



## REQUEST FOR QUOTATION

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THIS IS NOT AN ORDER

**To:** ALL BIDDERS

**CTBTO Ref. No.:** 2026-0004/Polonskaya

(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

**Attn.:**

**Date:** 05 Feb 26

**Title of Request:** Maintenance of Leica BLKARC laser scanner

**Deadline for Submission:** 17 Feb 26

**Vienna Local Time:** 17:00

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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.

<b>Item</b>	<b>Description and Requirements</b>	<b>Quantity</b>	<b>U/M</b>
1	Maintenance of BLKARC laser scanner	1	Piece

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,

Olga Polonskaya  
Procurement Officer



**ACKNOWLEDGEMENT FORM**

<b>Solicitation No:</b> 2026-0004	<b>Closing Date:</b> 17 Feb 26
<b>Title:</b> Maintenance of Leica BLKARC laser scanner	<b>Vienna Local Time:</b> 17:00

**Procurement Staff:** Olga Polonskaya

**CTBTO Req. No.:** 0010028881

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

**WITHIN FIVE (5) DAYS**

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

*by email to*

procurement@ctbto.org

***A: We shall submit our proposal***

Company Name: \_\_\_\_\_

By: \_\_\_\_\_  
(date)

Contact Name: \_\_\_\_\_

Email/Tel: \_\_\_\_\_

***B: We may submit and will advise***

Company Name: \_\_\_\_\_

By: \_\_\_\_\_  
(date)

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: \_\_\_\_\_



preparatory commission for the  
comprehensive nuclear-test-ban  
treaty organization

Vienna International Centre  
P. O. Box 1200  
A-1400 Vienna  
Austria

[www.ctbto.org](http://www.ctbto.org)

## **INSTRUCTIONS TO BIDDERS**

<b>CONDITIONS</b>	
Delivery Terms (INCOTERMS 2020) and Destination	See ToR
The Price	<p>The Contractor shall provide a price with cost breakdown based on the ToR requirement.</p> <p>Provide inspection fee - fixed price for Phase 1</p> <ul style="list-style-type: none"><li>• On-site inspection of the equipment</li><li>• Travel cost</li></ul> <p>Provide unit prices for labor and parts to be applied for Phase 2</p> <ul style="list-style-type: none"><li>• Price List of potential repair services (packages) and parts</li><li>• Fixed hourly/daily rate, if charged separately</li><li>• Travel cost</li></ul> <p>The price quotation shall include costs and expenses incurred by the Supplier for the full and proper performance of all obligations under the contract and in line with a scope provided in the ToR (equipment, DSA, travel cost, if any, allowances, management and remuneration of the personnel, national income tax, medical, insurance and social security contribution, if applicable).</p> <p>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.</p>
Currency	Please quote in EURO or US\$ only.

Taxes	<p>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. “<b>Taxes</b>” 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.</p> <p>(1) <i>For Austrian companies</i></p> <p>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.</p> <p>(2) <i>For European Union (EU) Companies</i></p> <p>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 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).</p>
Validity of Quotation	Minimum 90 days as of the <b>Closing Date</b>
General Conditions	General Conditions of Contract (See Annex A) incorporated herein by reference: <a href="#">Microsoft Word - 2026-01 General Conditions of Contract</a>
Privileges & Immunities	Nothing in or relating to the Purchase Order shall be deemed to constitute an express or implied waiver of any Privileges and Immunities of the Commission.
Payment Terms	<p>Within 30 days of receipt and acceptance of the goods/services and of the following documents:</p> <p>(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 <a href="mailto:Payable_Invoices@ctbto.org">Payable_Invoices@ctbto.org</a>. 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);</p> <p>(2) Acknowledgement Copy of the Commission’s Purchase Order with Supplier’s signature; and</p> <p>(3) Any other relevant documents.</p> <p>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 Purchase Order, 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.</p>

