

REQUEST FOR PROPOSAL

To: ALL BIDDERS

CTBTO Ref. No.: 2026-0032/POLONSKAYA
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

E-mail: procurement@ctbto.org

Date: 26 Mar 26

Subject: TECHNICAL SUPPORT AND TRAINING SERVICES RELATING TO IN-FIELD
ATMOSPHERIC TRANSPORT MODELLING (ATM) FOR THE INTEGRATED FIELD EXERCISE 2026

Deadline for Submission: 10 Apr 26

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
Unit Head, Senior Procurement Officer

ACKNOWLEDGEMENT FORM

Solicitation No: 2026-0032	Closing Date: 10 Apr 26
Title: RNNG In-field ATM support for OSI	Vienna Local Time: 17:00

Procurement Staff: Olga Polonskaya

CTBTO Req. No.: 0010029095

 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)	
<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 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 2025-0032) is for the provision of “TECHNICAL SUPPORT AND TRAINING SERVICES RELATING TO IN-FIELD ATMOSPHERIC TRANSPORT MODELLING (ATM) FOR THE INTEGRATED FIELD EXERCISE 2026” as described in the Terms of Reference (hereinafter referred to as the “Services”).

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

2. Documents included in this RFP

This RFP consists of the following documents:

1. Letter of Invitation;
2. These Instructions for Preparation and Submission of Proposals, including the Bidder’s Statement and the following attachments:
 - Attachment 1: Evaluation Criteria and Method;
 - Attachment 2: Minimum Content of the technical Proposal and Technical Compliance Matrix; and
 - Attachment 3: Financial Bid - Price Schedule Form.
3. Vendor Profile Form;
4. Statement of Confirmation;
5. Annexes to PO:
 - Annex A: The Commission’s General Conditions of Contract, also available at [Microsoft Word - 2026-01 General Conditions of Contract](#) and incorporated hereby by reference;
 - Annex B: The Commission’s Terms of Reference.

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

6. List of CTBT State Signatories available at www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#) and incorporated hereby by reference.

3. Amendment of RFP Documents

At any time prior to the closing date and time for submission of the 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 initialed by the authorized person(s) signing the Proposal.

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
one containing a Technical Proposal

The files shall be sent to [**procurement@ctbto.org**](mailto:procurement@ctbto.org)

The subject of the email shall contain the following:

RFP 2026 – 0032

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

6. Closing Date

The Proposal shall be received by the Commission not later than the closing date 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 **five (5) 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 sent to:

E-mail: procurement@ctbto.org
Subject: RFP 2026- xxxx/Polonskaya - Request for Clarifications

The Commission will make all reasonable efforts to issue the clarifications not later than three (3) business days prior to the Closing Date.

Except in the case of responding to an 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 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. 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.**

PART I: TECHNICAL PROPOSAL

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

Point of Contact

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.

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 as part of the Technical Proposal.

Description of Proposed Services

The technical Proposal shall follow the ToR requirements and **Minimum Content of the technical Proposal and Technical Compliance Matrix** and demonstrate a bidder's understanding of the required scope and deliverable, as well as demonstrate a bidder's overall capacity and experience for the execution of the Service.

Terms of Reference

The Proposal shall include a detailed description of the proposed Services to confirm technical compliance as per ToR requirements. The Proposal shall demonstrate acceptance of the Service provision requirements and include relevant supporting information, if any.

The Proposal shall also provide any other relevant information which a bidder would like to bring to the attention of the Commission whether having/ or not having cost implications.

Commission's Inputs

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

Qualifications and Personnel

Documentary evidence of the bidder's personnel qualifications to provide the Services as stipulated in the ToR, which shall establish to the Commission's satisfaction that the bidder's personnel has experience necessary to perform the Contract. Curriculum vitae of all proposed specialist proposed for this Contract shall be provided in the Proposal.

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

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

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

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

Sub-Contractors

Names, legal status, address and qualifications of subcontractor(s), if any, and the scope of the subcontracted services. The Proposal shall provide a statement that your 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.

PART II: FINANCIAL PROPOSAL

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

Note that clear and detailed explanations would enable us to evaluate the Bid promptly and proceed with fewer requests for clarifications/justifications in a later stage. This is also a factor influencing the decision for Contract award.

