

REQUEST FOR QUOTATION

THIS IS NOT AN ORDER

To: ALL BIDDERS

Vienna, 1400
Austria

CTBTO Ref. No.: 2025-0174/Polonskaya
(PLEASE QUOTE ON ALL COMMUNICATIONS)



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

E-mail: procurement@ctbto.org

Date: 31 Oct 25

Title of Request: Display of geophysical cross-sections in the Geospatial Management system for OSI (GIMO)

Deadline for Submission: 14 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 quote the following items as per conditions listed below.

Item	Description and Requirements	Quantity	U/M
1	Provision of Services for Display of geophysical cross-sections in the Geospatial Management system for OSI (GIMO)	1	Lot

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

Yours sincerely,



Ms Selma Bukvic,
Unit Head, Procurement Services Section

ACKNOWLEDGEMENT FORM

Solicitation No: 2025-0174	Closing Date: 14 Nov 25
Title: Provision of Services for Display of geophysical cross-sections in the Geospatial Management system for OSI (GIMO)	Vienna Local Time: 17:00

Procurement Staff: Olga Polonskaya

CTBTO Req. No.: 0010027862

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 TO BIDDERS

CONDITIONS	
General	This Request for Proposal (RFQ) is for the provision of services namely, Display of geophysical cross-sections in the Geospatial Management system for OSI (GIMO) as described in the attached Terms of Reference. The Quotation shall meet all requirements stated in the Terms of Reference.
The Price	The price quotation shall include costs and expenses incurred by the Contractor for the full and proper performance of all obligations under the contract and in line with a scope provided in the ToR (travel cost, if any, allowances, management and remuneration of the personnel, national income tax, medical, insurance and social security contribution, if applicable). The quoted cost and unit prices shall be firm and fixed for the duration of Contract. Applicable taxes, when authorized prior to the award of the order, will be reimbursed by the Commission on the basis of actual amounts paid and documented.
Currency	Please quote in EURO or US\$ only.

Taxes	In principle the Commission is exempt from taxes. Since the arrangement under which such exemption is respected varies from country-to-country, the bidder will be informed by the Commission whether tax exemption will occur at source or whether taxes will be reimbursed by the Commission upon submission of the original supporting documentation. “Taxes” means all direct and indirect taxes (including value added tax, general sales tax or goods and services tax), assessments, fees, customs duties, liens and charges in as much as they are levied in conclusion or implementation of the purchase order, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission’s official use. <i>(1) For Austrian companies</i> The price quoted shall be net of Taxes. All applicable Taxes payable by the (selected) bidder at the conclusion or implementation of the Purchase Order 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. <i>(2) For European Union (EU) Companies [FOR PURCHASE FROM EU COUNTRIES]</i> The price quoted shall be net of Taxes. All applicable Taxes payable by the bidder at the conclusion or implementation of the Purchase Order 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). <i>(3) For Non-EU Companies (FOR PURCHASE FROM NON-EU OR NON-EUROPE COUNTRIES)</i> The price quoted shall be net of Taxes. All applicable Taxes payable by the bidder at the conclusion or implementation of the Purchase Order 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 Purchase Order.
Validity of Quotation	Minimum 90 days as of the Closing Date
General Conditions	General Conditions of Contract (See Annex A) incorporated herein by reference: https://www.ctbto.org/sites/default/files/2022-09/CTBT_General_Conditions_of_Contract_08-10-2021_final.pdf
Privileges & Immunities	Nothing in or relating to the Contract shall be deemed to constitute an express or implied waiver of any Privileges and Immunities of the Commission.
Payment Terms	Within 30 days of receipt and acceptance of services and of the following documents: (1) Invoice(s) showing the firm fixed price of the goods/services and delivery costs. 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 Payable_Invoices@ctbto.org. The invoice shall contain 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 and actual pre-paid transportation and insurance cost (if applicable); (2) Acknowledgement Copy of the Commission’s Purchase Order with Supplier’s signature; and (3) Any other relevant documents.

	Applicable Taxes payable by the Supplier and/or its subcontractor(s) shall be invoiced separately or be separately identified on the invoice. Actual payment of the Taxes must primarily be supported by original documentation such as invoices, bank account statements, transfer orders, or receipts issued by the local tax or customs authorities. If submission of such original documentation is not possible for justifiable reasons, their copies could be accepted by the Commission provided that they are duly signed and certified by local tax or customs authorities. In case the currency in which the Taxes are levied is not the currency of the Contract, bank statements (or equivalent) showing the exchange rate used for the conversion shall be submitted to the Commission, in addition to any other supporting documentation.
Documents	1. The Quotation shall be submitted electronically <u>in three separate pdf files</u>: • one containing a Price Schedule (attached hereto) with prices, • one containing a Price Schedule without prices, • one containing a Technical part of quotation, including completed Technical Compliance Matrix (attached hereto) and CVs of proposed team. 2. The Quotation shall also include the following documents (attached hereto): - the Bidder's Statement, duly completed; - the Statement of Confirmation, duly signed; - the Supplier Registration Form, duly completed and signed.

