 3	Clear approach for conducting IT Security maturity level assessment (gap analysis, stakeholder consultations, benchmarking, ISO 27000 alignment)	5	1.5	7.5
Section 3	Risk assessment methodology (likelihood/impact using Commission's risk classification model)	5	1.5	7.5
Section 3	Ability to design a roadmap with prioritized short, medium, and long-term improvement actions, including KPIs and milestones	5	1.5	7.5
Section 4	Quality and clarity of proposed deliverables (Assessment Plan, Report, Roadmap)	5	1	5
	Subtotal	20		27.5
	2. Technical Expertise and Experience			
Section 3-4	Experience in IT Security maturity assessments (use of international frameworks e.g., ISO 27000, NIST CSF, COBIT)	5	1.5	7.5
Section 3-4 of the TOR	Demonstrated expertise in IT Security governance, operations, and risk management	5	1	5
Section 3-4 of the TOR	Prior experience with regulatory frameworks (GDPR, UN standards, government/financial sector compliance)	5	1	5
Section 3-4 of the TOR	Capacity to provide call-off advisory services (policy development, implementation support, software/hardware security advisory)	5	1.5	7.5
	Subtotal	20		25
TOR REF	3. Project Management and Implementation Plan	Max Points	Factor	Weighted score
Section 5 of the TOR	Feasibility and clarity of proposed timeline for delivering all fixed-component deliverables by 31 Dec 2025	5	1.5	7.5
Section 5-6 of the TOR	Work Order mechanism understanding (planning, deliverable breakdown, staffing, man-day allocation)	5	1	5
Section 3-6 of the TOR	Risk management and mitigation strategies for project delays, disruptions, or operational impact	5	1	5
Article 19 of GCC Section 5-6 of the TOR	Awareness of penalties, commitment to deadlines, and mitigation strategies	5	1	5
	Subtotal	20		22.5
TOR REF	4. Team Qualifications and Resource Allocation	Max Points	Factor	Weighted score
Section 7 of the TOR	Availability of qualified project manager and senior IT Security experts	5	1.5	7.5
Section 7 of the TOR	Balance of team expertise (governance, technical, risk analysis, advisory)	5	1	5
Section 3-7 of the TOR	Ability to work with PTS staff/resources, respecting confidentiality and access restrictions	5	1	5
Section 3-7 of the TOR	Knowledge transfer and capacity-building for PTS staff (train-the-trainer, documentation, support)	5	1	5
	Subtotal	20		22.5
TOR REF	5. Support and Sustainability	Max Points	Factor	Weighted score
Section 5 of the TOR	Capacity to provide ongoing advisory services on call-off basis (2026-2028)	5	1	5
Section 3-4 of the TOR	Experience in developing IT Security policies, frameworks, and roadmaps for international organizations	5	1.5	7.5
Section 3-4 of the TOR	Proposed mechanisms for knowledge retention, user support, and post-assessment assistance	5	1	5
	Subtotal	15		17.5
	Grand Total	95		115

The minimum acceptable weighted scored for technical acceptability is 69

3. EVALUATION METHOD

3.1. Technical Evaluation

3.1.1. 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

3.1.2. Stage 2: Technical Proposals of bidders passing stage 1 will then be assessed against the criteria set forth in the scoring matrix above and in accordance with the scoring table indicated below. In order to pass this stage, bidders must obtain a **minimum acceptable Weighted score of at least 69.**

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.

3.2. Financial Evaluation

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

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

Legend:

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

4. Selection

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

The Contract will be awarded to the bidder(s) receiving the highest combined score resulting from the technical and financial evaluations, subject to contractual and commercial acceptability.

Financial Proposal

Description of Service	Total Cost for Fixed Component (Initial Period Year 1)	Initial Period Year 1	Initial Period (Call-off)	Optional Period 1 (Call-off)	Optional Period 2 (Call-off)	Optional Period 3 (Call-off)
		Please specify duration of fixed component.	Year 1	Year 2	Year 3	Year 4
			Hourly Rate / Day Rate (please specify)	Hourly Rate / Day Rate (please specify)	Hourly Rate / Day Rate (please specify)	Hourly Rate / Day Rate (please specify)
Fixed Component including:						
Assessment Plan						
Assessment Report						
Roadmap						
Call-off Components						
Staff Level a						
Staff Level b						
Staff Level c						
Staff Level d						
Staff Level e						
etc						
Total	0.00					

1. The bidder is requested to fill in the cells in yellow.
2. Please specify currency (USD or Euro only). The unit prices shall be firm and fixed throughout the Initial and Optional Call-off Periods of the Contract.
3. This is a unit-based Contract. The exact number of working hours/days will be determined/called-off in the form of Formal Request for Delivery (FRD) at the rates quoted in this Attachment.
- 4.. The bidder is requested to submit the duly signed Financial Proposal Form in PDF format and in Excel Format.
5. In principle the Commission is exempt from 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.



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

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

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

CRITICAL INFORMATION:

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

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

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

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

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

INSTRUCTIONS:

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

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

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

Creating the archives for submission

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

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

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

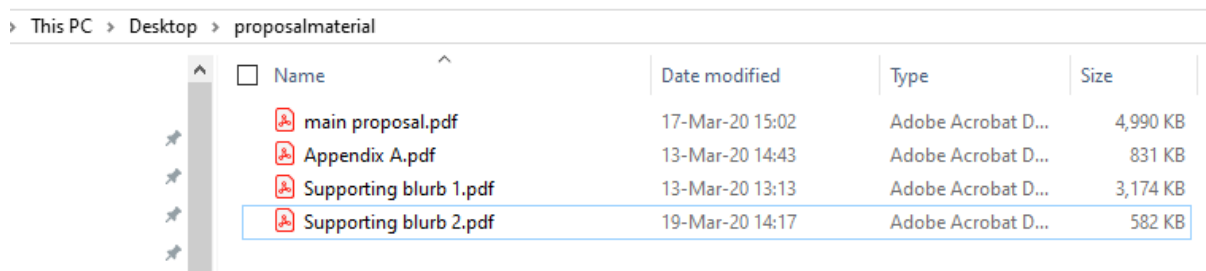


Figure 1 An example set of files to be submitted

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

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

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

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

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

The screenshot shows the 'Add to Archive' dialog box in WinRAR. The 'Archive' field is set to 'C:\Users\edwald\Desktop\proposalmaterial\SOFTCOMP-2020-0010-EDWALD-TECHNICAL-BID.zip'. The 'Archive format' is 'zip', 'Update mode' is 'Add and replace files', 'Path mode' is 'Relative pathnames', 'Compression level' is 'Normal', 'Compression method' is 'Deflate', 'Dictionary size' is '32 KB', 'Word size' is '32', 'Solid Block size' is empty, 'Number of CPU threads' is '4 / 4', 'Memory usage for Compressing' is '131 MB', 'Memory usage for Decompressing' is '2 MB', 'Split to volumes, bytes' is empty, and 'Parameters' is empty. The 'Options' section has three unchecked checkboxes: 'Create SFX archive', 'Compress shared files', and 'Delete files after compression'. The 'Encryption' section has 'Enter password:' and 'Reenter password:' fields, both containing asterisks, and a 'Show Password' checkbox which is unchecked. The 'Encryption method' is 'ZipCrypto'. The 'OK', 'Cancel', and 'Help' buttons are at the bottom.

Figure 2 Creating an Archive

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

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

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

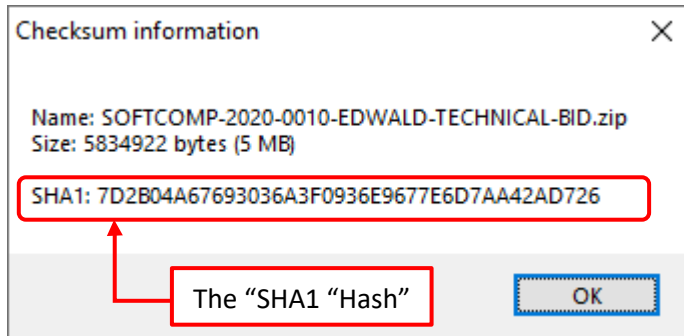


Figure 3 SHA1

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

Sidebar: How to open a CMD window in Windows:

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

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

Finally,

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

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

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

SEND THIS TO: bid_keys@ctbto.org

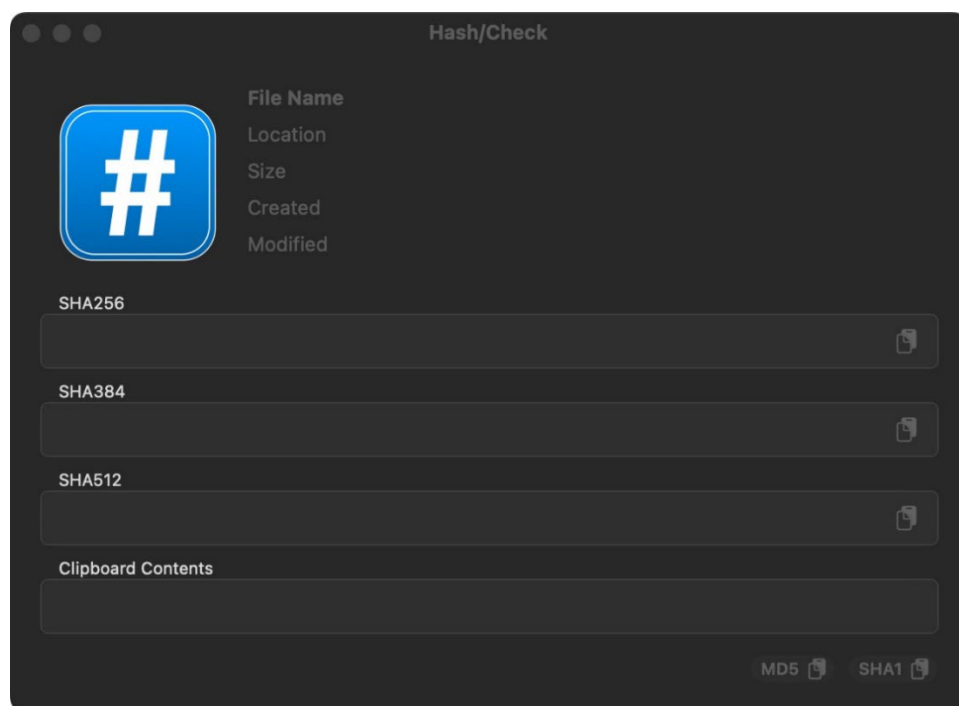
IMPORTANT NOTE: As stated above, only send the Encryption Key for the Technical Offer to the bid_keys@ctbto.org mailbox when sending your Technical and Financial Offer to the sealed_bids@ctbto.org mailbox. **You shall only send the Encryption Key for the Financial Offer to the Commission if and when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

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

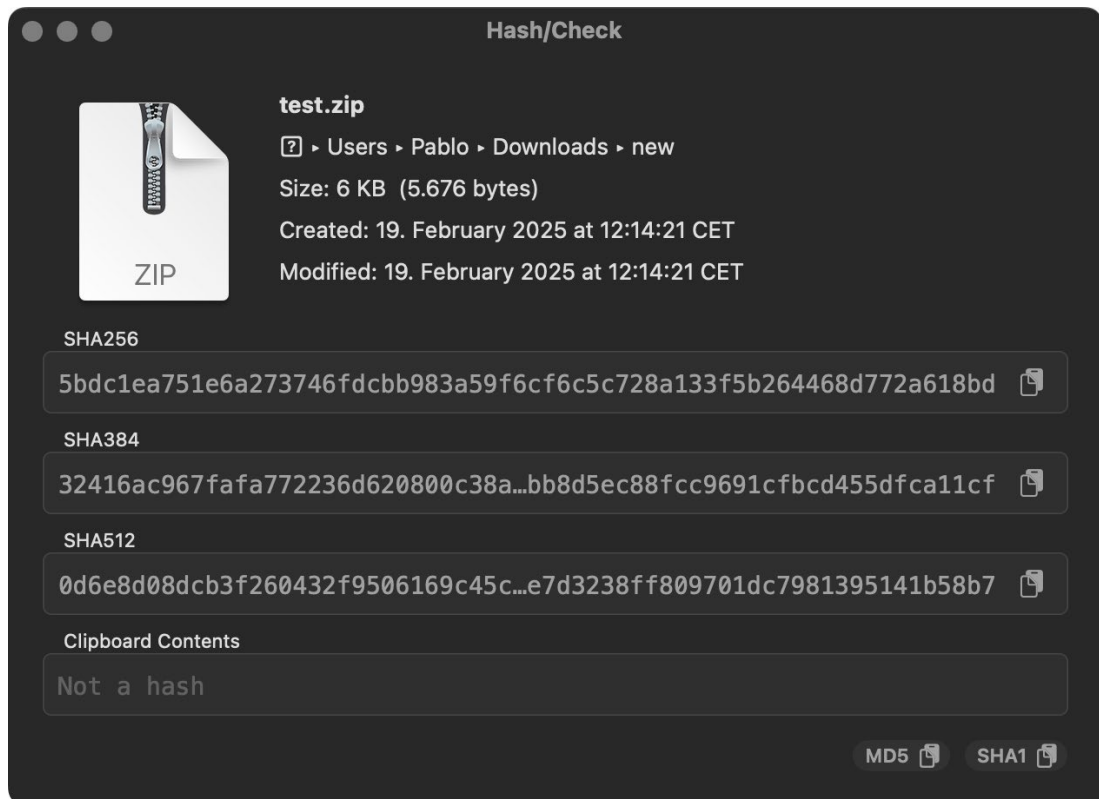
As mentioned above, should you have questions or difficulties, please send an e-mail to procurement@ctbto.org.

