

## REQUEST FOR PROPOSAL

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**To:** ALL BIDDERS

Vienna, 1400  
Austria

**Attn:**

Phone:  
Fax:  
Email:

**CTBTO Ref. No.:** 2026-0057/MOGAPI  
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

**Date:** 30 Apr 26



**Subject:** Public Key Infrastructure Replacement, Migration, and managed Support Services

**Deadline for Submission:** 28 May 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, and a **signed Non-Disclosure Agreement in order to receive the Terms of Reference**.

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

Yours Sincerely,

Sally Alvarez de Schreiner  
Chief, Procurement Services Section

**ACKNOWLEDGEMENT FORM**

<b>Solicitation No:</b> 2026-0057	<b>Closing Date:</b> 28 May 26
<b>Title:</b> Public Key Infrastructure Replacement, Migration, and managed Support Services	<b>Vienna Local Time:</b> 17:00

**Procurement Staff:** Gookeditswe Mogapi

**CTBTO Req. No.:** 0010029514

 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 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 337 stations worldwide, a communication system, an International Data Centre and on-site inspections to monitor compliance with the Treaty.

This Request for Proposal (RFP) is for the ***PUBLIC KEY INFRASTRUCTURE REPLACEMENT, MIGRATION, AND MANAGED SUPPORT SERVICES*** as described in the attached Terms of Reference.

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:

- (a) Letter of Invitation
- (b) These Instructions for Preparation and Submission of Proposals, including Bidder's Statement, and the following attachments:
  - Attachment 1: Minimum Content of the Technical proposal and Technical Compliance Matrix – **to be shared with interested Bidders upon return of the signed Non-Disclosure Agreement**
  - Attachment 2: Technical Evaluation Criteria – **to be shared with interested Bidders upon return of the signed Non-Disclosure Agreement**
  - Attachment 3: Price Schedule Form
  - Attachment 4: Procedure for submission of electronic bids
  - Attachment 5: Non-Disclosure Agreement – **Interested Bidders must return the signed document to be able to receive the Terms of Reference, Compliance Matrix and Technical Evaluation and Method**
- (c) Statement of Confirmation
- (d) Vendor Profile Form
- (e) The Commission's Model Contract and its Annexes A – C:
  - o The Commission's License Agreement option 1 or option 2 (Annex A)
  - o The Commission General Conditions of Contract (Annex B of the Model Contract) - incorporated herein by reference available at this link: [Microsoft Word - 2026-01 General Conditions of Contract](#)
  - o Terms of Reference (Annex C) **to be shared with interested Bidders upon return of the signed Non-Disclosure Agreement**

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

**3. Amendment of RFP Documents**

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

**4. Language of the Proposal**

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

**5. Format and Submission of the Proposal**

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

**The Proposal shall be submitted electronically according to the attached “PROCEDURE FOR SUBMISSION OF ELECTRONIC OFFERS IN 2 SEALED FILES”.**

**Proposals sent by regular e-mail unless clearly submitted as electronically sealed bids as indicated above and following the instructions outlined in Attachment 4 will not be considered and may lead to the rejection of the Proposal.**

The Proposal shall be received not later than the closing date and time indicated in the Letter of Invitation.

**6. 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 **7** business days prior to the Closing Date. No requests for clarifications will be entertained after this time. Questions will only be accepted via e-mail sent to:

E-mail: [procurement@ctbto.org](mailto:procurement@ctbto.org)  
Subject: Request for Clarifications re RFP No. **2026-0057/MOGAPI**

The Commission will make all reasonable efforts to issue the clarifications not later than **5** business days prior to the Closing Date.

Except in the case of responding to a RFP clarification, no bidder shall contact the Commission on any matter relating to the Proposal after its submission and until the award of the Contract.

Any attempt to influence the Commission in its evaluation of the Proposal or the contract award decision may result in the rejection of the Proposal.