Other Documents	<p>Please submit, jointly with the Quotation, the following documents (attached hereto):</p> <ul style="list-style-type: none"> <li>- the Bidder's Statement, duly completed;</li> <li>- the Statement of Confirmation, duly signed.</li> </ul>
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## 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 Purchase Order, 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 Purchase Order which shall establish to the Commission's satisfaction that the bidder has the financial, technical and production capability necessary to perform the Purchase Order in its entirety and to provide spare parts and other necessary on-going services as required.
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 goods and services (if any) to be rendered under the Purchase Order shall have their origin in the States Signatories of the Comprehensive Nuclear-Test-Ban Treaty (CTBT) which is available in the CTBTO website at [www.ctbto.org](http://www.ctbto.org) under [Status of Signatures and Ratifications | CTBTO](#). For purposes of this paragraph, "the origin" means the place from where the materials, goods and/or from which the services are supplied.
7. Any request for clarifications relating to the RFQ documents shall be emailed to [procurement@ctbto.org](mailto:procurement@ctbto.org), attention to Procurement Staff in charge of this matter referred to in the RFQ cover letter. 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.
8. 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.
9. The Commission shall evaluate the compliance of the quotations with the RFQ requirements. Subject to its technical compliance, the quotations shall be examined for its contractual compliance and commercial acceptability. Based on the mentioned evaluation, the Commission will determine the quotation which is the "least costly technically acceptable". 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.
10. In case of an award, the following documents shall govern the Purchase Order and in case of discrepancies or inconsistencies, the documents to prevail shall be given precedence in the following order:
  - (a) The Purchase Order
  - (b) The Commission's General Conditions (Annex A) [Microsoft Word - 2026-01 General Conditions of Contract](#)
  - (c) Terms of Reference (Annex B)
  - (d) The bidder's quotation (Annex C)

### 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.

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.

Should there be items on our list that you cannot include in the quotation, we would appreciate you marking them, and returning the information to us, together with the names of any potential bidder(s) known to you. Please do this even if you cannot submit a quotation for any of the items and kindly don't forward the RFQ to any other parties without our knowledge.

**Attachments:**

- The Commission's Terms of Reference ( Annex B)
- Statement of Confirmation
- Bidder's Statement

**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>**

**BIDDER'S STATEMENT**  
**PLEASE STATE BELOW & SUBMIT WITH PROPOSAL**

Delivery Time: N/A

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

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

For one year period    For a period of .....N/A.....

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

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

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 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, the Commission's General Conditions of Contract, and agreed to all terms and conditions.**

Yes  No

**Remarks:**

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

Yes  No  Not applicable X

Remarks:

**Name:**

**Name & Title of Contact Person:**

**Signature & date:**

## Annex B

# Terms of Reference MAINTENANCE OF LEICA BLKARC LASER SCANNER

## 1 INTRODUCTION

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 (CTBT). It provides timely data, assessments and other products and services to Signatory States of the Treaty.

An On-Site Inspection (OSI) is the final verification measure to verify States’ compliance with the CTBT. The evolution of an OSI is dependent upon the implementation of the Inspection Team Functionality (ITF) concept, with particular questions being posed and answered through the application of inspection permitted techniques.

The OSI division operates a Leica BLKARC laser scanner (serial number 2050558). In preparation for the OSI Integrated Field Exercise in Q3 2026, the BLKARC laser scanner will be maintained and calibrated.

These Terms of Reference define the technical framework for the maintenance of the BLKARC laser scanner.

## 2 SCOPE

### 2.1 Phase 1

The Contractor shall perform the following services on the Leica BLKARC serial number 2050558:

- Perform incoming inspection
- Clean instrument and accessories
- Install latest firmware
- Calibrate (unless further maintenance/repair is required to meet calibration standards)
- Provide a calibration certificate (unless further maintenance/repair is required to meet calibration standards)
- Provide a diagnostic report detailing any further maintenance/repair work identified as necessary on the BLKARC laser scanner (serial number 2050558) to meet calibration

standards. The report shall also include a detailed breakdown of required parts/services and labour hours.

## 2.2 Phase 2

Upon CTBTO confirmation, the Contractor shall implement the maintenance/repair work identified during Phase 1 on the Leica BLKARC serial number 2050558 and confirmed by the Commission.

The Contractor shall also provide a calibration certificate demonstrating its continued operational performance.

Important:

Actual maintenance work shall be initiated only after the Contractor has submitted the diagnostic report and the Commission has issued a formal order authorizing the required maintenance services.

The Commission is under no obligation to implement any of the maintenance/repair work identified during Phase 1.

## 3 REQUIREMENTS

The Contractor shall be a certified maintainer of the Leica BLKARC laser scanner.

## 4 WARRANTY

The Contractor shall provide warranty for a period of two (2) years. Warranty shall include complete replacement of any equipment and systems provided by the Contractor during maintenance, which at any time during the warranty period, due to manufacturing faults or poor workmanship does not meet at least one requirement of the present terms of reference.

## 5 TIMEFRAME REQUIREMENTS

Phase	Location (if any)	Timeframe
Phase 1	CTBTO TeST Centre, Seibersdorf, Austria	No later than two (2) weeks after the Purchase Order is signed
Phase 2	CTBTO TeST Centre, Seibersdorf, Austria	No later than two (2) months after the completion of Phase 1 and official request placed by the CTBTO to proceed with the maintenance

## STATEMENT OF CONFIRMATION

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

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

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

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

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

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

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

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

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

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