OTHER INFORMATION

1. The Commission reserves the right to accept or reject bidder's quotation, partially or entirely, and to annul this procurement process at any time prior to award of the Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Commission's action.
2. The bidder shall include in its quotation documentary evidence of its qualifications to perform the Contract which shall establish to the Commission's satisfaction that the bidder has the financial, technical and production capability necessary to perform the Contract in its entirety.
3. The bidder shall bear all the costs associated with the preparation and submission of the quotation and the Commission shall not be responsible or liable for those costs, regardless of the conduct or outcome of this RFQ.
4. The bidder's price quotation shall be submitted in the English language, together with relevant technical literatures in duplicate, which shall also be in English.
5. The bidder's quotation shall be typed or written in indelible ink and signed by an official legally authorized to enter into contracts on behalf of their organization. The quotation shall not contain any inter-lineation, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the quotation.
6. The services 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 services are supplied.
7. The Quotation 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.
8. 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.
9. Not later than 7 days before the deadline for submission of the quotations, any request for clarifications relating to the RFQ documents shall be emailed to procurement@ctbto.org, attention to Procurement Staff in charge of this matter referred to in the RFQ No. 2025-0174. If such requests are addressed to others or if additional information is obtained from others, it may lead to disqualification of the bidder. No requests for clarifications will be entertained after this time.
10. At any time prior to the closing date for submission of Quotation, the Commission may, for any reason, modify the RFQ 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 Quotation.
11. From the deadline for submission of quotation until the written notification of award, no bidder shall contact the Commission on any matter relating to its quotation, except when responding to a request from the Commission for clarification. Any effort to influence the Commission in its evaluation of the quotation(s) or its award decision shall result in the rejection of the quotation.
10. The Commission will conduct the evaluation based on the criteria and method specified in Attachment "Evaluation Criteria and Method" and will determine the Offer that "most effectively satisfies the technical and operational requirements set out in the solicitation documents", subject to contractual and commercial compliance. Deviation, if any, from the Commission's terms and conditions might be a factor in the decision of award. The Commission also reserves the right to split the award for this project if so deemed desirable.
11. In case of an award, the following documents shall govern the Contract and in case of discrepancies or inconsistencies, the documents to prevail shall be given precedence in the following order:
 - (a) The Contract
 - (b) The Commission's General Conditions (Annex A) https://www.ctbto.org/sites/default/files/2022-09/CTBT_General_Conditions_of_Contract_08-10-2021_final.pdf
 - (c) Terms of Reference (Annex B)
 - (d) The bidder's quotation (Annex C)

The quotation shall be submitted in writing to the email address below:

procurement@ctbto.org

Bidders shall take note of the attached price schedule instructions when submitting the quotation.

Please confirm, within 5 working days, the receipt of this RFQ and your confirmation whether you will submit a quotation by the closing date mentioned herein.

Attachments:

- Evaluation Criteria and Method
- Technical Compliance Matrix
- Bidder's Statement
- Supplier Registration Form
- Statement of Confirmation
- Price Schedule
- Draft Contract
- The Commission's Terms of Reference

Please be informed that all open competitive tenders of the CTBTO are available on the Web.

For more information, please visit <http://www.ctbto.org/procurement>

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.

BIDDER'S STATEMENT
PLEASE STATE BELOW & SUBMIT WITH PROPOSAL

Delivery Time:

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 -ear period ☐ For a period ofN/A.....

Note: The provisions of article 28 of the Commission's General Conditions of Contract apply to the services to be provided under the Purchase Order, wherever it is referred to "Goods" it shall read "Services".

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

State country of origin of services quoted: N/A

Quantity discount and early payment discount (if any):

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

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

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

Yes ☐ **No** ☐

Remarks:

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

Yes ☐ **No** ☐ **Not applicable** ☐

Remarks:

Name:

Name & Title of Contact Person:

Signature & date:

Attachment
Evaluation Criteria and Method

RFQ 2025-0174 -Provision of Services for Display of geophysical cross-sections in the Geospatial Management system for OSI (GIMO)