## **7. 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](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.

## **8. Type of Contract and Payment**

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

## **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;**

providing, but not limited to, the following information:

### **PART I: TECHNICAL PROPOSAL**

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

#### **Point of Contact**

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

#### **Statement of Confirmation, Bidder's Statement and Vendor Profile Form**

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

#### **Description of Services and Technical Compliance Matrix**

The Proposal shall include the duly filled-in Technical Compliance Matrix available as Part II in **Attachment 1** and an explanation of the bidder's understanding of the services to be provided and an overall preliminary operational plan for the execution of the services following the minimum content of the technical proposal as per **Attachment 1** hereto.

### **Specifications**

The Proposal shall include a detailed description of the items proposed and include relevant technical literature.

The Proposal shall also provide any other relevant issue which the bidder would like to bring to the attention of the Commission whether or not having cost implications. This shall include details of warranties/manufacturer's guaranties in respect to any Equipment item.

### **Commission's Inputs**

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

### **Time Schedule**

A bar chart indicating the estimation of the duration of the services or delivery of Goods, including the duration of each task required by the Terms of Reference and key staff to be involved in each task.

### **Qualifications**

Documentary evidence of your qualifications to provide the Services, which shall establish to the Commission's satisfaction that the bidder has technical capability necessary to perform the Contract and other necessary ongoing services as required.

### **Personnel**

Curriculum vitae of key personnel proposed for this contract, including technical experience to perform the Work.

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

### **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, at any time:

- a. 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. 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 CTBTO States Signatories the list of which is available at [www.ctbto.org](http://www.ctbto.org) under [Status of Signatures and Ratifications | CTBTO](#).

### **Delivery Schedule**

Delivery time shall be indicated in weeks after receipt of an order and shall be firm during the validity of the Proposal.

## **PART II: FINANCIAL PROPOSAL**

- (i) The Proposal shall include the Price Schedule Form provided in Attachment 3 hereto. In presenting the cost for each item, adequate justification and calculation must be included in the Financial Proposal. Note that clear and detailed explanations would enable us to evaluate the Proposal promptly and proceed with fewer requests for clarifications/justifications in a later stage. This is also a factor influencing the decision for Contract award. All individual costs shall be stated in EURO or US Dollars and be computed to constitute the total Contract Price, excluding taxes.
- (ii) In principle the Commission is exempt from taxes. Since the arrangement under which such exemption is respected varies from country to country, the selected bidder will be informed by the Commission whether tax exemption will occur at source or whether taxes paid by the selected bidder will be reimbursed by the Commission upon submission of the original supporting documentation.

“Taxes” means all direct and indirect taxes (including value added tax, general sales tax or goods and services tax), assessments, fees, customs duties, liens and charges in as much as they are levied in conclusion or implementation of the Contract, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission’s official use.

### (1) For Austrian companies

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

### (2) For European Union (EU) Companies

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

### (3) For Non-EU Companies

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

quoted separately or be separately identified on the Proposal together with information on the nature of the tax and its method of calculation. For deliveries to Vienna, Austria, and due to the tax exemption at source applicable to the Commission, no Taxes shall be charged to the Commission under the Contract.

**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 90 (ninety) 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**

- (a) The Commission will conduct the evaluation and selection based on the criteria and method specified in Attachment 2 “Evaluation Criteria and Method”.
- (b) 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. Clarifications and Negotiations of the Proposal**

The Commission reserves the right to request clarifications on the Proposal and to enter into negotiations regarding 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 and time 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.

**19. Data Privacy Notice**

Any personal data provided to the Commission as part of this procurement exercise, via an offer or otherwise, and required for assessing offers will be treated by the Commission as confidential information and used on a 'need to know basis'.

The personal data that is provided in an offer will be processed by the Commission for the specific purpose of assessing the offer submitted in response to this solicitation and, in the event of award, contract implementation. This personal data forms an integral part of the offer and to any ensuing contracting arrangement and cannot be accessed, verified, rectified or deleted following the offer's submission other than through the Bidder's express notification to the Commission of any changes or errors or clarifications requested by the Commission during the evaluation process. This data includes, but is not limited to, the following:

- First and last name;
- Contact information, such as telephone numbers, or mailing addresses;
- Email addresses; and
- Information on skills, expertise and work experience.

In the event of award, Clause 49 (Personal Data Protection) of the Commission's General Conditions of Contract shall apply.