For MAC users:

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

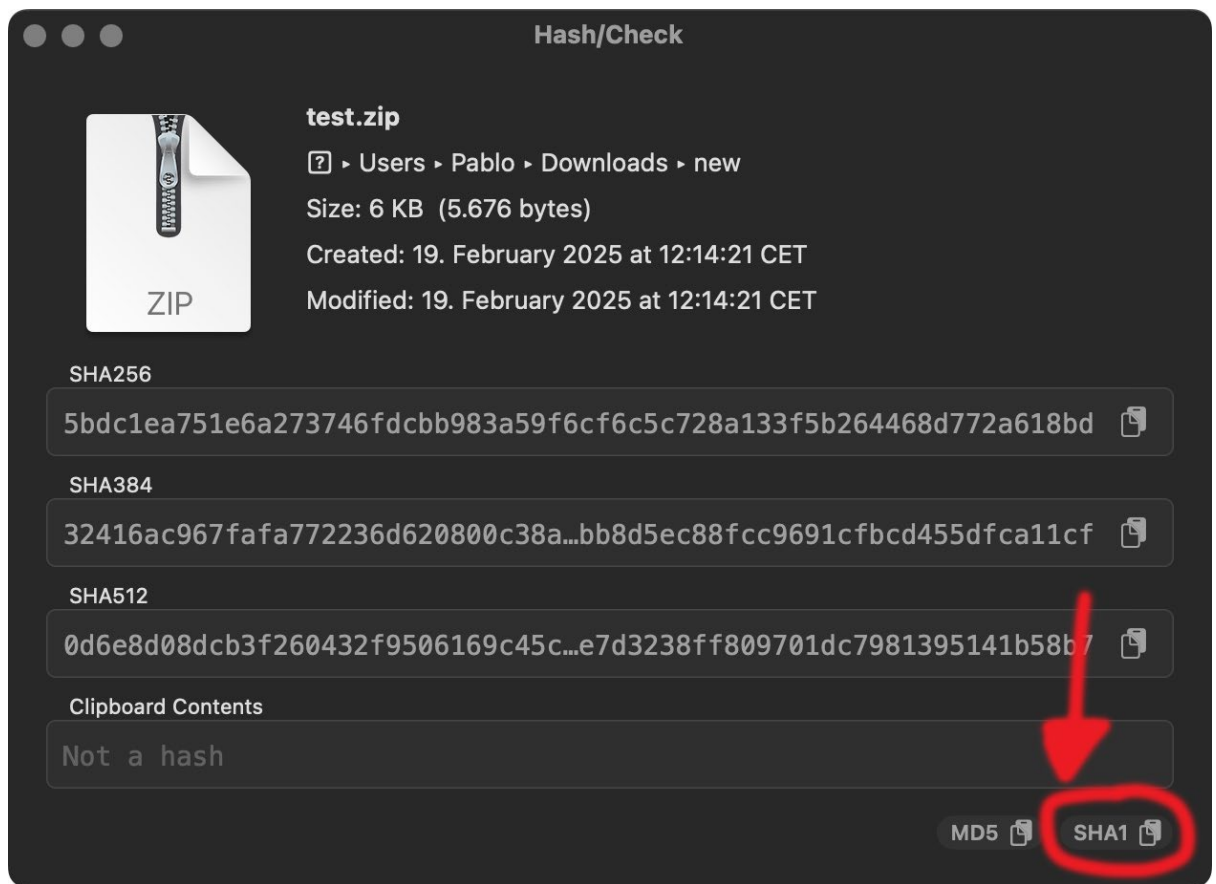


3. Please use your submitted technical and financial proposals

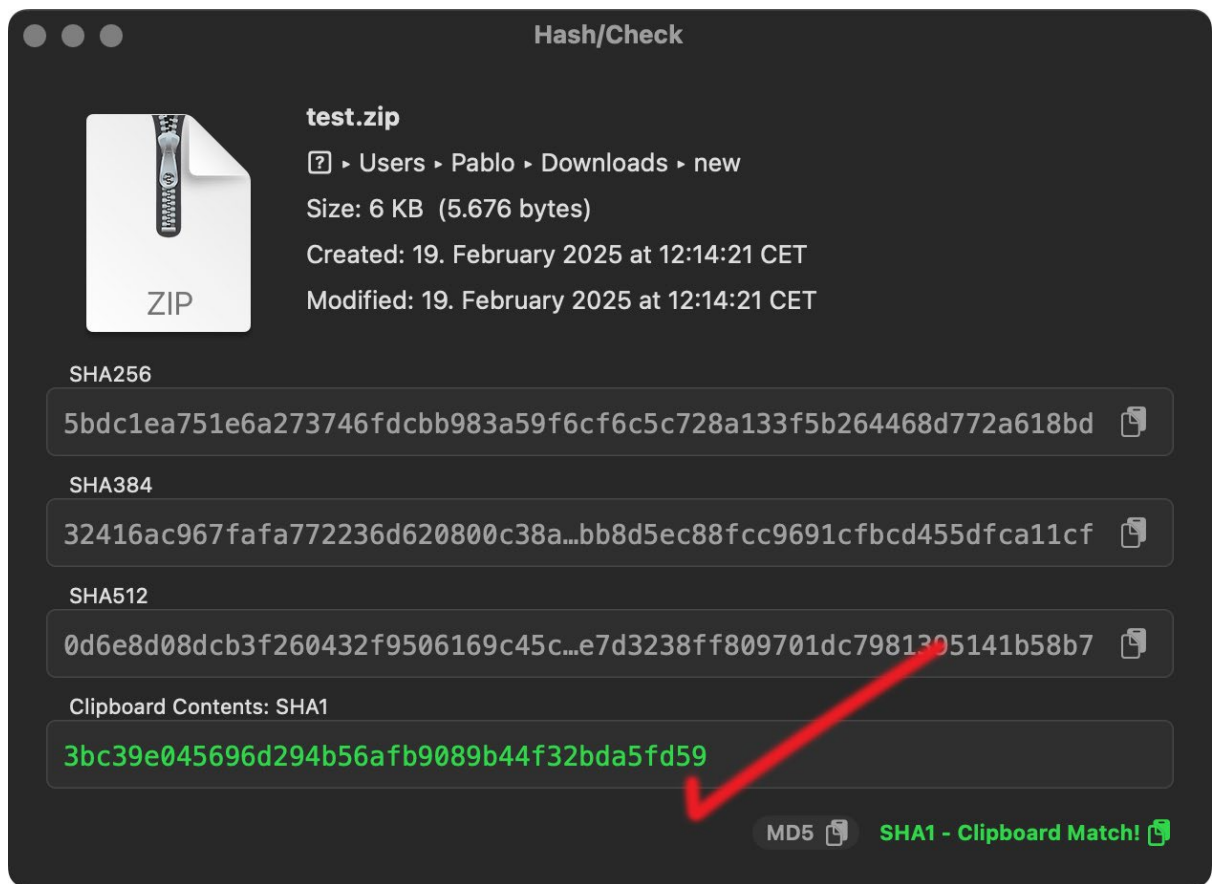


4. And it automatically creates several different hash values ... --- But the one we need SHA1 is not there ...

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



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



-----OR-----

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

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

Finally,

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

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

SEND THIS TO: bid_keys@ctbto.org

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

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

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

-----O-----

STATEMENT OF CONFIRMATION

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

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

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

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

Name (print): _____

Signature: _____

Title/Position: _____

Place (City and Country): _____

Date: _____

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

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

1. Name of Company:		
2. Street Address:	3. Telephone:	
P.O. Box: City:	4. E-Mail:	
Zip Code: Country:	5. Website:	
6. Contact Person: Title:		
7. Legal Status (e.g. Partnership, Private Limited Company, Government Institution) PLEASE INCLUDE A COPY OF THE CERTIFICATE OF INCORPORATION		
8. Year Established:	9. Number of Employees:	
10. Gross Corporate Annual Turnover (US\$m)*:	11. Annual Export Turnover (US\$m)*:	
12. Type of Business/Products: Manufacturer ☐ 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 <u>signed and stamped</u> by an official legally authorized to enter into contracts on behalf of your organization:			
Name:	Title:	Signature:	Date:

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

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

FOR CTBTO USE ONLY		
Evaluated By:	Initials	Date:
Updated By:	Initials	Date:
Remarks:		

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

MODEL CONTRACT

(SAP No.)

between

THE PREPARATORY COMMISSION

FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY

ORGANIZATION

and

THE NAME OF THE CONTRACTOR

for

the provision of services pertaining to

**MATURITY LEVEL ASSESSMENT OF THE PTS' IT SECURITY
FRAMEWORK AND PRACTICES
AND PROVISION OF OTHER IT SECURITY ADVISORY SERVICES ON A
CALL-OFF BASIS**

This Contract comprises this cover page, a table of contents, 7 (seven) pages of text, a signatories page, a List of Annexes and 3 (three) Annexes (A to C)

[November 2025]

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MODEL CONTRACT

This CONTRACT is entered into between the PREPARATORY COMMISSION FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION (hereinafter referred to as the “Commission”), having its office located at Wagramer Strasse 5, 1400 Vienna, Austria, and _____ (hereinafter referred to as the “Contractor”), having its registered office located at _____ [address] (both hereinafter individually referred to as the “Party” and collectively as the “Parties”).

The Parties hereto mutually agree as follows:

1 DEFINITIONS

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

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

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

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

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

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

“**Goods**” means the equipment to be supplied and delivered by the Contractor under the Contract as requested by the Commission under the FRD.

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

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

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

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

“**FRD**” mean formal request for delivery issued by the Commission which specify the (parts or portions of) optional Work referred to in Section 3 of Annex B to be performed by the Contractor upon request by the Commission in accordance with Annexes B and C.

2 AIM OF THE CONTRACT

The aim of this Contract is to provide services namely, **maturity level assessment of the PTS’ IT security framework and practices and provision of other IT security advisory services on a Call-off Basis** (hereinafter referred to as the “Services” or “Work”) to the Commission.

3 ENTRY INTO FORCE AND DURATION OF THE CONTRACT

The Contract shall enter into force upon the date of the last signature by the authorized Representatives of the Parties (hereinafter referred to as the “**Effective Date**”) and shall be valid until the Parties fulfill all their obligations hereunder.

4 COMMENCEMENT AND COMPLETION OF THE WORK

(a) The Contractor shall commence and complete the Work in accordance with the timelines for each of the phases set forth in Annex B.

(b) The Commission shall have the right, but not obligation, to call-off the optional Works referred to in Section 4(b) of Annex B (“Call-Off Component”) in the form of FRD. The commencement and completion date for the performance of the Works (hereinafter referred to as “**Commencement Date**” and “**Completion Date**”, respectively) will be set out in the respective FRD.

5 STANDARD OF WORK

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

6 RESPONSIBILITIES OF THE CONTRACTOR

(a) The Contractor shall provide the Work described in Annex B.

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

7 OPTIONAL WORK

- (a) During the term of the Contract, the Commission has the right, but not the obligation, to initiate performance of the optional Work through the issuance of individual FRDs in accordance with section 3 of Annex B based on the firm fixed unit prices set out in Annex C. The Contractor shall not perform any Work if not requested by the Commission through an FRD. However, the Contractor may propose a FRD for the Commission's evaluation.
- (b) The FRD issued by the Commission shall be the basis for acceptance, invoicing and payment of any Work performed by the Contractor.
- (c) The performance of the Work shall be made in full in accordance with the respective FRD. Partial service performance of a FRD will not be accepted and reimbursed without prior written agreement by the Commission.
- (d) The Work shall be performed at the place and within the approved Work Plan specified in the relevant FRD.
- (e) The Commission may revise a FRD as and when it may deem necessary.