No.	Ref No. in TOR	1.QUALIFICATION REQUIREMENTS	PASS/FAIL
		Requirements to the Contractor	
1	4.2	To commit to one member of the Team Roster being present at the CTBTO TeST Centre for two days for the testing and completion of an Acceptance Protocol	PASS/FAIL
2	4.3	Provided 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
3	4.4	Provided documented evidence, in the form of a plan, that the Contractor will be able to adjust the working hours of its relevant staff (e.g., project manager and lead developers), assigned to a Software Team, to overlap at least two hours with the Commission's working hours (9 am to 5 pm CET), on the Commission's request	PASS/FAIL
4	4.5	The knowledge transfer and on-boarding (in case of changes in development team) during the implementation of Phase 1, and (if applicable) Phase 2, shall be at the expense of the Contractor.	PASS/FAIL
5	5.1.1	To be a company established for at least four (4) years	PASS/FAIL
6	5.1.2	Have a minimum of four (4) years of experience developing software solutions for multiple secure air-gapped environments	PASS/FAIL
7	5.1.3	To propose at least three (3) staff who, together, meet the requirements in the Team Roster as described in Section 5.2	PASS/FAIL
8	5.1.4	To have a minimum of three (3) years of experience working with a modern issue tracking and ticket management systems, preferably Jira	PASS/FAIL
9	8	Provided confirmation of a warranty period of two (2) or more years after the completion of the user acceptance testing	PASS/FAIL
		Requirements for the Contractor's Personnel (Contractor's Team- shall not exceed three in number)- Each member of the Roster must meet the following qualifications	
10	5.2.1	A university degree or extensive proven experience in computer science or other scientific/technical subject with a high computational content	PASS/FAIL
11	5.2.2	At least two (2) years of recent professional experience using a software versioning system, preferably Git	PASS/FAIL
		Collective requirements for the Contractor's Personnel (Contractor's Team). Minimum of 2 years of professional experience demonstrated by named projects and an individual's role in each project for the following:	
13	5.2.4	Working with PostgreSQL databases (v9.X) including PostGIS	PASS/FAIL
14	5.2.5	Developing applications using Geoserver and Leaflet, including Leaflet plugins	PASS/FAIL
15	5.2.6	Working with Docker	PASS/FAIL
16	5.2.7	Developing software for 100% offline use	PASS/FAIL

Only bidders who pass all above criteria will be considered for the point system evaluation (2nd stage)					
No.	Ref No. in TOR	2. TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Points		
			Max Points	Factor	Weighted score
17	Overall	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity	5	2	10
18	3, 4, 5	Understanding of the scope and organization of work and the responsibilities of the Contractor	5	2	10
19	5.2.8	Minimum of 2 years of professional experience demonstrated by named projects and an individual's role in each project for the Developing geospatial tools in a browser-based environment	5	3	15
20	10	Demonstrated commitment to the risk assessment protocol as specified in TOR point 10.	5	1	5
TOTAL - Technical Evaluation			20		40

The minimum acceptable is a Total Weight Score of 24

EVALUATION METHOD:

1. Technical Evaluation:

The technical evaluation process will be done in two stages:

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

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

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 24***, and in accordance with the scoring table indicated below:

TABLE 2

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

2. Financial and commercial evaluation

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

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

Legend:

X= points to be assigned to the offer being evaluated

Y= price of the lowest priced, technically compliant offer

Z= price of the offer being evaluated

3. Selection

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

ATTACHMENT

TECHNICAL COMPLIANCE MATRIX

RFQ 2025-0174 -PROVISION OF SERVICES FOR DISPLAY OF GEOPHYSICAL CROSS-SECTIONS IN THE GEOSPATIAL MANAGEMENT SYSTEM FOR OSI (GIMO)

Part I – Minimum Content of the Technical Proposal

The table below sets out the **Minimum content of the Quotation and the Requirements of the Technical Proposal**. Bidders are requested to demonstrate compliance with the requirements and add any further information in support of their Quotation. Please refer to the relevant section of the Terms of Reference for further explanation of the requirements. The information provided will form an integral part of the technical evaluation process.

Item	Minimum content
1. Executive Summary	
	Provide an overview of the quotation
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 Contract. • 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.
Requirements for the Contractor and personnel	The Proposal should address and describe all requirements spelled out in the Terms of Reference (ToR).
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. A preliminary risk management draft plan shall be included in the technical offer.
4. Contractor's personnel	
4.1. Visa & Work Permits	Provide written confirmation that the Bidder understands and agrees to take responsibility for obtaining any Visa and/or work permits, which may be required to perform the Service under the Contract. The CTBTO does not sponsor work permits for contractors.
4.2. Documentation and Reporting	Provide written assurance that all reports, documentation, and communication (written and oral) supplied to the Commission shall be in English and submitted in electronic form as stipulated in the ToR.
4.3.CVs	Provide CVs of all proposed specialists.
4.4. Assurance	In addition, in the technical part of the quotation the bidder shall assure and confirm to the Commission that: • The personnel being nominated (CVs provided) are available to fulfil the demands of the Contract during its stated full term. • Is able to adjust working hours of proposed staff to overlap at least 2 hours with the Commission's working hours; • One member of the Team Roster will be present at the CTBTO TeST Centre for two days for the testing and completion of an Acceptance Protocol; • The knowledge transfer and on-boarding (in case of changes in development team) during the implementation of Phase 1, and (if applicable) Phase 2, shall be at the expense of the Contractor.