Nothing in this RFP shall constitute a waiver, either express or implied, of the privileges and immunities of the Commission and its employees, which are specifically reserved.

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

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):

For one year period     For a period of .....

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

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

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

State country of origin or assembly of all items quoted:

Quantity discount and early payment discount (if any):

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

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

**Confirmation that the bidder has reviewed the Commission's License Agreement, the Commission's General Conditions of Contract, Model 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 - list available at [www.ctbto.org](http://www.ctbto.org) under [Status of Signatures and Ratifications | CTBTO](#).

**Yes**                          **No**                          **Not applicable**   

**Remarks:**

**Name:**

**Name & Title of Contact Person:**

**Signature & date:**

**Attachment 3  
Price Schedule Form**

**Public Key Infrastructure Replacement, Migration, and Managed Support Services**

**Table 1 - One Time Cost(s)**

Ref.	ToR Description	QTY	Unit Price (EUR or USD)	Total Price (EUR or USD)
<b>Sec. 4.2 C1: PKI Replacement (Firm Services)</b>				
4.2.3	PKI Architecture Design			
4.2.3.1	PKI Integration and Setup			
4.2.3	PKI in Production environment software license for initial deployment			
4.2.3	PKI in Dev/Test environment software license for initial deployment			
4.2.3	Deployed and functional PKI in Production environment			
4.2.3	Deployed and functional PKI in Dev/Test environment			
4.2.3	Training materials and sessions			
	<b>sub-total</b>			
<b>Sec. 4.3 C2: Migration Services (Firm Services)</b>				
4.3.1.1	UniCERT issued certificates successfully being managed by the new PKI Solution			
4.3.1.4	Decommissioning services, including Decommissioning Report on completed activities			
	<b>sub-total</b>			

**Table 2 - Recurring Cost(s)**

Ref.	ToR Description	QTY	Initial Period (Effective Date - 31-Dec-2031)		1st Optional Extension (01-Jan-2032 - 31-Dec-2032)		2nd Optional Extension (01-Jan-2033 - 31-Dec-2033)		3rd Optional Extension (01-Jan-2034 - 31-Dec-2034)	
			Unit Price (EUR or USD)	Total Price (EUR or USD)	Unit Price (EUR or USD)	Total Price (EUR or USD)	Unit Price (EUR or USD)	Total Price (EUR or USD)	Unit Price (EUR or USD)	Total Price (EUR or USD)
<b>Sec. 4.4 C3: Hardware Support Services (Firm Services)</b>										
4.4.1	Hardware support and maintenance services									
4.4.1	Hardware replacement services (Return Material Authorization (RMA))									
4.4.1	Provision of all necessary hardware-based licenses, including corresponding partitions - (please provide a breakdown to allow the Commission to assess the reasonableness of cost)									
	<b>sub-total</b>									
<b>Sec. 4.5.1 C4: Software and Managed PKI Services (Firm Services)</b>										
4.5.1.1	Software support and maintenance									
4.5.1.1	Software annual license costs (if applicable)									
4.5.1.2	Monitoring and Alerting license costs (if applicable)									
4.5.1.3	Incident Management (including 24/7 response)									
4.5.2	Disaster Recovery (DR) and Business Continuity (BC)									
4.5.3	Web Portal Operations									
	<b>sub-total</b>									

**Table 3 - Call-off Services Cost(s)**

Ref.	ToR Description	QTY	Initial Period (Effective Date - 31-Dec-2031) [Maximum 1000 person days]		1st Optional Extension (01-Jan-2032 - 31-Dec-2032) [Maximum 200 person days]		2nd Optional Extension (01-Jan-2033 - 31-Dec-2033) [Maximum 200 person days]		3rd Optional Extension (01-Jan-2034 - 31-Dec-2034) [Maximum 200 person days]	
			Unit Price (EUR or USD)	Total Price (EUR or USD)	Unit Price (EUR or USD)	Total Price (EUR or USD)	Unit Price (EUR or USD)	Total Price (EUR or USD)	Unit Price (EUR or USD)	Total Price (EUR or USD)
<b>4.5 C4: Software and Managed PKI Services (Call-Off Services)</b>										
4.5.1.3.1	Crisis Management (Call-off Services) - Onsite									
4.5.1.3.1	Crisis Management (Call-off Services) - Offsite									
4.5.2.1	Disaster Recovery (DR) Testing (Call-off Services)									
4.5.4	On-demand Services (Call-off Services) - Onsite									
4.5.4	On-demand Services (Call-off Services) - Offsite									
	<b>sub-total</b>									
	Delivery cost, where applicable									
	Travel: Return travel for On-site work - per Trip/Person									
	Daily Subsistence Allowance (DSA) - per person/night									
	Any other costs - please specify and provide details									