8 WARRANTY

- (a) The provisions of Clause 28 of Annex A shall apply to the Work performed by the Contractor.
- (b) The Contractor shall ensure that the Commission shall experience no loss of service or support level by sub-contractors or repair agents acting on behalf of the Contractor.

9 PERMITS, NOTICES, LAWS AND ORDINANCES

- (a) The Contractor shall obtain and pay for all permits and inspections necessary for the proper execution and completion of the Work that are customarily obtained upon execution of this Contract and that are legally required at the time the Proposal is received by the Commission. This shall include, but not be limited to, work permits, visa, or similar.
- (b) The Contractor shall give all notices required by the nature of the Work.
- (c) If the Contractor notices that the Work or any part thereof required under this Contract is not in accordance with applicable laws and Rules, or with technical or safety standards, it shall promptly notify the Commission thereof in writing.

10 PROTECTION OF PERSONS AND PROPERTY

- (a) The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programmes in connection with the Work.
- (b) The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury and loss to:
 - (i) all employees on the Commission's premises and all other persons who may be affected thereby;
 - (ii) all the Work, equipment, its spare parts, materials and supplies to be incorporated therein, whether in storage on or off the Commission's premises, which are under the care, custody or control of the Contractor or any of its subcontractors; and
 - (iii) other property on the Commission's premises or adjacent thereto.
- (c) The Contractor shall give all notices and comply with all applicable laws and Rules bearing on the safety of persons and property and/or their protection from damage, injury and loss.
- (d) The Contractor shall erect and maintain, as required by existing conditions and progress of the Work, all reasonable safeguards for the safety and protection of persons and property, including posting danger signs and other warnings against hazards and promulgating safety regulations.
- (e) When the use or storage of combustible, explosive or other hazardous materials is necessary for the execution of the Work, the Contractor shall exercise the utmost care and shall carry on such activities under the supervision of properly qualified personnel.
- (f) The Contractor shall be responsible for the prevention of accidents on the Commission's premises during the execution of the Work.
- (g) In any emergency affecting the safety of persons or property, the Contractor shall promptly act to prevent threatened damage, injury and loss.
- (h) The Contractor shall promptly remedy all damage and loss to any property, referred to in Sub-Clause (b) above, caused in whole or in part by the Contractor, any subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable and for which the Contractor is responsible under Sub-Clause (b) above, except damage and loss attributable to the acts or omissions of the Commission or anyone directly or indirectly employed by it, or of anyone for whose acts the Commission may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to its obligations under Clause 9 of Annex A.

11 RESPONSIBILITIES OF THE COMMISSION

The Commission shall designate members of its staff to act as points of contact for the Contractor to ensure that the Work is carried out in accordance with Annexes B and C and shall promptly notify the Contractor thereof. The Commission shall respond promptly to requests for information by the Contractor regarding the Work.

12 CONTRACT PRICE

- (a) The Commission shall pay to the Contractor, in consideration of the full and proper performance of its obligations under the Contract, as follows:

- (i) The amount of _____ for the firm fixed Services as set out in Annex B, broken-down as follows:

[include breakdown for each phase]

- (ii) For each FRD issued during the Call-off Period specified in Clause 4(ii) above, the firm fixed daily rate pursuant to Annex C.

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

13 PAYMENT

The Contract Price shall be paid upon satisfactory completion of each deliverable for the milestones for the Work referred to in Section 2 of Annex B and, if applicable, satisfactory completion of each FRD and submission of the following:

- i) Invoice drawn up in accordance with this Clause 13;
 - ii) Any other documentation that might be required under the applicable FRD.
- (b) The Commission will make the payments to the Contractor on the basis of an invoice submitted by the Contractor as per Sub-Clause (d) below. All payments shall be made within 30 (thirty) days of the receipt and acceptance of the invoice, provided that the Work has been satisfactorily completed and has been accepted by the Commission.
- (c) The making of any payment hereunder by the Commission shall not be construed as an unconditional acceptance by the Commission of the Work accomplished by the Contractor up to the time of such payment.
- (d) The Contractor shall submit an invoice electronically, from the Contractor’s official e-mail address in PDF format, duly signed and stamped by the Contractor and submitted to the Commission’s email address specified in Clause 22 below. Each invoice shall contain the Contract number (CTBTO and SAP numbers), detailed banking instructions, including the name and address of the Contractor’s bank, account number, account holder’s name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer.

14 TEMPORARY SUSPENSION OF WORK

The Commission may, at any time, temporarily suspend the Work, in whole or in part, being performed by the Contractor under this Contract by giving 30 (thirty) days’ advance notice in writing to the Contractor. The Work so suspended shall be resumed by the Contractor on the basis of a revised time schedule and on terms and conditions to be mutually agreed upon between the Parties.

15 DELAYS AND EXTENSION OF TIME

- (a) If the Contractor is delayed at any time in the progress of the Work by any act or omission of the Commission or by any of its employees, or by any other contractor employed by the Commission, or by changes in the Work ordered by the Commission, or by any causes beyond the Contractor's reasonable control, or by any other cause which the Commission determines may justify the delay, then the time for completion of the Work shall be extended by an amendment to this Contract in accordance with Clause 21 below for such reasonable time as the Commission may determine.
- (b) Any request for extension of the time for reasons referred to in Clause 15(a) above shall be submitted to the Commission not later than 20 (twenty) days after the commencement of the delay, otherwise said request shall be deemed to be waived. Such request shall state grounds for the delay and shall provide an estimate of the probable effect of such delay on the progress of the Work.

16 CONTRACTOR'S CLAIMS AND REMEDIES

In no event shall the Contractor make any claim against the Commission for or be entitled to additional costs or compensation resulting from any delays in the progress or completion of the Work or any portion thereof, whether caused by the acts or omissions of the Commission, including, but not limited to, damages related to overheads, loss of productivity, acceleration due to delay and inefficiency. The Contractor's sole remedy in such event shall be an extension of time for completion of the Work, provided the Contractor otherwise meets the requirements and conditions set forth in this Contract.

