

REQUEST FOR PROPOSAL

To: ALL BIDDERS

CTBTO Ref. No.: 2025-0181/SANZ 
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

E-mail: procurement@ctbto.org

Date: 19 November 2025

Subject: *Development of Visualisation for Inspection
Team Functionality.*

Deadline for Submission: 1 Dec 25

Vienna Local Time: 17:00

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

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

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

Yours Sincerely,

Selma Bukvic 
Senior Procurement Officer, Unit Head
Procurement Services Section

ACKNOWLEDGEMENT FORM

Solicitation No: 2025-0181	Closing Date: 1 Dec 25
Title: Development of Visualisation for Inspection Team Functionality	Vienna Local Time: 17:00

Procurement Staff: Eileen Sanz

CTBTO Req. No.: 0010027871

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 namely, ***Design and Development of Visualisation for Inspection Team Functionality*** as described in the attached Terms of Reference.

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

2. Documents included in this RFP

This RFP consists of the following documents:

- 1) Letter of Invitation;
- 2) These Instructions for Preparation and Submission of Proposals
 - Attachment 1: Minimum Content of Technical Proposal and Technical Compliance Matrix;
 - Attachment 2: Evaluation Criteria and Method; and
 - Attachment 3: Price Schedule Form
- 3) List of CTBT State Signatories available at <http://www.ctbto.org> under [Status of Signatures and Ratifications | CTBTO](#) and incorporated hereby by reference;
- 4) Vendor Profile Form;
- 5) Statement of Confirmation;
- 6) The Commission’s Model Contract and its Annexes A-B:
 - The Commission’s General Conditions of Contract (Annex A) found at the following link and incorporated hereby by reference [CTBTO General Conditions of Contract](#)
 - The Commission’s Terms of Reference (Annex B)

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

3. Amendment of RFP Documents

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

4. Language of the Proposal

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

5. Format and Submission of the Proposal

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

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

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

- (b) The Proposal shall be submitted to procurement@ctbto.org. The subject of the email shall contain the following: *RFP 2025-0181/ Design and Development of Visualisation for Inspection Team Functionality*.

6. Closing Date and Time

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

7. Request for Clarifications and Contacting the Commission

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

E-mail: procurement@ctbto.org
Subject: RFP 2025-0181/SANZ - Request for Clarifications

The Commission will make all reasonable efforts to issue the clarifications not later than five (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.

8. Eligible Goods and Services

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

9. Type of Contract and Payment

The Commission intends to conclude a firm fixed price based on the attached Model Contract. The terms and conditions of payment for services are described in the attached Model Contract.

10. Preparation of the Proposal

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

The Proposal shall be composed of the following separate parts:

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

providing, but not limited to, the following information:

PART I: TECHNICAL PROPOSAL

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

The Proposal shall contain, at the minimum:

- (i) The information required in **Attachment 1, Part I (Minimum Content of the Technical Proposal)**; and
- (ii) The complete **Attachment 1, Part II “Technical Compliance Matrix”**, which shall be submitted as part of the Technical Proposal.

1. Point of Contact

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

2. Documents Establishing the Eligibility and Qualifications of the Bidder

- (i) The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor. In order to award the Contract to a Bidder, its qualifications must be documented to the Commission’s satisfaction. These include, but are not limited, to the following:
 - (a) That the Bidder has the financial, technical, and production capability necessary to perform the Contract.
 - (b) That the Bidder assures and confirms to the Commission that the personnel being nominated are available to fulfil the demands of the Contract during its stated full term.
- (ii) Expertise of the Firm/Organization: This section shall provide a brief information on the experience of the organization, both domestic and international, which are related or similar in nature to the requirements of the RFP.

3. Bidder’s Statement, Statement of Confirmation and Vendor Profile Form

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

4. Description of the 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. At the minimum, the Proposal shall include the elements required in **Attachment 1** and shall include the Technical Compliance Matrix duly filled in.