TOTAL SUMMARY	Initial Period (Effective Date - 31-Dec-2031)	1st Optional Extension (01-Jan-2032 - 31-Dec-2032)	2nd Optional Extension (01-Jan-2033 - 31-Dec-2033)	3rd Optional Extension (01-Jan-2034 - 31-Dec-2034)	Total Price (EUR or USD)
	Total Price (EUR or USD)	Total Price (EUR or USD)	Total Price (EUR or USD)	Total Price (EUR or USD)	
C1: PKI Replacement (Firm Services)					
C2: Migration Services (Firm Services)					
C3: Hardware Support Services (Firm Services)					
C4: Software and Managed PKI Services (Firm Services)					
C4: Software and Managed PKI Services (Call-Off Services)					
<b>Grand Total</b>					

**NB:**

- Delivery Term: DAP Incoterms 2020 (Delivered At Place) to the CTBTO Headquarters located at the Vienna International Centre, Vienna, Austria.
- Please specify currency (Euro or USD only). The rates shall be firm and fixed throughout the term of the Contract.
- The person-days noted are an upper limit, and the Commission reserves the right, at its sole discretion, to call-off fewer person-days or no person-days at all.  
  
Estimated costs for travel based on the most economic and direct route shall be specified in the Financial Proposal. Bidders shall indicate whether the travel costs (without DSA) are firm and fixed for the duration of the Contract, or they are estimated. In the case the travel costs are estimated, payment shall be based on actual costs against relevant supporting documentation e.g. invoices for travel, and shall not exceed 10% of the estimate.
- 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).
- Bidders shall provide detailed cost breakdown on the separate sheet, as necessary.

## Attachment 4

### “Procedure for Submission of Electronic Offers in 2 Sealed Files”

The Commission invites you to submit your sealed offer (Bid, or Proposal) in response to the solicitation forming part of this request.

**Please be sure to follow the instructions below very carefully, so that the documents you submit are encrypted, and cannot be opened without an encryption key (password). If the documents are not encrypted, they will not be accepted as part of this tender process.**

#### **CRITICAL INFORMATION:**

Create separate zip files for the technical offer and the financial offer (labelling them clearly in the title) with different encryption keys. Instructions for how to do this are provided below.

**Step 1: You provide the encryption key (password) for the *Technical Offer only* (in accordance with the below instructions)!**

**Step 2: After the Commission has performed the evaluation of the Technical Offer, if your Technical Offer is considered to be acceptable, the Commission will request the encryption key (password) for the Financial Offer you have already submitted by the tender Deadline.**

Should you have any questions, please send an email to [procurement@ctbto.org](mailto:procurement@ctbto.org).

**We recommend that you leave yourself plenty of time to complete the below process (including getting any necessary assistance from the Commission), as late offers will not be accepted.**

#### **INSTRUCTIONS:**

1. In a **WINDOWS** environment, one way of meeting the requirements is as follows.

We recommend using the open-source, free software **7-zip**, but if you are comfortable with other tools, the result should be the same, as long as you can apply encryption to the archive. In the below, we'll use 7-zip as an example. (You can download the 7-zip code for Windows at: [7-zip.org](http://7-zip.org))

2. In **LINUX** environment, you can use, for instance, “sha1sum” on the command line.

## Creating the archives for submission

Regardless of whether the offer is a single file, or a collection of files, the files are easier to manage if delivered as a single, compressed file. Compressing the archive is a common way to meet size limitations in email systems.