17 ENTIRE AGREEMENT

This Contract represents the final agreement in respect of the Work and shall supersede all prior agreements and representations between the Parties in this respect. Annexes A to C shall constitute integral parts of this Contract and shall be of full force and effect.

18 DISCREPANCIES

If there are discrepancies or conflicts between any of the documents that are part of this Contract, the document to prevail shall be given precedence in the following order:

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

19 SEVERABILITY

If any term and/or provision of this Contract is or becomes invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions of this Contract shall not in any way be affected or impaired thereby.

20 NO WAIVER

Failure by a Party to enforce a right shall not be deemed to be a waiver of that right unless otherwise expressly provided in this Contract.

21 CONTRACT AMENDMENT

No modification of, or change in, this Contract, or waiver of any of its provisions, or additional contractual relationship with the Contractor shall be valid unless approved in the form of a written amendment to this Contract, signed by duly authorized Representatives of the Parties.

22 TRANSMISSION OF NOTICES AND OTHER DOCUMENTS

Notices, invoices, reports and other documentation under the Contract shall be delivered or sent to the relevant Party as follows (or to such person/title, address or email address as the Party may substitute by notice after the date of the Contract):

(a) The Commission:

For Contractual Issues:

*Chief, Procurement Section
Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization
(CTBTO)
Vienna International Centre
Wagramerstrasse 5, P.O. Box 1200
1400 Vienna, Austria
Tel: + (43 1) 26030 6350
E-mail: procurement@ctbto.org*

For invoices:

*Accounts Payable
CTBTO Financial Services Section
Vienna International Centre
Wagramerstrasse 5, P.O. Box 1200
1400 Vienna, Austria
Tel: + (43 1) 26030 6292
E-Mail: Payable_Invoices@ctbto.org*

For invoices and payment related enquiries:

Payments@ctbto.org

- (b) The Contractor:

For Contractual Issues and Invoices and Related Enquiries:

Name:

Title

Address

Tel:

Email:

23 EFFECTIVENESS

- (a) Except as provided below, any communication in connection with the Contract will be deemed to be given as follows:
- (i) if delivered in person, at the time of delivery;
 - (ii) if by registered mail or courier, when received;
 - (iv) if by electronic communication, when retrievable by the Commission in document form.
- (b) A communication given under Clause 23(a) above that is received or becomes retrievable on a non-working day or after business hours at the seat of the Commission will only be deemed to be given on the next working day of the Commission.

IN WITNESS hereof, the duly authorized Representatives of the Parties have executed this Contract:

For and on behalf of **the PREPARATORY COMMISSION FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION:**

Name, Position _____

Date: _____

Place: Vienna, Austria

For and on behalf of **[REGISTERED NAME OF THE CONTRACTOR]:**

Name, Position _____

Date: _____

Place: _____

LIST OF ANNEXES

ANNEX A: THE COMMISSION'S GENERAL CONDITIONS OF CONTRACT

ANNEX B: THE COMMISSION'S TERMS OF REFERENCE

ANNEX C: THE CONTRACTOR'S PROPOSAL

TERMS OF REFERENCE

MATURITY LEVEL ASSESSMENT OF THE PTS' IT SECURITY FRAMEWORK AND PRACTICES AND PROVISION OF OTHER IT SECURITY ADVISORY SERVICES ON A CALL-OFF BASIS

1. INTRODUCTON

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the “Commission”) is the [international organization setting up the global verification system](#) foreseen under the Comprehensive Nuclear-Test-Ban Treaty (hereinafter referred to as the “Treaty” and/or the “CTBT”), which is the Treaty banning any nuclear weapon test explosion or any other nuclear explosion. The Treaty provides for a global verification regime, including a network of stations worldwide, a communications system, an International Data Centre, and on-site inspections to monitor compliance. More information can be found at www.ctbto.org.

2. BACKGROUND

IT Security, as a component of the broader Information Security framework of the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (the “Commission” and/or the “PTS”), is essential towards maintaining the integrity, availability, and confidentiality of the information received, processed and communicated by the PTS as part of the delivery of its core verification activities. An adequate level of IT Security is also necessary for the PTS to ensure the fulfilment of its non-verification activities in a manner that aligns with its regulatory obligations.

In this context, as part of its continuous efforts to keep pace with environmental threats, organizational developments, and the evolution of its assets, the Commission seeks to further enhance the maturity level of its IT Security framework and practices, through an independent diagnosis of their current level, and the definition of a roadmap outlining priority areas for improvement, and identifying value-adding opportunities for action in this regard. These services, to be considered as advisory in nature, represent the fixed component of the Contract, and are hereinafter referred to as the “maturity level assessment”.

The Commission requires a standing contract on call-off basis (the “Contract”) with a qualified supplier (the “Contractor”) for the provision of the maturity level assessment of the PTS' IT security framework and practices and provision of other IT security advisory services (the “Services” and/or “Work”). The duration of the initial Contract period shall be twelve 12 months with the possibility of 4 (four) optional extension of 12 months each.

Both the fixed component of the Contract, and the call-off services shall be provided under the terms outlined in these Terms of Reference (hereinafter referred to as “ToR”). These may be contracted together or separately.

These ToRs define the technical framework of all activities to be performed during the delivery of the Services and contain the technical requirements for the activities, which shall be carried out by the Contractor in accordance with these ToR and in the most cost-effective manner possible.

3. PROJECT OBJECTIVES

The key objectives of the project can be summarized as follows:

- To Identify, through an independently led systematic approach, both adequately functioning aspects, as well as potential gaps in the PTS' IT Security framework and practices which may negatively impact the Commission's overall Information Security environment.
- To determine, on the basis of this assessment, the overall maturity level deriving from the current IT Security framework and practices, and identifying priority areas for improvement, together with value-adding opportunities for action in this regard.
- To support the implementation of all or some of these opportunities for action, as per PTS management requests.

4. SCOPE OF WORK

This section describes the scope of work under the Contract.

For the fixed component of the Contract, i.e. the maturity level assessment, the scope and nature of the works are described below. The Contractor shall ensure the Services meet all requirements as set out in the below sections of this ToR.

For the call-off component of the Contract, at the time when the work is called off (see Section 4. for the organization of work), the detailed scope of the services shall be defined.

a) Fixed component

The fixed component shall first involve an assessment or diagnosis phase aimed at the identification of both adequately functioning aspects, as well as potential gaps in the PTS' IT Security framework and practices which may adversely impact the Commission's overall Information Security environment. The parameters set aim at guiding the design of the fixed component and should be factored into the value proposal by the Contractor, but the latter retains a significant margin of discretion in the design of the fixed component's specific parameters.