5. Contractor's and Key Personnel Qualifications

As per Attachment 1 - Documentary evidence of the Bidder's and the project key personnel's qualifications meeting the requirements of the Terms of Reference, 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. Curriculum vitae of key staff proposed for this contract, including technical experience to perform the Work.

6. Commission's Inputs

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

7. 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](#).)

8. 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.

9. Delivery Schedule

Delivery time shall be indicated in weeks after receipt of an order and shall be firm during the validity of the Proposal and comply with the delivery requirements specified in the Terms of Reference.

PART II: FINANCIAL PROPOSAL

Please complete **Attachment 3 "Price Schedule Form"**. You are required to define the Unit Prices in EURO (for EU Companies) or US Dollars, exclusive of taxes.

- (i) In presenting the cost for each item, adequate justification and calculation must be included in the cost Proposal. All individual costs shall be stated in EURO or US Dollars and be computed to constitute the total Contract Price. Note that clear and detailed explanations would enable us to evaluate the Proposal promptly and proceed with fewer requests for clarifications/justifications at a later stage. This is also a factor influencing the decision for Contract award.
- (ii) In principle the Commission is exempt from taxes. Since the arrangement under which such exemption is respected varies from country to country, the selected bidder will be informed by the Commission whether tax exemption will occur at source or whether taxes paid by the selected bidder will be reimbursed by the Commission upon submission of the original supporting documentation.

(1) For Austrian companies

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

(2) For European Union (EU) Companies

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

(3) For Non-EU Companies

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

11. Completeness and Correctness of the Proposal

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

12. Validity of the Proposal

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

13. Correction of Errors

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

14. Evaluation of Proposal

- (a) The Commission will conduct the evaluation based on the criteria and method specified in **Attachment 2** "Evaluation Criteria and Method".
- (b) The Commission, based on the evaluation criteria and method given in Attachment 2, will determine the Proposal(s) that "most effectively satisfies the technical and operational requirements set out in the solicitation documents", subject to contractual and commercial compliance.
- (c) The Commission reserves the right, as it deems appropriate, to award to a single bidder, to award to multiple bidders in any combination or not to award to any of the bidders as a result of this RFP.

15. Negotiations of the Proposal

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

16. Modification and Withdrawal of the Proposal

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

17. The Commission's Right to Reject the Proposal

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

18. Costs of preparation and submission of the Proposal

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

19. Proprietary Information

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

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

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

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

BIDDER'S STATEMENT
PLEASE STATE BELOW & SUBMIT WITH PROPOSAL

Delivery Time:

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 Model Contract, License Agreement 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 1-MINIMUM CONTENT OF THE TECHNICAL PROPOSAL AND TECHNICAL COMPLIANCE MATRIX

RFP NO. 2025-0181/SANZ

DEVELOPMENT OF VISUALISATION FOR INSPECTION TEAM FUNCTIONALITY

Part I – Minimum Content of the Technical Proposal

The table below sets out the **Minimum content of the Proposal 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 Proposal. Please refer to the relevant section of the Terms of Reference for further explanation of the requirements. The information provided will form an integral part of the technical evaluation process.

Item	Minimum content
1. Executive Summary	Provide an overview of the proposal
2. Experience, Resources and Project Management	
2.1 Corporate Profile and Values	• 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. • If a consortium, provide a clear explanation of the business relationship between the members and governance for the execution of this project. • In case the Bidder requires the services of subcontractors, the Proposal shall include: a) Relationship of the Bidder's business to any subcontractor(s) that will be used. b) Names, addresses, legal status, and qualifications of major sub-contractor(s) proposed by your organization. c) The scope of work and nature of subcontracting.
2.2 Corporate Experience	The proposal should detail the Bidder's experience in executing work of similar scope and complexity.
2.3 Requirements for the Contractor	The Proposal should address and describe all requirements spelled out under Section 5.1 and 5.2 (Requirements for the Contractor) of the Terms of Reference (ToR).
3. Meeting the Requirements	
3.1 Understanding of the ToR	• Please describe your understanding of the services that are to be provided under this ToR, detailing key assumptions that impact the Technical Proposal. • Please discuss how you propose to address the tasks listed in Section 3 of the ToR.
4. Contractor's key staff	

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

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 Work 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.
5. Model Contract	
	A statement that the bidder has carefully reviewed the Model Contract and its Annexes and is in agreement with all its terms and conditions.