Part II - Compliance Matrix

Ref No. of ToR	Requirements <i>A section-by-section response to each section of the Terms of Reference is included in the Proposal</i>	Bidder's Response <i>Please tick whichever is applicable</i>		Indicate the section in your proposal
		"Yes"	"No"	
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			
4.3	All reports, documentation, and communication (written and oral) provided to the Commission by the Contractor shall be in English and submitted in an electronic form.			
4.4	To provide documented evidence, in the form of a plan, that the Contractor will be able to adjust the working hours of its relevant staff (e.g., project manager and lead developers), assigned to a Software Team, to overlap at least two hours with the Commission's working hours (9 am to 5 pm CET), on the Commission's request			
4.5	The Contractor shall commit to knowledge transfer and on-boarding (in case of changes in development team) during the implementation of Phase 1, and (if applicable) Phase 2, shall be at the expense of the Contractor			
Requirements for the Contractor				
5.1.1	To be a company established for at least four (4) years			
5.1.2	To have a minimum of four (4) years of experience developing software solutions for multiple secure air-gapped environments;			
5.1.3	To provide a minimum three (3) staff who, together, meet the requirements in the Team Roster as described in Section 5.2			
5.1.4	To have a minimum of three (3) years of experience working with a modern issue tracking and ticket management systems, preferably Jira.			

Programming Staff				
	The programming ‘team’ shall not exceed three (3) in number. Each team member shall satisfy the following requirements:			
5.2.1	A university degree or extensive proven experience in computer science or other scientific/technical subject with a high computational content,			
5.2.2	At least two (2) years of recent professional experience using a software versioning system, preferably Git			
5.2.3	Working knowledge of written and spoken English.			
	The programming ‘team’ shall <u>collectively</u> satisfy the following requirements specified below and have a proven experience *Proven experience is understood to mean a minimum of two (2) years of experience with regular use during that period. This must be supported with references to case studies outlining the role of the individual in the project.			
5.2.4	Working with PostgreSQL databases (v9.X) including PostGIS;			
5.2.5	Developing applications using Geoserver and Leaflet, including Leaflet plugins;			
5.2.6	Working with Docker;			
5.2.7	Developing software for 100% offline use.			
5.2.8	Additionally, experience with developing geospatial tools in a browser-based environment will be considered a benefit*.			
Reporting and Meetings				
6	Meetings and reporting shall be in line with SCRUM project management methodology. Sprint reviews shall take place at the premises of the Commission.			
Intellectual Property Rights				
7	The source code delivered for each deliverable shall belong to the Commission.			
Warranty and Post- Warranty Period				
8	Warranty period of two (2) or more years after the completion of the user acceptance testing. Terms and conditions of post-warranty support and bug fixes should be available and clearly specified.			
Risk Management				
10	An initial Risk Management plan is included as part of the Proposal and shall be finalized at the project’s commencement in accordance with Section 10 of the Terms of Reference.			

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 **signed and stamped** by an official legally authorized to enter into contracts on behalf of your organization:

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

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

Additional Details (if applicable)

 Correspondent bank:

 Correspondent account number:

 Correspondent SWIFT/BIC:

 Tax Identification Number:

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

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

STATEMENT OF CONFIRMATION

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

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

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

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

Name (print): _____

Signature: _____

Title/Position: _____

Place (City and Country): _____

Date: _____

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

Price Schedule Form

RFQ 2025-0174 -Provision of Services for Display of geophysical cross-sections in the Geospatial Management system for OSI (GIMO)

ToR		Unit	QTY	Unit Price	Total Price
Ref	PHASE 1			Currency please specify	Currency please specify
3.1	Team Roster Profile 1	Daily rate			0.00
	Team Roster Profile 2	Daily rate			0.00
	Team Roster Profile 3	Daily rate			0.00
	Total for Phase 1				0.00

ToR		Unit	QTY	Unit Price
Ref	PHASE 2 (optional)			Currency please specify
3.2.	Team Roster Profile 1	Daily rate	1	
	Team Roster Profile 2	Daily rate	1	
	Team Roster Profile 3	Daily rate	1	
4.2	Return ticket for 1 person	Ticket	1	
	DSA - do not quote see Note 4	working Day		Please do not quote