Taxes

In principle the Commission is exempt from taxes. Since the arrangement under which such exemption is respected varies from country-to-country, the selected bidder will be informed by the

Commission whether tax exemption will occur at source or whether taxes paid by the selected bidder will be reimbursed by the Commission upon submission of the original supporting documentation.

(1) *For Austrian companies*

The price quoted shall be net of Taxes. All applicable Taxes payable by the selected bidder at the conclusion or implementation of the Contract in respect of the goods/services shall be quoted separately or be separately identified on the Bid 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 Bid 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 Bid 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.

10. Completeness and Correctness of the Proposal

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

11. Validity of the Proposal

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

12. Correction of Errors

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

13. Evaluation of the Proposal and Award

The Commission, based on the evaluation criteria and method given in **Evaluation Criteria and Method**, will determine the Proposal that 'most effectively satisfies the technical and operational requirements set out in the solicitation documents. The Commission reserves the right, as it deems

appropriate, to award to a single bidder, to award to multiple bidders in any combination or not to award to any of the bidders as a result of this RFP.

14. Negotiations of the Proposal

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.

15. 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 and time.

16. The Commission's Right to Reject the Proposal

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

17. 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.

18. Proprietary Information

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

BIDDER'S STATEMENT
PLEASE FILL THIS FORM & SUBMIT WITH THE BID

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/if applicable):

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 as required.

Included in this Bid : Yes No

Confirmation that the bidder has reviewed the 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:

Evaluation Criteria and Method

RFP No. 2026-0032

**TECHNICAL SUPPORT AND TRAINING SERVICES RELATING TO IN-FIELD ATMOSPHERIC
TRANSPORT MODELLING (ATM) FOR THE INTEGRATED FIELD EXERCISE 2026**

Ref No. in TOR	1. QUALIFICATION REQUIREMENTS (1st stage)	PASS/FAIL
3.3.1	Proven practical experience (10 years or more) in the usage of ATM techniques in analysing spread of particulate contaminants in the atmosphere – demonstrated by minimum 3 examples of previous work, if possible, with reference to a publication or a report	PASS/FAIL
3.3.2	At least 3 years of experience in providing training in ATM applications in general and LASAIR in particular. The experience shall be confirmed by Contractor's staff CVs and references to past projects on ATM and LASAIR use.	PASS/FAIL
3.3.3	Contractor's staff shall have at least 3 years of demonstrated experience in understanding the On-Site Inspections verification regime and supporting it in the operational deployments, to be demonstrated by the corresponding experience in the Contractor's key personnel CVs.	PASS/FAIL

The technical proposals that have passed stage 1 of the technical evaluation process, will be evaluated against the evaluation matrix below				
Ref No. in TOR	2. TECHNICAL REQUIREMENTS - (2nd stage)	Points		
		Max Points	Factor	Weighted score
Overall	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity	5	1	5
Overall	Understanding of the scope and organization of work and the responsibilities of the Contractor	5	1	5
3.1	TASK 1: Quality and feasibility of the proposed technical approach for commissioning support, including installation, configuration of the LASAIR model, preparation of meteorological and map data inputs, and operational setup on Commission laptops.	5	1	5
3.1	TASK 2: Quality of the proposed training methodology, including the structure and content of the 1-day workshop, coverage of meteorological data preparation, modelling configuration, and interpretation of LASAIR results.	5	1	5
6	The Services are expected to be fully delivered by 30 June 2026	5	1	5
TOTAL - Technical Evaluation		25		25
The minimum number of scores to pass the technical evaluation is 15 .				

EVALUATION METHOD:

1. Technical Evaluation:

The technical evaluation process will be done in two stages:

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

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

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 order to pass this stage, bidders must obtain **at least 15 scores**, in accordance with the scoring table indicated below:

Points	Scoring
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 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. Award:

The weight of the technical and financial components is 60% and 40% respectively. The Contract will be awarded to the bidder who receive the highest combined score resulting from the technical and financial evaluations, subject to commercial and contractual acceptability.