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

Part II – Compliance Matrix

Bidders must be completed and returned the below compliance matrix as part of the Technical Proposal.

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"	
3 Tasks and Deliverables				
3.1	Adjustments to existing interfaces and database			
3.2	New interfaces			
3.3	Deliverables The deliverables will be divided into two (2) phases, with Phase 2 being optional and activated at the sole discretion of the Commission.			
5 Requirements				
5.1	Contractor Requirements			
	1.Be a company established for at least four (4) years,			
	2.Have a minimum of four (4) years of using a formal project management methodology,			
	3.Have a minimum of four (4) years of experience in providing software development services using an Agile methodology, preferably Scrum,			
	4.Have a minimum of four (4) years of experience developing software solutions for multiple secure air-gapped environments			
	5.Propose at least three (3) staff who, together, meet the requirements in the Team Roster as described in Section 5.2,			
	6.Have a minimum of three (3) years of experience working with a modern issue tracking and ticket management systems, for example Jira,			
	7.Provide written assurance that all reports, documentation, and communication (written and oral) supplied to the Commission shall be in English and submitted in an electronic form,			

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

	8. Provide a warranty period of two (2) or more years after the completion of the user acceptance testing,			
	9. Provide documented evidence, in the form of a plan, that the Contractor 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.			
5.2	Programming Staff			
	1. Minimum of two (2) years professional experience of web technologies, including HTML, CSS templating technologies such as Bootstrap, demonstrated by named projects and an individual's role in each project.			
	2. Minimum of two (2) years professional experience of web scripting languages and related libraries including: JavaScript, Typescript, Angular demonstrated by named projects and an individual's role in each project.			
	3. Minimum of two (2) years professional experience of server/backend technologies including Java Spring, JHipster, RESTful APIs, demonstrated by named projects and an individual's role in each project.			
	4. Minimum of two (2) years professional experience of working with PostgreSQL databases (v9.X) including PostGIS, demonstrated by named projects and an individual's role in each project.			
	5. Minimum of two (2) years professional experience of working with Geoserver and Leaflet, demonstrated by named projects and an individual's role in each project.			
	6. Minimum of two (2) years professional experience of working with document generation using Jasper Reports and the generation of Word and PDF documents demonstrated by named projects and an individual's role in each project.			
	7. Minimum of two (2) years professional experience of working with Docker, demonstrated by named projects and an individual's role in each project.			

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

	8.Minimum of two (2) years professional experience working as a Data Scientist, demonstrated by named projects and an individual's role in each project.			
	9.Minimum of two (2) years professional experience of working with ADAPT-Notation, including ERD, demonstrated by named projects and an individual's role in each project.			
	10. Minimum of two (2) years professional experience of developing software reporting tools in the context of supporting software reporting tools in the context of an international treaty, demonstrated by named projects and an individual's role in each project.			
7 Intellectual Property Rights				
	The source code delivered for each deliverable shall belong to the Commission.			
10 Risk Management				
	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.			