As an example of how to submit your offer in the required format: assuming you are supplier “SOFTCOMP” and have the following files related to the offer for “RFP 2020-0010/EDWALD”. (*You will need to replace these elements with the real information for your actual offer in line with the relevant Instructions for Preparation and Submission of Proposals/Bids.*) Assuming further that you have installed the 7-zip software on the Windows system you are using.

We will only go through the creation of the Technical Offer (Proposal/Bid) component; the Financial Offer (Proposal/Bid) component is similar.

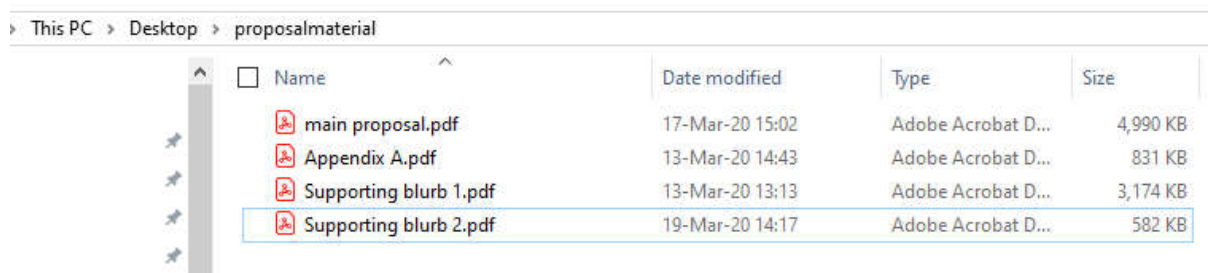


Figure 1 An example set of files to be submitted

Select the four files and right-click; a Dialog box pops up, with one of the options being “7-ZIP >”. Hover your cursor over the “ >” part and a few more options appear, select the “Add to archive” option.

Another dialog box pops up (see ‘Figure 2, Creating an Archive’, next page):

Using the standard Windows methods, select a suitable location for the archive (if you don’t change it, the archive gets created right where the selected files are), and give it a name in the form of: “SOFTCOMP-2020-0010-EDWALD-TECHNICAL-BID”, of course replacing all the elements with the true values for the offer in question: the actual company indicator, and the actual RFP/ITB identification string. Note that it is not possible to put a slash “/” in the file name, and therefore put a dash “-” instead. Leave the file extension “.zip” as is.

Leave all the other settings as is, except: **add a password to the encryption** (see figure 2 below). This is done by typing the same password (of your choosing) twice in the two text fields in the lower right hand corner.

**Make a note of this password. You must choose different passwords for the two zip archives, that is, the Technical and the Financial Proposal/Bid.**