NOTES:

- 1) Please specify currency (USD or Euro only). The rates shall be firm and fixed throughout the term of the Contract.
- 2) For **PHASE 2** (optional) the Bidder shall provide the daily rates to be charged per profile. As per the Commission reserves the right, at its sole discretion, to proceed with all, none, or a selection of the JIRA tickets. The daily rate shall be applied to the JIRA tickets detailing the actual work to be performed.
- 3) Estimated costs for travel based on the most economic and direct route shall be specified in the Financial Proposal. Bidders shall indicate whether the travel costs (without DSA) are firm and fixed for the duration of the Contract, or they are estimated. In the case the travel costs are estimated, payment shall be based on actual costs against relevant supporting documentation e.g. invoices for travel, and shall not exceed 10% of the estimate.
- 4) If applicable, Daily Subsistence Allowance (DSA) shall be calculated based on the values provided by the International Civil Service Commission (ICSC) <https://icsc.un.org/>. Daily subsistence/per diem will be reimbursed at the applicable Daily Subsistence Allowance (DSA) rate of the United Nations (and UN EUR/USD exchange rate, if applicable).



MODEL CONTRACT

(SAP No. _____)

between

THE PREPARATORY COMMISSION
FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY
ORGANIZATION

and

(INSERT NAME OF THE CONTRACTOR)

for

the provision of services pertaining to
Provision of Services for Display of geophysical cross-sections in the Geospatial
Management system for OSI (GIMO) on a call-off basis

This Contract comprises this cover page, a table of contents, 8 (eight) pages of text, a signatories page, a List of
Annexes and 3 (three) Annexes (A to C)

October 2025

TABLE OF CONTENTS

[TO BE UPDATED ONCE SPECIFIC CONTRACT IS PREPARED]]

1. DEFINITIONS	3
2. AIM OF THE CONTRACT.....	4
3. ENTRY INTO FORCE AND DURATION OF THE CONTRACT.....	4
4. COMMENCEMENT AND COMPLETION OF THE SERVICES	4
5. OPTIONAL ITEMS	4
6. STANDARD OF WORK.....	4
7. RESPONSIBILITIES OF THE CONTRACTOR.....	4
8. WARRANTY.....	5
9. PERMITS, NOTICES, LAWS AND ORDINANCES.....	5
10. PROTECTION OF PERSONS AND PROPERTY.....	5
11. RESPONSIBILITIES OF THE COMMISSION	6
12. CONTRACT PRICE	6
13. PAYMENT	7
14. TEMPORARY SUSPENSION OF WORK.....	8
15. DELAYS AND EXTENSION OF TIME	8
16. CONTRACTOR’S CLAIMS AND REMEDIES.....	8
17. ENTIRE AGREEMENT	8
18. DISCREPANCIES	9
19. SEVERABILITY	9
20. NO WAIVER.....	9
21. CONTRACT AMENDMENT.....	9
22. TRANSMISSION OF NOTICES AND OTHER DOCUMENTS.....	9
23. EFFECTIVENESS.....	10
24. SOFTWARE LICENCE [USE THIS CLAUSE IF A VENDOR WILL DEVELOP NEW SOFTWARE FOR THE COMMISSION OR IF THE VENDOR USES THE COMMISSION’S SOFTWARE]	10

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 20 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.

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

“**Purchase Order (‘PO’)**” means orders issued by the Commission which specify the Work and/or Services to be performed by the Contractor upon request by the Commission in accordance with Annexes B and C;

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

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

“**Taxes**” means all direct and indirect taxes (including value added tax, general sales tax or goods and services tax), assessments, fees, customs duties, liens and charges in as much as they are levied in conclusion or implementation of the Contract, including customs restrictions and

charges of similar nature in respect of articles imported or exported for the Commission's official use.

“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.

2. AIM OF THE CONTRACT

The aim of this Contract is to provide Goods and Services, namely, Design one module in the Geospatial Management system for OSI (hereinafter referred to as the “Services” or “Work”), for the Commission.

3. ENTRY INTO FORCE AND DURATION OF THE CONTRACT

This 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 it shall remain in force until the Parties fulfill all their obligations hereunder.

4. COMMENCEMENT AND COMPLETION OF THE SERVICES

The Contractor shall complete the Work and/or Services, within the meaning of Section 3.1 “Phase 1” of Annex B, within the relevant timelines specified in Section 3.1.2 of Annex B.