Attachment 2
Evaluation Criteria and Method
Development of Visualisation for Inspection Team Functionality

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

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

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

Ref No. in TOR	2. TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Points		
		Max Points	Factor	Weighted score
Overall	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity in Proposal	5	5	25
2-3	Understanding of the scope of work and the responsibilities of the Contractor	5	5	25
3.1	Adjustment to existing interfaces and database	5	3	15
3.2	New interfaces for visualisation	5	3	15
8	Post warranty support	5	3	15
10	Risk management approach of the bidder addressing Section 10 of the ToR	5	1	5
TOTAL - Technical Evaluation		30		100

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

1. Technical Evaluation:

The technical evaluation process will be done in two stages:

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

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

2) Stage 2: The technical proposals that have passed stage 1 of the technical evaluation process, will be evaluated against the weighted criteria set forth in the evaluation matrix above in accordance with Table 2 below
In order to pass this stage, bidders must obtain a minimum acceptable Weighted score of at least **60** and in accordance with the scoring table indicated below:

TABLE 2

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

2. Financial and commercial evaluation

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

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

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.

Attachment 3
Price Schedule Form

Development of Visualisation for Inspection Team Functionality

ToR		PHASE 1 - ToR Description	Unit	QTY	Total Price
Ref					Currency USD/EUR (please specify)
3.3	3.3.1	Phase 1 Deliverables	Fixed Price		
3.1		Phase 1 TOTAL			

ToR		PHASE 2 (optional) - ToR Description (see Note 2)	Unit	QTY	Unit Price
Ref					Currency USD/EUR (please specify)
3.3	3.3.2	Phase 2 Tasks	Daily rate		
		Travel cost for onsite work :	Daily rate	2	
4	4.2	Return ticket for 1 person (2 days)	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** the Bidder shall provide a daily rate. 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).

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

1. Name of Company:		
2. Street Address:	3. Telephone:	
P.O. Box: City:	4. E-Mail:	
Zip Code: Country:	5. Website:	
6. Contact Person: Title:		
7. Legal Status (e.g. Partnership, Private Limited Company, Government Institution)		
8. Year Established:	9. Number of Employees:	
10. Gross Corporate Annual Turnover (US\$m)*:	11. Annual Export Turnover (US\$m)*:	
12. Type of Business/Products: Manufacturer ☐ Sole Agent ☐ Supplier ☐ Other ☐ (please explain)		
13. Type of Business/Services/Work: Engineering ☐ Civil Work ☐ Governmental Institution ☐ Other ☐ (please explain)		
14. References (your main customers, country, year and technical field of products, services or work): **		
15. Previous Supply Contracts with United Nations Organizations (over the last 3 years)** Organization: Value in US\$ Equivalent: Year: Organization: Value in US\$ Equivalent: Year:		
16. Summary of any changes in your company's ownership during the last 5 years:		

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

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

18. This section shall be <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.

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>



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

Development of Visualisation for Inspection Team Functionality

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)

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 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.

“**Work Order (‘WO’)**” means orders issued by the Commission which specify the (parts or portions of) Work 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 and Rework of Two Modules in the Geospatial Management System (GIMO) (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 3.1.3 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 work orders (hereinafter referred to as the **“Work Orders”** or **“WO”**). 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

Visualisation for Inspection Team Functionality

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. More information can be found on <https://www.ctbto.org>

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

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

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

The Commission outlines here the Terms of Reference (TOR) that the Contractor shall use as a basis for the design and development of visualisation for inspection team functionality (hereinafter referred to as the ‘Services’).

2 SCOPE

This Contract shall design and develop an enhanced visualisation of inspection team functionality (ITF) providing an overview of indication of highlights of changed activity and provide a connection to other functionality in the Geospatial Information Management system for OSI (GIMO). The current dashboard provides some quick access according to the inspector's credentials, including summary of reports, missions, and notifications. It is necessary to provide an overview of the data, what resources are being used, what inspectors are assigned to field teams, and provide quick links to view the field data, Daily Information Overview (DIO), Daily Summary Update (DSU), Daily Plan (DP), Field Team Report (FTR), Technical Mission Reports (TMR), Search Zone Summary Reports (SZSR), and IT Utilisation.