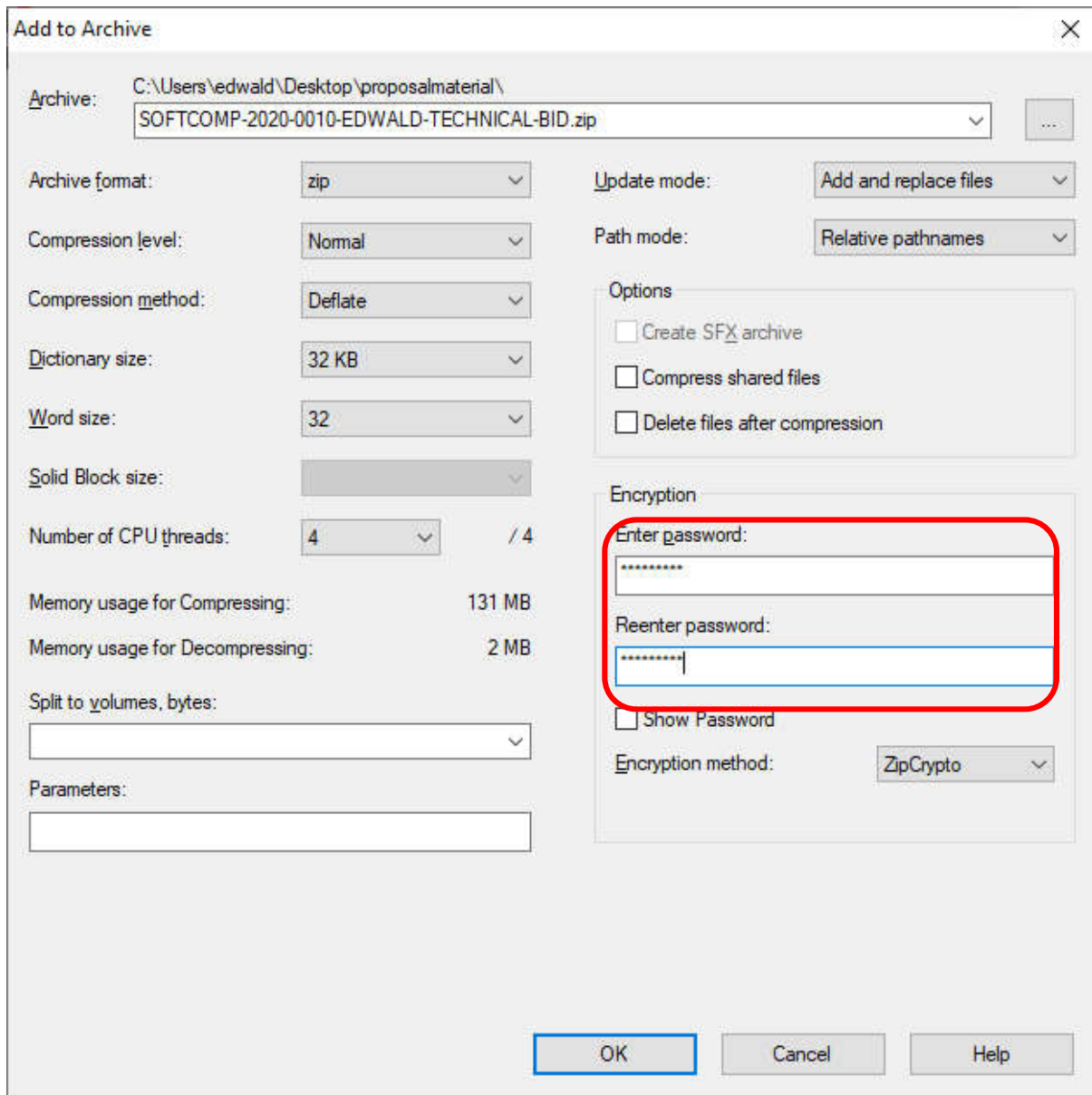


Figure 2 Creating an Archive

Now, we seek the “SHA1 Hash”, and electronic fingerprint of the archive you have just created. The hash is a string calculated from your file(s) and can be used to guarantee that the file has not been modified since you created it. Any change to the file will result in a different hash value.

There are many ways of calculating this; two common options are described below.

If the appropriate functionality is available in your Windows environment: Select the compressed archive in the Windows file manager, (eg. SOFTCOMP-2020-0010-EDWALD-TECHNICAL-BID.zip) and right click. One of the options to select is “CRC SHA >”. Hovering over the “ >” brings a few more options to light, select the **SHA-1** option. A smaller dialog pops up: (see Figure 3, *SHA1* below). Clicking Ctrl-C grabs the contents of this box. You can close the box after copying the contents. (You can paste the contents into a mail message, for instance.)



Figure 3 *SHA1*

If this CRC SHA function is not available by ‘right-click’ on your Windows version, you can also do this from ‘the command line’, a slightly more complicated way. Open a CMD window (see sidebar below), move to the folder where your archive is, and execute the command: “certutil -hashfile *SOFTCOMP-2020-0010-EDWALD-TECHNICAL-BID.zip* sha1” where you obviously replace the name of the file with your real file name. The output of this command is the SHA1 “hash”. You can copy-and-paste the string for use in the email (below).

Sidebar: How to open a CMD window in Windows:

The way to open a Command window (or ‘terminal’) depends on the version of Windows you have. The different methods are very clearly described in the following article, but a quick internet search will find multiple descriptions.