This assessment shall be primarily based on:

- The gathering of all information already available to the PTS regarding:
 - The state of IT Security as a result of recent assurance activities (e.g. external audits);
 - Management's knowledge of aspects of IT Security not being implemented or not functioning as intended¹;
- Discussions with relevant stakeholders relating to the current and future governance and organization of the IT Security function within the PTS.

¹ The gathering of this information is meant to avoid that the Contractor shall repeat individual assessment activities already carried out in recent years in a manner that can be deemed sufficiently independent and reliable, or perform individual assessments activities regarding aspects of IT Security which the PTS management already acknowledges to be in need for improvement (for the latter, the Contractor shall simply note in its assessment that these areas are self-declared as in need for improvement, and refer to the informational basis as 'management insights').

- A review of the regulatory framework applicable to IT Security within the PTS context, and the identification of any gap therein, with consideration for ISO 27000 standards.
- A systematic verification of the reality and effectiveness of the implementation of the components of the PTS' Information Security framework pertaining to IT Security, included in applicable organizational policies —with the exception of aspects already acknowledged by management as not implemented or not functioning as intended, and those subject to recent independent assurance works.
- Each issue identified should be accompanied by an analysis of the nature and magnitude of the IT Security risks that it creates (including their likelihood and impact, using the Commission's agreed risk classification model), individually or in conjunction with other issues.

The findings of this assessment should then lead to an overall evaluation of the baseline maturity level of the IT Security framework and practices, both overall in reference to a recognized maturity analysis model, as well as through individual components (e.g. IT Security governance, IT Security operations).

Based on the assessment, the Contractor shall then develop a detailed roadmap aimed at improving the maturity level of the PTS' IT Security framework and practices, in the short term (i.e. quick wins), as well as in the medium and longer term. This roadmap should clearly delineate the reasons for prioritization of the selected areas for improvements. It should also include KPIs and propose milestones that can be achieved internally by the PTS and/or through the use of the call-off component of the contract.

These areas prioritized for improvements should be completed by recommending specific and PTS-tailored opportunities for action, including clarifying their implications in terms of both human and financial resources for consideration by management. The listed opportunities should be prioritized and aligned with organizational risk appetite and include indicative cost/benefit analyses.

The assessment shall be designed in such a manner as not to interrupt or have any significant adverse impact on the operations of PTS.

b) Call-off component

The call-off component shall consist of support services for implementation by the Contractor on the basis of the opportunities for action selected for implementation by management.

The PTS may implement the roadmap internally, select the Contractor to implement all or selected actions, or run an RFP to implement the roadmap.

5. DELIVERABLES

a) Fixed component

The fixed component of the Contract shall produce the following deliverables:

- Assessment Plan: At minimum, it shall include the scope, criteria, methodologies, and schedule of individual assessment activities, together with their foreseen timeline. The assessment plan should be subject to consultations with the PTS' Information Security Manager, and be presented for approval by the Chief, Internal Audit and Oversight Section, prior to the start of the activity.

- Assessment Report: At minimum, it shall include:
 - An Executive Summary
 - For each individual assessment activity:
 - Date(s) of the activity
 - Objectives of the activity
 - Method used for the activity
 - Finding(s) (both adequately functioning aspects as well as potential gaps) for the activity
 - A characterization of risk for each adverse finding
 - A gap analysis mapped to chosen framework (e.g. selected component of ISO 27000 standards), complemented by an overall baseline Maturity Assessment: At minimum, the results of the individual assessment activities shall lead to a benchmarking of IT Security within the PTS against the chosen framework both overall and by components (e.g. IT Security governance, IT Security operations).
 - Summary of adverse findings: At minimum, shall include a list of all adverse findings prioritized by risk (i.e. a summarization of the relevant information contained for each findings contained in the report), preferably in a tabular format.
- Roadmap for improvement of the maturity of the PTS' IT Security framework and practices: At minimum, it shall include:
 - An Executive Summary
 - A list of all adverse findings prioritized by risk, preferably in a tabular format (copy/pasted from the Assessment report).
 - The development of scenarios for maturity improvements, with different levels of ambition and resource needs, broken down into concrete short-, medium- and long-term opportunities for actions. A particular emphasis should be put on interdependencies between actions. Each scenario should contain cost estimates, and details over the expected benefits and, as applicable, the nature and levels of accepted risks.
 - Each opportunity for action may include, where applicable, a brief proposal of potential support activities by the Contractor, together with a rough estimate of the associated costs, typically in the form of a price range. Such cost estimates for support should not be factored in the overall estimate of the cost for each scenario and presented as a separate optional component meant at facilitating/supporting relevant actions' implementation.

The provided deliverables shall be in English language, with a particular attention to their formal quality (e.g. absence of typos), and their clarity, including with a view that they may be understood by non-IT experts.

The Assessment Report and the Roadmap shall initially be provided as a draft for comments to the PTS' Information Security Manager and allow the PTS to provide these within 10 working days. While such comments are not meant to be formally included in relevant deliverables, which shall remain the Contractor's own assessment and advice, they should be factored in to complement the Contractor's information and support the assessment's accuracy and completeness.

The Assessment Report and the Roadmap foreseen as part of the fixed component of the Contract shall be subject to a documented acceptance process by the Chief, Internal Audit and Oversight Section.

b) Call-off component

The call-off component of the Contract is meant to obtain support by the Contractor for the implementation of the opportunities for action selected for implementation by management.

This may include *inter alia*:

- Additional analyses, assessments, studies centered on specific IT Security aspects.
- Support to the development and amendment of existing IT Security policies.
- Advisory for IT Security developments (e.g. needs specification definition, market analyses, software configuration reviews).
- Provision of “Turnkey” IT Security solutions, including hardware and/or software components, and relevant man-days of works.

As the nature of these support activities, if any, will be dependent on the results of the fixed-component of the works covered by the Contract, they cannot be defined in advance, and will be specified in detail in the FRD, if any.

6. TIMELINES

a) Fixed Component

The delivery of the fixed component should take place over the months of December 2025, January 2026 and February 2026 with a deadline for the provision of all deliverables by mid-February 2026, unless otherwise agreed by the Commission and the Contractor in writing.