MINIMUM CONTENT OF TECHNICAL PROPOSAL AND TECHNICAL COMPLIANCE MATRIX

RFP 2026-0032

TECHNICAL SUPPORT AND TRAINING SERVICES RELATING TO IN-FIELD ATMOSPHERIC TRANSPORT MODELLING (ATM) FOR THE INTEGRATED FIELD EXERCISE 2026

Minimum Content of the Technical Proposal

Below table sets out the Minimum content of the Proposal and the Mandatory 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	
Corporate Profile and Values of the Contractor	<ul style="list-style-type: none"> • Brief background of the company, mission/vision, ownership, size, location, number of personnel by type profile, etc. • Company business structure and its authority to execute all Work under the Contract. • In case the Bidder requires the services of subcontractors, the Proposal shall include: <ol style="list-style-type: none"> a) Relationship of the Bidder's business to any subcontractor(s) that will be used. b) Names, addresses, legal status, and qualifications of major sub-contractor(s) proposed by your organization. c) The scope of work and nature of subcontracting.
Corporate Experience	The Proposal should detail the Bidder's experience in executing services of similar scope and complexity. Information on minimum 3 examples of previous work should be provided, if possible, with reference to a publication or a report
Requirements for the Contractor and personnel	The Proposal should address and describe all requirements spelled out in the Terms of Reference (ToR).
3. Meeting the Requirements	

Understanding of the ToR scope	Describe your understanding of the services that are to be provided under this ToR, detailing key assumptions that impact the Technical Proposal. A preliminary risk management draft plan shall be included in the technical offer.
4. Contractor's personnel	
4.1. 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 a form stipulated in the ToR.
4.2.CVs	Provide CVs of all proposed specialists.

Technical Compliance Matrix

		Compliance (Pass/Fail)	Comments
TOR Ref #	Requirement	<i>Please indicate below</i>	<i>Please add comments, details if any Indicate the section in your Proposal and ensure that it is sufficiently described in the Proposal</i>
3	Scope of Work		
3.1.	Task 1 : support with the commissioning of the LASAIR model by assisting the installation, setup and meteorological and map data import to the model on the Commission’s laptops used in the Working Area during the IFE:		
	Kick-off meeting to agree on the project plan		
	Installation of the LASAIR model on the Commission’s laptops (up to 4 laptops will be used)		
	Setting up the topographic maps and meteorological input format conversion to match the LASAIR requirements		
	Testing of the installation by running ATM simulations based on data collected by the Commission’s meteorological sensors and their interpretation.		
	Investigating possibilities for backward simulations using LASAIR and meteorological data time series		
	Remote support to the Commission’s staff on LASAIR test runs and their interpretation.		

	Planning of the training workshop program and preparation of test use cases		
	Final report delivery with the results of the Task 1, documentation for the training activities, LASAIR set-up parameters and test set data		
3.1.	Task 2: provide on-site training services during the Training Workshop on the topic of "Local atmospheric dispersion modelling for On-site Inspection" .:		
	The program for a 1-day-training-workshop shall be prepared to introduce 8-10 persons to the concept of meteorological observations and local atmospheric modelling in the frame of on-site inspections using LASAIR model.		
	The workshop program shall cover the following topics (lessons and practical exercises): <ul style="list-style-type: none"> • siting and representativeness of temporal meteorological measurements • preparation of meteorological data input • preparation of topography and building data • introduction to the LASAIR modelling tool • configuration of forward and backward in time simulations • interpretation of LASAIR results 		
3.3	Qualification requirements for the Contractor and Contractor's personnel		
	Proven practical experience (10 years or more) in the usage of ATM techniques in analysing spread of particulate contaminants in the atmosphere – demonstrated by minimum 3 examples of previous work, if possible, with reference to a publication or a report.		

	Experience in providing training in ATM applications in general and LASAIR in particular. The experience shall be confirmed by Contractor's staff CVs and references to past projects on ATM and LASAIR use.		
	Contractor's staff shall have demonstrated experience in understanding the On-Site Inspections verification regime and supporting it in the operational deployments, to be demonstrated by the corresponding experience in the Contractor's key personnel CVs.		
6	Timelines		
	The Services are expected to be fully delivered by 30 June 2026. Nevertheless, a later completion date may be set by the Commission in mutual agreement with the Contractor, based on IFE26 related contingencies.		