There are six (6) GIMO air-gapped environments that manage the data between the field: Receiving Area (RA) and office: Working Area (WA), along with the security classification (Protected and Highly Protected), *inter alia*, two additional environments that are not relevant to the TOR. A GIMO environment is also situated at headquarters (HQ) in the Operational Support Centre (OSC). The visualisation of the ITF is relevant mainly to the Working Area Protected (WA-P) environment, but since all environments of GIMO are developed from the same code base, the Contractor must keep in mind that the visibility of this functionality is mainly available in the WA-P. This visualisation could potentially be valuable in the GIMO OSC environment, as the DP is supplied from the Base of Operations (BOO) to OSC at HQ. The supporting databases in all environments shall be the same but shall be empty due to the functionality that will not be available in those environments.

The technology used for GIMO are relevant to this project are:

- Docker, Angular, Javascript
- Linux folder container exposed as network folder using Samba
- PostgreSQL, POSTGIS
- VM Ware, Virtual Desktop Infrastructure
- Mapping capabilities in Leaflet Javascript

3 TASKS AND DELIVERABLES

3.1 Adjustments to existing interfaces and database

There shall be no adjustments to the database, nor adjustments to existing interfaces, but some interactions of GIMO should be considered if GIMO is placed in a certain "action" state, such as ITF Step 1, Step 2, History mode, and all functionality that has this "action" state. This could potentially break, and testing of these "action" states must be functional, post-delivery of this TOR.

The only change to an existing interface is to switch between the user-oriented dashboard and the overview dashboard.



Figure 1. Toggle button between Inspector (existing) Dashboard and the new visualisation overview

3.2 New interfaces

The GIMO interface shall show a new dashboard but only when the toggle button is enabled to display the overview dashboard.

The overview visualisation shall provide a matrix-like summary with highlights to new data (changes). The matrix shall include:

- Dimension: Mission
- Attribute: Mission Status
- Member: Mission Part
- Dimension: User
- Member: User Assignment
- Dimension: Question
- Attribute: Question Status
- Dimension: OSI Day
- Attribute: Technical Capability
- Attribute: Classification
- Attribute: Data Type
- Member: FT#
- Member: Report Version
- Attribute: Version
- Dimension: Search Zone
- Member: Interest Level
- Dimension: Inspection Document
- Dimension: Geospatial Layer
- Hierarchy: Search Zone, Mission
- Dimension: Technical Summary Report
- Dimension: Search Zone Summary Report
- Dimension: Field Team Report
- Dimension: Progress Inspection Report
- Dimension: Preliminary Findings Document

The Matrix shall provide a cube that breaks down the result by OSI Day.

Certain Attributes provide detail of the breakdown of the cube.

The attributes can be filtered.

The Attributes can be collapsed/expanded from the display.

Each member has a quick link to the corresponding page in GIMO. For example, data for Mission VOB035 can be accessed by clicking on the square intersecting OSI Day 037.

The visualisation highlights potentially new data or trends in the matrix. Each output described in the matrix should be navigable to its corresponding web page (i.e.: Search Zone, Technical Mission Report (TMR, version), Technical Mission Field Data, Field Team Report (FTR), etc.)