5. OPTIONAL ITEMS

The Commission shall have the right, but not the obligation, to request the optional Work and/or Services within the meaning of Section 3.2 “Phase 2” of Annex B, under the same terms and conditions as those of this Contract, within the relevant timelines specified in Section 3.2.1 of Annex B (hereinafter referred to as the **“Call-off Period”**). The Optional Items will be opted for through separate purchase orders (hereinafter referred to as the **“Purchase Orders”** or **“PO”**). The commencement and completion date for the performance of the Work (hereinafter referred to as **“Commencement Date”** and **“Completion Date”**, respectively) will be set out in the respective PO.

6. STANDARD OF WORK

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 perform the Work in the best way and in the most expeditious and economical manner consistent with the requirements set forth in this Contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

- (a) The Contractor shall provide the Services described in Annex B and Annex C.
- (b) The Contractor shall provide qualified English-speaking personnel as necessary to perform the Services under this Contract. The key persons shall be available for possible

tasks related to the Services throughout the duration of the Contract period. Any replacement of the key personnel shall be made in accordance with Clause 7 of Annex A.

- (c) The Contractor acknowledges that after the completion of the Work under this Contract, the Commission shall own the Software and source code described in Annex B and the Contractor shall have no rights in that Software or source code unless granted by the Commission under Clause 23 of this Contract.

8. WARRANTY

The provisions of Clause 28 of Annex A shall apply to the Services performed by 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.
- (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 be responsible for the prevention of accidents on the Commission's premises during the execution of the Work.
- (e) In any emergency affecting the safety of persons or property, the Contractor shall promptly act to prevent threatened damage, injury and loss.
- (f) 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 Services are 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 Services.

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) A firm fixed price of [EURO/US\$] _____ [in numbers and words], for provision of the firm Work, in accordance with Annexes B and C.
 - (ii) Subject to Clause 5 above, the firm and fixed prices in Annex C upon provision of Optional Items in accordance with Annexes B and C, subject to the Commission's review and acceptance.

(hereinafter referred to as the "Contract Price").
- (b) The Contract Price shall cover all costs and expenses, excluding Taxes, incurred by the Contractor for the full and proper performance of all obligations under the Contract (including travel, allowances, management and remuneration of the personnel, national income tax, medical insurance, and social security contributions). It also includes work performed by the Contractor's personnel outside the Commission's normal working hours.
- (c) The Contract Price shall be firm and fixed and shall not be subject to escalation. The Contractor shall not do any work, provide any materials or equipment, or perform any services which may result in any charges to the Commission over and above the Contract Price without the prior written consent of the Commission and a formal written amendment to this Contract.

- (d) **[PLEASE IDENTIFY WHETHER TAXES ARE APPLICABLE UNDER THIS CONTRACT AND SELECT ONE OF THE FOLLOWING OPTIONS AT THE TIME OF AWARD]:**

The Contractor shall be reimbursed by the Commission for such taxes on the basis of actual amounts paid and duly documented by the Contractor as per Clause 12 (e).

OR

No Taxes are applicable under this Contract.

13. PAYMENT

- (a) The Contract Price shall be paid in accordance with the following payment schedule and subject to the following conditions:

upon satisfactory completion of the firm Services and Software and satisfactory completion of each Purchase Order 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 Purchase Order.
- (b) The Commission shall make the payments to the Contractor on the basis of an invoice submitted by the Contractor as per 13(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 sealed by the Contractor and submitted to the Commission's email address specified in Clause 21 below. Each invoice shall contain the Contract number (CTBTO and SAP numbers), detailed banking instructions, including the name and address of the Contractor's bank, account number, account holder's name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer.

[NOTE: PARAGRAPH (e) BELOW ONLY APPLIES IF THERE ARE TAXES (SEE CLAUSE 11 (d) ABOVE). IF NO TAXES ARE APPLICABLE UNDER THIS CONTRACT, PARAGRAPH (e) SHOULD BE OMITTED.]

- (e) Applicable Taxes payable by the Contractor and/or its subcontractor(s) in respect of the Work shall be invoiced separately or be separately identified on the invoice. Actual payment of the Taxes must primarily be supported by original documentation such as invoices, bank account statements, transfer orders, or receipts issued by the local tax or customs authorities. If submission of such original documentation is not possible for

justifiable reasons, their copies could be accepted by the Commission provided that they are duly signed and certified by local tax or customs authorities. In case the currency in which the Taxes are levied is not the currency of the Contract, bank statements (or equivalent) showing the exchange rate used for the conversion should be submitted to the Commission, in addition to any other supporting documentation.

14. TEMPORARY SUSPENSION OF WORK

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

15. DELAYS AND EXTENSION OF TIME

- (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 14 (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 Services and shall supersede all prior agreements and representations between the Parties in this respect. Annexes A to C and the Purchase Orders 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 respective Purchase Order.