Bidders name:

TASK 1/Subtasks	Location	Estimated effort, person-days	Daily rate	Currency	Subtotal
Kick-off meeting to agree on the project plan	online	1			
Installation of the LASAIR model on the Commission's laptops (up to 4 laptops will be used)	onsite, Seibersdorf, Austria	2			
Setting up the topographic maps and meteorological input format conversion to match the LASAIR requirements	onsite Seibersdorf, Austria	2			
Testing of the installation by running ATM simulations based on data collected by the Commission's meteorological sensors and their interpretation.	onsite Seibersdorf, Austria	3			
Investigating possibilities for backward simulations using LASAIR and meteorological data time series	onsite Seibersdorf, Austria	3			
Remote support to the Commission's staff on LASAIR test runs and their interpretation.	online	5			
Planning of the training workshop program and preparation of test use cases	online	4			
Final report delivery with the results of the Task 1, documentation for the training activities, LASAIR set-up parameters and test set data	online	5			
DSA*	onsite Seibersdorf, Austria	10			
TASK 2	Location	Estimated effort, person-days	Daily rate	Currency	Subtotal
1-day-training-workshop (preparation/delivery) for 8-10 persons to the concept of meteorological observations and local atmospheric modelling in the frame of on-site inspections using LASAIR model. The workshop program shall cover the following topics (lessons and practical exercises): <ul style="list-style-type: none"> • siting and representativeness of temporal meteorologic measurements •preparation of meteorological data input •preparation of topography and building data •introduction to the LASAIR modelling tool •configuration of forward and backward in time simulations •interpretation of LASAIR results 	onsite Seibersdorf, Austria	2			
			Total:		
Travel Related expenses	Location	Q-ty	Unit rate	Currency	Subtotal
Travel cost/return economy ticket (estimated)**	Seibersdorf, Austria				

** 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).

** Estimated costs for travel based on the most economic and direct route shall be specified in the Financial Proposa. Payment will be based on actual costs against relevant supporting documentation e.g. invoices for travel, and shall not exceed 10% of the estimate.

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

1. Name of Company:		
2. Street Address:	3. Telephone:	
P.O. Box: City:	4. E-Mail:	
Zip Code: Country:	5. Website:	
6. Contact Person:		Title:
7. Legal Status (e.g. Partnership, Private Limited Company, Government Institution) PLEASE INCLUDE A COPY OF THE CERTIFICATE OF INCORPORATION		
8. Year Established:	9. Number of Employees:	
10. Gross Corporate Annual Turnover (US\$m)*:	11. Annual Export Turnover (US\$m)*:	
12. Type of Business/Products: Manufacturer <input type="checkbox"/> Sole Agent <input type="checkbox"/> Supplier <input type="checkbox"/> Other <input type="checkbox"/> (please explain)		
13. Type of Business/Services/Work: Engineering <input type="checkbox"/> Civil Work <input type="checkbox"/> Governmental Institution <input type="checkbox"/> Other <input type="checkbox"/> (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.

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>

ANNEX B TERMS OF REFERENCE

TECHNICAL SUPPORT AND TRAINING SERVICES RELATING TO IN-FIELD ATMOSPHERIC TRANSPORT MODELLING (ATM) FOR THE INTEGRATED FIELD EXERCISE 2026

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 (CTBT). It provides timely data, assessments and other products and services to Signatory States of the Treaty to monitor compliance with the Treaty. More information can be found at 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 CTBT and to the extent possible, to gather any facts which might assist in identifying any possible violator.

During an OSI inspectors are permitted to perform a range of activities and techniques, including detection of OSI relevant radionuclides. Atmospheric transport modelling (ATM) is a key tool for the assessment of the radionuclide data collected in the field and for planning the field missions according to the potential release scenarios and atmospheric conditions.

To develop the ATM in-field capabilities the Commission outlines here the Terms of Reference (ToR) for the provision of “*TECHNICAL SUPPORT AND TRAINING SERVICES RELATING TO IN-FIELD ATMOSPHERIC TRANSPORT MODELLING (ATM) FOR THE INTEGRATED FIELD EXERCISE 2026*” (hereinafter referred to as the “Services” or “Tasks”).

2. GENERAL REQUIREMENTS

The Contractor shall provide technical support and training services in accordance with these ToR and in the most cost-effective manner possible.

The required tasks will be performed with guidance and support from the CTBTO/OSI/EP Noble Gas Techniques Officer, who will act as main Point of Contact (PoC) and will be granting access to all existing procedures and any required auxiliary information currently available for the OSI systems.

The required tasks shall be performed at the CTBTO TeST Centre in Seibersdorf, Austria. Each of the required tasks will commence upon mutual agreement between the Contractor and the Commission’s Point of Contact.

