



## REQUEST FOR QUOTATION

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THIS IS NOT AN ORDER

**To:** All Bidders

**CTBTO Ref. No.:** 2026-0006/Driga  
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

**E-mail:** procurement@ctbto.org

**Attn.:**

Phone:

Fax:

Email:

**Date:** 09 Feb 2026

**Title of Request:** Custom Server Rack Cases (WA and RA)

**Deadline for Submission:** 19 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	Custom Server Rack Cases	1	Lot

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

Yours sincerely,

Olga Driga,  
Procurement Officer

**ACKNOWLEDGEMENT FORM**

<b>Solicitation No:</b> 2026-0006	<b>Closing Date:</b> 19 Feb 26
<b>Title:</b> Custom Server Rack Cases (WA and RA)	<b>Vienna Local Time:</b> 17:00

**Procurement Staff:** Olga Driga

**CTBTO Req. No.:** 0010028841

 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

<b>A: We shall submit our proposal</b>	
By: _____ (date)	Company Name: _____ Contact Name: _____ Email/Tel: _____

<b>B: We may submit and will advise</b>	
By: _____ (date)	Company Name: _____ Contact Name: _____ Email/Tel: _____

<b>C: We will not submit a proposal for the following reason(s)</b>	
<input type="checkbox"/> our current workload does not permit us to take on additional work at this time; <input type="checkbox"/> we do not have the required expertise for this specific project; <input type="checkbox"/> insufficient time to prepare a proper submission; <input type="checkbox"/> other (please specify) _____	
	Company Name: _____ Contact Name: _____ Email/Tel: _____

**INSTRUCTIONS TO BIDDERS**

**Request for Quotation No. 2026-0006/DRIGA – GIMO Custom Server Rack Cases**

<b>CONDITIONS</b>	
Goods/Services	See Terms of Reference (Annex B)
Delivery Terms (INCOTERMS 2020) and Destination	DAP (delivered at place, door-to-door) to: CTBTO TeST Centre, Seibersdorf, 2444, Austria  Please note that all deliveries must include insurance for the Equipment.
Currency	Please quote in EURO or USD
The Price	The price quotation shall include costs and expenses incurred by the Supplier 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 contribution, if applicable).
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) 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 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) 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 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> <p>(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 Purchase Order in respect of the Goods/Services shall be quoted separately or be separately identified on the Proposal together with information on the nature of the Tax and its method of calculation. For deliveries to Vienna, Austria, and due to the Tax exemption at source applicable to the Commission, no Taxes shall be charged to the Commission under the Purchase Order.</p>

Insurance	Insurance to be included in the quotation must be for All Risk, covering 110% of the cost of the equipment proposed, and from the date/place of the shipment to the date/place the delivery is completed. The insurance shall be in the name of the bidder and the Commission.
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 and of the following documents:</p> <ol style="list-style-type: none"> <li>(1) Invoice(s) showing the firm fixed price of the goods. The Supplier shall submit an invoice in 1 (one) original and 2 (two) copies or electronically, from the Supplier's official e-mail address in PDF format, duly signed and stamped by the Supplier and submitted to Payable_Invoices@ctbto.org. Each invoice shall contain the Contract number (CTBTO and SAP numbers), detailed banking instructions, including the name and address of the Supplier's bank, account number, account holder's name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer. and actual pre-paid transportation and insurance cost (if applicable).</li> <li>(2) Acknowledgement Copy of the Commission's Purchase Order with Supplier's signature;</li> <li>(3) Delivery Notice acknowledged by the designated receiving staff in Seibersdorf,</li> <li>(4) showing all the items delivered; and</li> <li>(5) Any other relevant documents.</li> </ol> <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 Vendor Profile Form, in case you haven't submitted to the Commission in the past two years; and</li> <li>- the Statement of Confirmation, duly signed.</li> </ul>

## OTHER INFORMATION

1. The Commission reserves the right to accept or reject supplier'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 supplier or any obligation to inform the supplier of the grounds for the Commission's action.
2. The supplier 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 supplier 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 supplier 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 supplier'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 supplier'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 supplier, in which case such corrections shall be initiated by the person or persons signing the quotation.

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), available at [www.ctbto.org](http://www.ctbto.org) under [Status of Signatures and Ratifications | CTBTO](#)

6. For purposes of this paragraph, "the origin" means the place from where the materials, goods and/or from which the services are supplied.
7. Before the deadline for submission of the quotations, any request for clarifications relating to the RFQ documents shall be directed in writing exclusively to the Chief, Procurement Services Section, attention to Procurement Staff in charge of this matter referred to in the RFQ cover letter herein. If such requests are addressed to others or if additional information is obtained from others, it may lead to disqualification of the supplier.
8. From the deadline for submission of quotation until the written notification of award, no supplier 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:
  - The Commission's Purchase Order;
  - The Commission's General Conditions of Contract (Annex A) [Microsoft Word - 2026-01 General Conditions of Contract](#)
  - Terms of Reference (Annex B)
  - The Supplier'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.