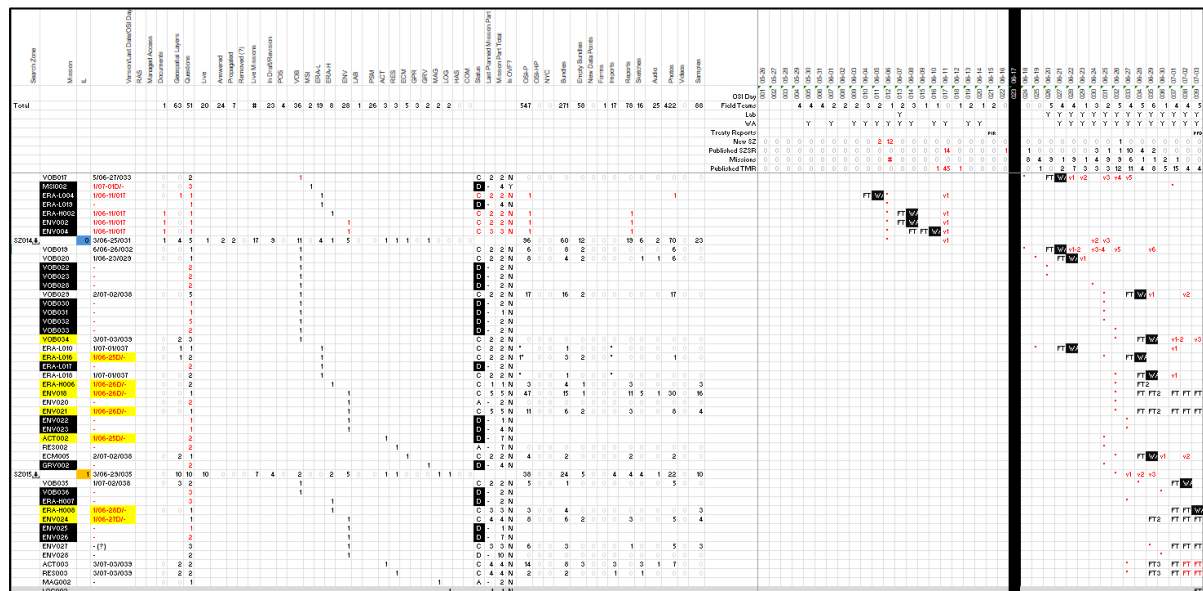


Figure 2. Sample matrix of visualisation of ITF

Graphs that shows data trends.

3.3 Deliverables

The deliverables will be divided into two (2) phases.

3.3.1 Phase 1

The Contractor shall deliver a detailed road map for the introduction of work task and details of the visualisation of ITF as described above.

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, including the potential to affect existing functionality.

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 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).

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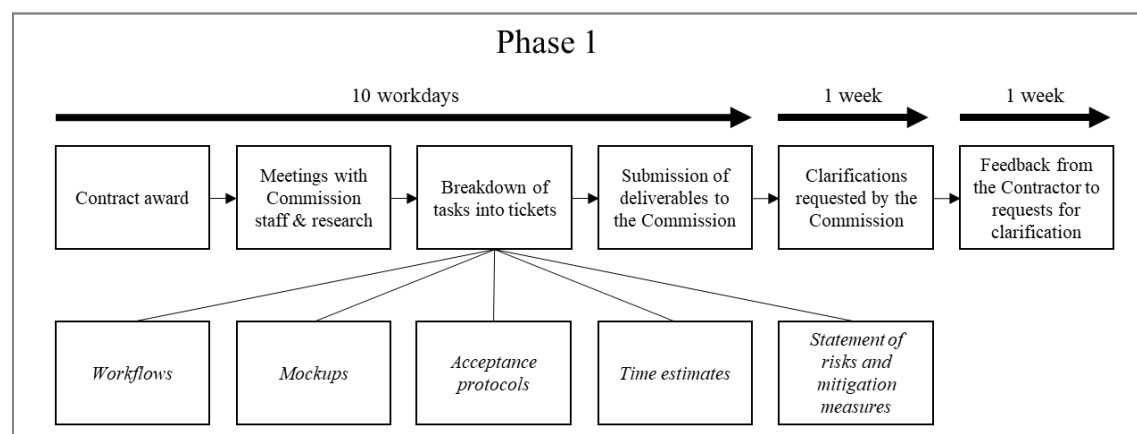


Figure 1: Workflow for Phase 1

3.3.2 Phase 2

On receipt of the deliverables stated in Section 3.3.1 of the Terms of Reference, the Commission shall review the information and decide whether to proceed with all, none, 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 (see figure 2).