However, the Contractor shall have flexibility to:

- Initiate groundwork, such as reviewing documents already available (e.g. applicable policies, prior reports), before end of December 2025, provided that the relevant administrative basis has been set, including the applicable non-disclosure and confidentiality agreement.
- Organize its allocation of time towards the delivery of the three deliverables in the way that it deems the most fit to ensure successful completion of the works.

b) Call-Off Component

The timelines will be agreed on an individual or collective basis, based on the nature of the work requested by the Commission. Such timelines will be specified in relevant FRDs, if any.

The Contractor may provide such services within the Contract duration as set out in Section 1 “Background” of this ToR. The contracted volume of call-off work will be limited to 200 man-days during each 12-month period for all 4 (four) optional extensions. The PTS reserves the right, at its sole discretion, to call-off less or no man-days at all.

7. CALL-OFF COMPONENT MECHANISM

During the Contract, the Commission will have the right, but not the obligation, to call off Work in the form of a Formal Request for Delivery (FRD). Each FRD will specify the scope of Work to be performed and the deliverables required of the Contractor.

Before the issuance of any FRD, the Commission will issue to the Contractor a written request containing the Work requirements and deliverables, with reference to these ToR. The Contractor shall provide, within one (1) week of the date of the written request, the following information in the form of a proposal:

- (a) Technical proposal to implement the request;
- (b) Work plan with commencement and completion dates;
- (c) Financial proposal with detailed breakdown of costs.

After evaluation and acceptance of the Contractor's proposal by the Commission, the FRD will be issued to the Contractor. The Contractor shall perform work only after receipt of the FRD.

Owing to the nature of the Services, the amount of work that will be requested over the course of the Contract will be specified concretely only in the written request issued in anticipation of an FRD.

If and as requested by the Commission, the Contractor shall perform the below "baseline" work. The Commission may, at its sole discretion, request additional work related to the scope of this Contract beyond the baseline requirements, as may be agreed with the Contractor in accordance with the relevant FRD.

7.1. Planning

The PTS issues a written request outlining the scope of work (SoW), timeline and expected outcome. The Contractor shall submit, within one (1) week from receiving the written request, a proposed Work Plan (WP) including:

- Acknowledgment of the SoW requirements.
- Proposed service tasks for deliverables.
- Proposed timeline within PTS specified parameters (Start – End dates).
- Demonstrated expertise in IT security

7.2 Qualification of the Contractor

The bidder shall provide a minimum of six (6) qualified key personnel with detailed resumes, clearly identifying their roles and experience related to information security, audit, risk management, and compliance as follows:

- The Contractor must hold recognized certifications in the field of IT Security (e.g., ISO/IEC 27001 Lead Auditor, CISSP, CISM, or equivalent), and must demonstrate proven experience in managing information security frameworks aligned with ISO 27000 standards.

A minimum of five (5) years of experience providing IT security advisory services, including experience with infrastructure risk assessments, maturity model evaluations, and strategic security planning for complex enterprise environments (e.g., ERP, data centers, cloud infrastructure).

- A minimum of three (3) years of experience in troubleshooting IT security issues, including root cause analysis, incident response coordination, and resolving misconfigurations or policy enforcement failures.
- A minimum of three (3) years of experience in managing regulatory compliance requirements related to cybersecurity, including GDPR, or NIS2 and other relevant standards or directives.
- A minimum of three (3) years of experience with industry-recognized cybersecurity programs or frameworks, such as NIST CSF, COBIT, ITILv4, ISO/IEC 27001, or CIS Critical Security Controls especially regarding audit readiness and control validation.
- A minimum of five (5) years of experience in securing network infrastructure

7.3 Staff (names and required qualifications) assigned to tasks; in particular

- Project Manager with a minimum of five (5) years of experience in managing information security consulting projects, including cross-functional coordination, stakeholder engagement, and delivery of risk-based advisory services.
- Project Manager with a minimum of three (3) years of experience in applying IT security standards (e.g., ISO/IEC 27001, NIST Cybersecurity Framework), and in managing governance, risk, and compliance (GRC) processes.
- Technical Lead with at least five (5) years of experience in leading technical security assessments, network architecture reviews, and infrastructure security design, with deep understanding of threat landscapes and vulnerability management.
- Information Security Analyst with at least three (3) years of experience with secure systems integration, including identity and access management (IAM), secure API architecture, and encryption protocols.
- Information Security Analyst with at least five (5) years of experience conducting IT security audits, risk assessments, and developing or evaluating security policies and controls within enterprise systems.
- Information Security Analyst with a minimum of five (5) years of experience with enterprise resource planning (ERP) security, particularly in identifying and mitigating risks in systems such as SAP FI/CO or other financial modules.
- **Support and Maintenance and Compliance**
 - Support & Maintenance Team: Each team member must have at least five (5) years of experience in supporting IT security infrastructure, including SIEM/SOC, security incident management, and log correlation/analysis.
 - Compliance Officer: Must demonstrate a minimum of three (3) years of experience in interpreting and advising on national and international IT security compliance requirements and regulations.
 - Compliance Officer: Must have at least five (5) years of experience in monitoring, evaluating, and reporting on security compliance metrics, audit trails, and risk treatment plans.
- Necessary number of man-days per task.
- Place of work (on-site / off-site).

- The list of any hardware or software replacement with relevant costs, as applicable.
- Special requirements for PTS (i.e. necessary PTS support resources such as physical access on-site, remote access, servers access, etc.).

8. RESOURCES PROVIDED BY THE COMMISSION

For designated Contractor personnel, and to the extent necessary for the Contractor to fulfil the requirements of these TOR, the Commission will provide:

- a) Non-exclusive access to infrastructure, including office space and standard office supplies, hardware and software.
- b) Reasonable access to PTS office infrastructure e-mail, telephone, remote access services.
- c) Restricted physical access to selected areas of the PTS Data Centre; access will be granted only upon request and approval by the relevant internal bodies.
- d) Relevant documentation necessary for performance of the contract.
- e) Qualified staff will be made available to assist the Contractor in carrying out the Work.
- f) Supporting infrastructure not falling under Contractor responsibilities (server hardware, cloud services, hosting racks, environmental control systems, physical security systems, specific gear and equipment).
- g) PTS will provide the necessary virtual servers, Windows, Linux and Oracle (licenses included) enterprise database servers as needed.