[procurement@ctbto.org](mailto: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 supplier(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.

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

Attachments:

- The Commission's General Conditions of Contract
- The Commission's Terms of Reference (Annex B)
- Statement of Confirmation
- Vendor Profile Form

**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>**

**SUPPLIER'S STATEMENT**  
**PLEASE STATE BELOW & SUBMIT WITH QUOTATION**

Delivery Time:
Shipping weight (kg) and Volume (m <sup>3</sup> ) – if applicable:
List of recommended consumables and spares including prices and details on local availability, if applicable (please tick): <input type="checkbox"/> For a one-year period <input type="checkbox"/> For a period of .....
Warranty period applicable (it shall be for a <b>minimum of 24 months</b> , starting from the acceptance of the goods/services by the Commission) – please tick below: <input type="checkbox"/> For a two-year period <input type="checkbox"/> For a period of .....
Availability of local service in Vienna (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 supplier 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 <input type="checkbox"/> No <input type="checkbox"/>
<b>Confirmation that the supplier has reviewed the Commission's Payment Terms and General Conditions of Contract and agreed to all terms and conditions.</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Remarks:</b>
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), available at <a href="http://www.ctbto.org">www.ctbto.org</a> under <a href="#">Status of Signatures and Ratifications   CTBTO</a> . Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
Remarks:
<b>Name:</b>
<b>Name &amp; Title of Contact Person:</b>
<b>Signature &amp; date:</b>

**SAMPLE OF PRICE SCHEDULE**

1. The Price Schedule must provide a detailed cost breakdown for each item. Delivery costs, and other estimated costs (e.g. customs duties, VAT, etc.) shall be quoted separately.
2. Technical descriptions for each proposed item must provide sufficient detail to allow the Commission to determine compliance of Bid with specifications as per Terms of Reference and/or Technical Specifications of this RFQ.
3. Currency: Please quote in USD or EUR.
4. **The format shown below shall be used in preparing the price quotation. The format uses a specific structure that may or may not be applicable but is indicated to serve as an example only.**

<b>Price Schedule: RFQ for Goods/Equipment</b>					
Item No.	Description of Item	Qty.	Unit	Cost per Unit	Total Cost per item
1	Item 1 Description	12	EA		
2	Item 2 Description	1	LOT		
3	Shipment	1	LOT		
	Item X				
	Item Y				
	Item Z				
	EQUIPMENT TOTAL				
	OTHER COSTS (if any)				
	SUBTOTAL				
	Estimated Delivery Costs*				
	Estimated Taxes, if applicable*				
	GRAND TOTAL (Free House, DDU or DDP as per the RFQ)				

SAMPLE ONLY

Signature of Supplier:

Date:

**\*Note:**

1. Please show costs for delivery and taxes separately.
2. Delivery costs shall include packing, handling, insurance, shipment, custom clearance and local delivery to final destination.
3. 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.



# TERMS OF REFERENCE

## GIMO Custom Server Rack Cases

### 1. INTRODUCTION

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization with its headquarters in Vienna (hereinafter referred to as “the Commission”) 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 (OSI) to monitor compliance with the Treaty.

The following Terms of Reference (hereinafter referred to as “ToR”) of the Commission shall be used by the Contractor as the basis for provision of two (2) custom server rack cases for the purposes of housing OSI’s Working Area (WA) and Receiving Area (RA) servers.

### 2. SCOPE

The current server racks are sufficient for housing in an Inter-Modal Rapid Deployment System (IMRDS) pod along with modifications to the IMRDS that has the ability to supply power, to secure the IMRDS’ doors and to provide HVAC during the operation of the servers in the field during an OSI. The IMRDS has considerable weight, and is optimally placed in a location that can withstand the gravitational forces of the pod (i.e. paved area, gravel graded area, or tarmac). It is envisaged that the servers can be placed within the Working Area tent with proper temperature and ventilation that might not be able to withstand heavy objects, but sufficient to withstand lighter, operational, rugged and secured server rack case.

### 3. SPECIFICATIONS

The Commission require **two (2) custom server rack cases** with the following specifications.

- Rugged: inner rackmount resistant to physical shock.
- Mounted access doors on front and back that can be secured and sealed. Doors can be removed.
- Secured and sealing function to operate servers with the rack cases closed.
- Movable by rugged terrain pallet jacks, to have forklift enabled case.
- Power strips enclosed into the case.
- Rugged case with fans onto them for good ventilation.
- 16U DIN rack mount to include UPS into enclosure.
- **Plexiglass window to observe status of server (optional).**
- **IEC 60309 32A 2P3W Male Plug.**
- **Cable accessible slot that can be secured with a seal(s) and/or lock(s) or closed from the inside.**



#### **4. TIMEFRAME**

Delivery of the set should be twelve (12) weeks from the issuance of the Purchase Order. The vendor shall provide a warranty for at least three (3) years from the date of delivery.

#### **5. DELIVERY**

The items should be delivered to the CTBTO TeST Centre in Seibersdorf 2444, Austria.

## 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>