In this respect, these Terms of Reference define the technical framework of related services that shall be provided by the Contractor.

3. SCOPE OF WORK

3.1 General

The Commission selected the LASAIR model developed by BFS, Germany, for the purposes of on-site inspections and the planning of its use in the context of the upcoming On-Site Exercise (IFE26). The Contractor shall, upon request by the Commission, provide the following Services:

TASK 1

The Contractor shall provide support with the commissioning of the LASAIR model by assisting the installation, setup and meteorological and map data import to the model on the Commission's laptops used in the Working Area during the IFE.

The support shall comprise the following subtask:

Subtasks	Location	Estimated effort, person-days
Kick-off meeting to agree on the project plan	online	1
Installation of the LASAIR model on the Commission's laptops (up to 4 laptops will be used)	onsite, Seibersdorf, Austria	2
Setting up the topographic maps and meteorological input format conversion to match the LASAIR requirements	onsite Seibersdorf, Austria	2
Testing of the installation by running ATM simulations based on data collected by the Commission's meteorological sensors and their interpretation.	onsite Seibersdorf, Austria	3
Investigating possibilities for backward simulations using LASAIR and meteorological data time series	onsite Seibersdorf, Austria	3
Remote support to the Commission's staff on LASAIR test runs and their interpretation.	online	5
Planning of the training workshop program and preparation of test use cases	online	4
Final report delivery with the results of the Task 1, documentation for the training activities, LASAIR set-up parameters and test set data	online	5

TASK 2

The Contractor shall provide on-site training services during the Training Workshop on the topic of "Local atmospheric dispersion modelling for On-site Inspection".

The program for a 1-day-training-workshop shall be prepared to introduce 8-10 persons to the concept of meteorological observations and local atmospheric modelling in the frame of on-site inspections using LASAIR model.

The workshop program shall cover the following topics (lessons and practical exercises):

- siting and representativeness of temporal meteorological measurements

- preparation of meteorological data input
- preparation of topography and building data
- introduction to the LASAIR modelling tool
- configuration of forward and backward in time simulations
- interpretation of LASAIR results

3.2 Quality and Workmanship

The Contractor shall provide technical support and training services of high quality by applying best engineering practices and the scientific method as applicable. Technical personnel proposed by the Contractor shall have demonstrated capabilities and experience in the requested Services.

3.3 Qualification requirements for the Contractor and Contractor's personnel

The Contractor shall fulfill the following criteria:

1. Proven practical experience (10 years or more) in the usage of ATM techniques in analysing spread of particulate contaminants in the atmosphere – demonstrated by minimum 3 examples of previous work, if possible, with reference to a publication or a report.
2. At least 3 years of experience in providing training in ATM applications in general and LASAIR in particular. The experience shall be confirmed by Contractor's staff CVs and references to past projects on ATM and LASAIR use.
3. Contractor's staff shall have at least 3 years of demonstrated experience in understanding the On-Site Inspections verification regime and supporting it in the operational deployments, to be demonstrated by the corresponding experience in the Contractor's key personnel CVs.

4. COMMUNICATION

The Commission's PoCs for communication with the Contractor is the Noble Gas Techniques Officer of the OSI Division.

The Contractor shall coordinate with the Commission on all services and activities requested by the Commission under these ToR.

The Commission reserves the right to provide comments and request revisions on any deliverable, to the full satisfaction of the Commission, before acceptance.

5. ORGANIZATION OF WORK

The Contractor shall provide a fixed cost proposal for provision of such services to CTBTO, broken down into the Tasks.

In case one task or part of it cannot be completed by the Contractor in accordance to these Terms of Reference, for reasons which are imputable to the Commission's and beyond control of the Contractor, the terms and deliveries of each task (or part of it) may be amended, in mutual agreement and upon acceptance by the Contractor of the amended task, within the boundaries of the agreed fixed costs.

The Services rendered under each Task will be paid upon completion and full acceptance by the Commission of each task.

6. TIMELINES

All Services to be provided within the framework of these Terms of Reference shall be delivered upon specific request of the Commission's PoC; the exact time for delivery of required tasks will be mutually agreed between the Contractor and the Commission's PoCs. The Services are expected to be fully delivered by 30 June 2026. Nevertheless, a later completion date may be set by the Commission in mutual agreement with the Contractor, based on IFE26 related contingencies.