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 Contractor and of the Commission.

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, facsimile number or email address as the Party may substitute by notice after the date of the Contract):

- (a) The Commission:

For Contractual Issues:

Chief, Procurement Section

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

Vienna International Centre

Wagramerstrasse 5, P.O. Box 1200

1400 Vienna, Austria

Tel: + (43 1) 26030 6350

E-mail: procurement@ctbto.org

For submission of invoices:

Accounts Payable

CTBTO Financial Services Section

Vienna International Centre

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:

[Name]

[Address]

[Contact details]

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;
 - (iii) if by electronic communication, when retrievable by the Commission in document form.
- (b) A communication given under Clause 22 (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.

24. SOFTWARE LICENCE

The Commission hereby grants the Contractor a non-exclusive, non-transferable, irrevocable license to use the Software for the duration of the Contract and for the purpose of doing the Work under the Contract. The use of the source code is only for the duration of the Contract and for the Work required under the Contract. All title, ownership rights and intellectual property rights in and to the Software shall remain with the Commission. The Contractor acquires no title, right or interest in the Software, other than the license(s) specifically granted herein by the Commission.

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

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

[Name and Position]

Date: _____

Place: Vienna, Austria.

For and on behalf of **[CONTRACTOR]:**

[Name and Position]

Date: _____

Place: _____

LIST OF ANNEXES

ANNEX A: THE COMMISSION'S GENERAL CONDITIONS OF CONTRACT

ANNEX B: THE COMMISSION'S TERMS OF REFERENCE

ANNEX C: THE CONTRACTOR'S PROPOSAL

ANNEX B

Terms of Reference

Provision of Services for Display of geophysical cross-sections in the Geospatial Management system for OSI (GIMO)

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. For more information, please visit www.ctbto.org

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

The Commission is seeking a Contractor to design one module in the Geospatial Management system for OSI (hereinafter referred to as the “GIMO”). The Commission outlines here the Terms of Reference (hereinafter referred to as the “ToR”) that the Contractor shall use as a basis to design a display of geophysical cross-sections in GIMO (hereinafter referred to as the “Services”).

2 SCOPE

The Call-Off- Contract is divided into two (2) Phases:

- Phase 1: Scoping study and prototyping for the introduction of Display of geophysical cross-sections in GIMO. This Phase shall involve focussed discussions between Commission staff and the Contractor to elaborate the criteria described in Section 3.1.
- Phase 2: Implementation of the software development tasks identified in Phase 1. This Phase is optional and can be activated at the sole discretion of the Commission.

3 TASKS AND DELIVERABLES

3.1 Phase 1: Scoping study and prototyping

3.1.1 *Display of geophysical cross-sections in GIMO*

The Contractor shall design a workflow for display of geophysical cross-sections in GIMO.

This shall involve:

- The display of records in the working area (WA) map display.

The design phase shall adhere to the following criteria:

- Geophysical cross-sections (i.e., 2D representations of the depth variation of physical properties along a profile) by OSI geophysical techniques should be viewable on the GIMO map display by clicking on the surface track of the profile on the map;
- This could be accomplished, e.g., by a pop-up window that shows the cross-section for the chosen profile with the distance along the profile synchronized to that on the map display to aid correlation of features on the section with surface track of the profile on the map.
- Generally, the geophysical cross-sections are produced as images that need to be georeferenced to be displayed along the profiles shown on the map.

3.1.2 *Deliverables for Phase 1*

The Contractor shall deliver a detailed road map for the introduction of the display of geophysical cross-sections in GIMO. The road map for each shall include:

- A breakdown of tasks as JIRA tickets, including mock-ups and workflow diagrams where appropriate;
- An Acceptance protocol for each task or group of tasks;

- Time estimates for each JIRA ticket; and
- An Assessment of the risks associated with each task or group of tasks.

On receipt of the deliverables, the Commission may seek clarification regarding the content of JIRA tickets and time estimates. Requests for clarification shall be communicated by the Commission within one (1) week of the receipt of the deliverables with feedback provided by the Contractor no later than one (1) week later (see Figure 1).