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.

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.

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.

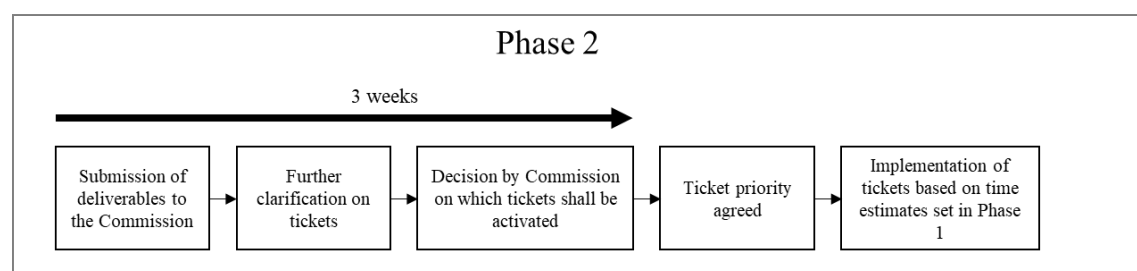


Figure 2: Workflow for Phase 2

4 ORGANIZATION OF WORK

4.1 Initiating work

Phase 1 shall be implemented on receipt of the Work Order from the Commission. Work shall be implemented on receipt of the Work Order from the Commission, and a kick-off meeting shall take place to orientate the Contractor on the details of the Commission's infrastructure.

4.2 Completion and acceptance

Phase 1 shall be completed based on the satisfactory completion of the deliverables described in section 3.3.1.

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

5 REQUIREMENTS

5.1 Contractor

The Contractor shall:

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

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

5.2 Programming staff

The programming 'team' shall not exceed three (3) in number and **collectively** shall satisfy the following requirements:

1. Minimum of two (2) years professional experience of web technologies, including HTML, CSS templating technologies such as Bootstrap, demonstrated by named projects and an individual's role in each project.

2. Minimum of two (2) years professional experience of web scripting languages and related libraries including: JavaScript, Typescript, Angular, demonstrated by named projects and an individual's role in each project.
3. Minimum of two (2) years professional experience of server/backend technologies including Java Spring, JHipster, RESTful APIs, demonstrated by named projects and an individual's role in each project.
4. Minimum of two (2) years professional experience of working with PostgreSQL databases (v9.X) including PostGIS, demonstrated by named projects and an individual's role in each project.
5. Minimum of two (2) years professional experience of working with Geoserver and Leaflet, demonstrated by named projects and an individual's role in each project.
6. Minimum of two (2) years professional experience of working with document generation using Jasper Reports and the generation of Word and PDF documents, demonstrated by named projects and an individual's role in each project.
7. Minimum of two (2) years professional experience of working with Docker, demonstrated by named projects and an individual's role in each project.
8. Minimum of two (2) years professional experience working as a Data Scientist, demonstrated by named projects and an individual's role in each project.
9. Minimum of two (2) years professional experience of working with ADAPT-Notation, including ERD, demonstrated by named projects and an individual's role in each project.
10. Minimum of two (2) years professional experience of developing software reporting tools in the context of supporting software reporting tools in the context of an international treaty, demonstrated by named projects and an individual's role in each project.

5.3 On-boarding and familiarisation

The on-boarding of staff during the implementation of Phase 1, and (if applicable) Phase 2, shall be at the expense of the Contractor.

6 REPORTING AND MEETINGS

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

7 INTELLECTUAL PROPERTY

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

8 WARRANTY PERIOD

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

9 RESOURCES PROVIDED BY THE COMMISSION

For designated Contractor Personnel, and to the extent necessary for the Contractor to fulfil the requirements of these Terms of Reference when carrying out the Services approved by the Commission on site, the Commission 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 QUALITY OF THE PROPOSAL

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

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

11 RISK MANAGEMENT

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