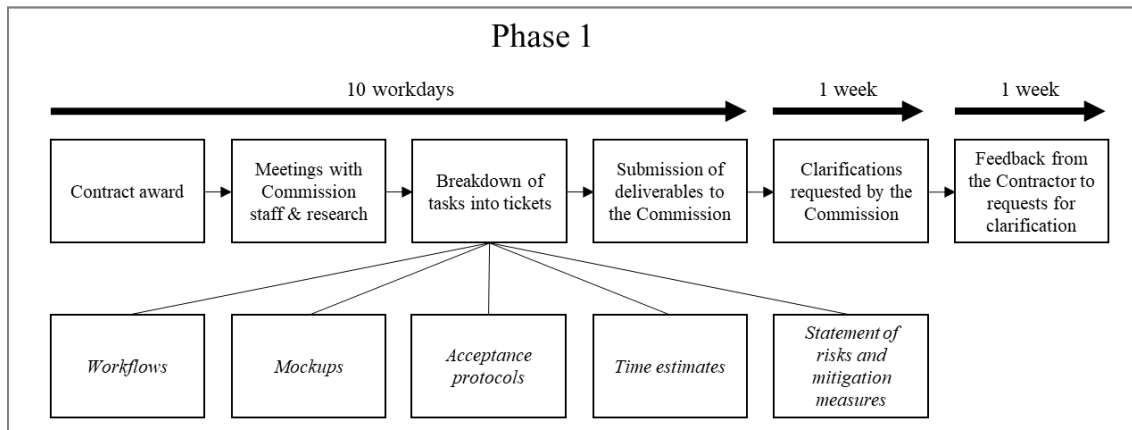


Figure 1: Workflow for Phase 1

3.1.3 Acceptance of Phase 1

On receipt of the final deliverables, the Commission will review the information and decide whether to proceed with all or a selection of the JIRA tickets. The Commission may seek clarification from the Contractor during this period to better understand the inter-relationships between JIRA tickets.

Within three (3) weeks of receiving the deliverables of Phase 1, the Commission shall communicate to the Contractor in writing which JIRA tickets shall be activated in Phase 2.

3.2 Phase 2 (Optional)

3.2.1 Tasks and Deliverables

Tasks in Phase 2 shall be based on the list of activated JIRA tickets. The scope and timeframe of each task shall be clearly described in the ticket by the Contractor. All the tickets are checked and approved by the Commission.

The order in which JIRA tickets are implemented shall be agreed in writing between the Commission and the Contractor. The Commission shall have the final say on priorities and the order in which tasks are implemented as final deliverables of the project.

4 ORGANIZATION OF WORK

4.1 Initiating work

- Phase 1 shall be implemented on receipt of the Purchase Order from the Commission.
- Optional Phase 2 shall be implemented on receipt of the Purchase Order from the Commission. The activation of Phase 2 tasks is described in section 3.1.3.

4.2 Completion and acceptance

- Phase 1 shall be completed based on the satisfactory completion of the deliverables described in section 3.1.2.
- Deliverables associated with tasks activated in Phase 2 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.

4.3 Documentation and Communication

All reports, documentation, and communication (written and oral) provided to the Commission by the Contractor shall be in English and submitted in an electronic form.

4.4 Working hours

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.

4.5 Knowledge Transfer

The knowledge transfer and on-boarding (in case of changes in development team) during the implementation of Phase 1, and (if applicable) Phase 2, shall be at the expense of the Contractor.

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 experience developing software solutions for multiple secure air-gapped environments;

3. Provide a minimum three (3) staff who, together, meet the requirements in the Team Roster as described in Section 5.2;
4. Have a minimum of three (3) years of experience working with a modern issue tracking and ticket management systems, preferably Jira.

5.2 Programming staff

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

The programming 'team' shall not exceed three (3) in number. Each team member shall satisfy the following requirements:

1. A university degree or extensive proven experience in computer science or other scientific/technical subject with a high computational content,
2. At least two (2) years of recent professional experience using a software versioning system, preferably Git,
3. Working knowledge of written and spoken English.

The programming 'team' shall **collectively** satisfy the following requirements:

Proven experience* of:

4. Working with PostgreSQL databases (v9.X) including PostGIS;
5. Developing applications using Geoserver and Leaflet, including Leaflet plugins;
6. Working with Docker;
7. Developing software for 100% offline use.

*Proven experience is understood to mean a minimum of two (2) years of experience with regular use during that period. This must be supported with references to case studies outlining the role of the individual in the project.

8. Additionally, experience with developing geospatial tools in a browser-based environment will be considered a benefit*.

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 AND POST-WARRANTY PERIOD

Contractor shall provide warranty period of two (2) or more years after the completion of the user acceptance testing. Terms and conditions of post-warranty support and bug fixes should 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 will 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 will apply as contained in the Contract. Access will 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 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 ToR. Risks may include but are not limited to technical challenges, changes in project requirements/scope, resource constraints, schedule delays, integration difficulties, and third-party software dependencies. The risk assessment plan should be continuously updated, aligning with the delivery of project milestones and significant accomplishments.

Upon the 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 should be officially closed, accompanied by appropriate documentation. The insights gained from the risk management process should be methodically documented and shared with the CTBTO, thereby contributing to the knowledge repository for forthcoming software development endeavours.