<https://www.lifewire.com/how-to-open-command-prompt-2618089>

Finally,

1. Create a new email, Subject: example- “SOFTCOMP-2020-0010-EDWALD”. Add the two compressed archives, that is, the Technical Offer and the Financial Offer archives as attachments. The text of the email should contain the SHA1 information for both archives. **SEND THIS TO:** [sealed\\_bids@ctbto.org](mailto:sealed_bids@ctbto.org) (note that there is an underscore “\_” between “sealed” and “bids”). (Should the email become larger than your mail system allows, you can

try sending the two archives in separate emails. Take care to include the right SHA1 information with each file.)

2. Create a new email, Subject: example- "SOFTCOMP-2020-2010-EDWALD-Technical Offer" the contents of which must contain the Encryption Key for the Technical Offer (the password you used when creating the Technical Offer). (Again, note the underscore between 'bid' and 'keys'.)

**SEND THIS TO:** [bid\\_keys@ctbto.org](mailto:bid_keys@ctbto.org)

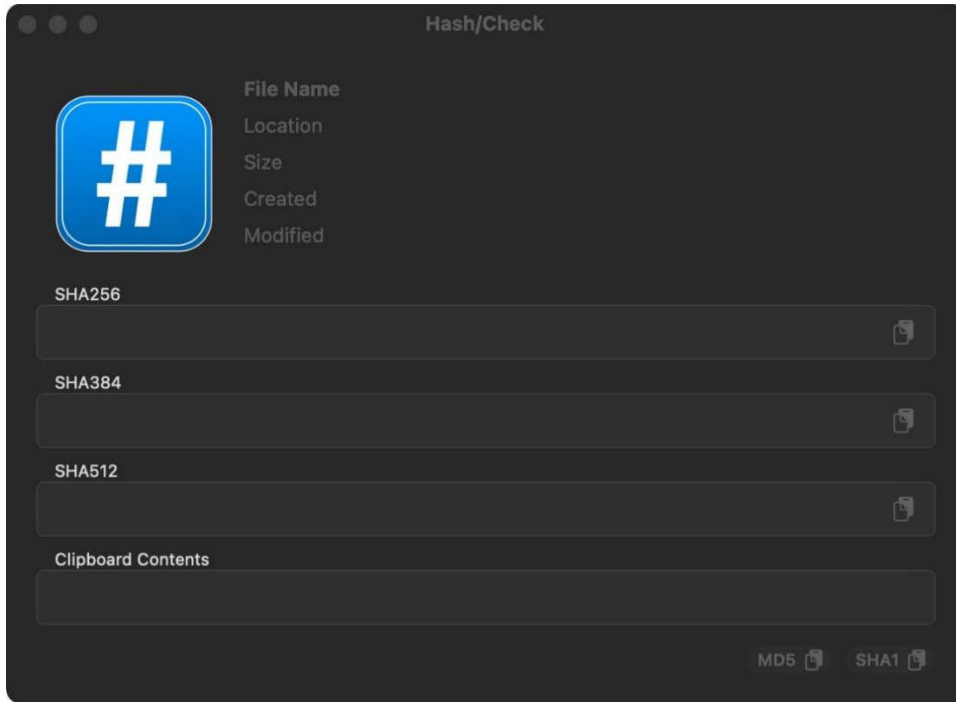
**IMPORTANT NOTE:** As stated above, only send the Encryption Key for the Technical Offer to the [bid\\_keys@ctbto.org](mailto:bid_keys@ctbto.org) mailbox when sending your Technical and Financial Offer to the [sealed\\_bids@ctbto.org](mailto:sealed_bids@ctbto.org) mailbox. You shall only send the Encryption Key for the Financial Offer to the Commission if and when informed by the Commission that your Technical Offer had been evaluated as "technically acceptable".

The Financial Offer Encryption Key will need to be provided by you to the same e-mail ([bid\\_keys@ctbto.org](mailto:bid_keys@ctbto.org)) within 48 hours of the Commission's request, clearly marked in Subject: Encryption Key for (example): "SOFTCOMP 2020-2010 EDWALD-Financial Offer". If your Offer is not considered "technically acceptable", the Commission will not request an Encryption Key for your Financial Offer, and it will remain unopened.

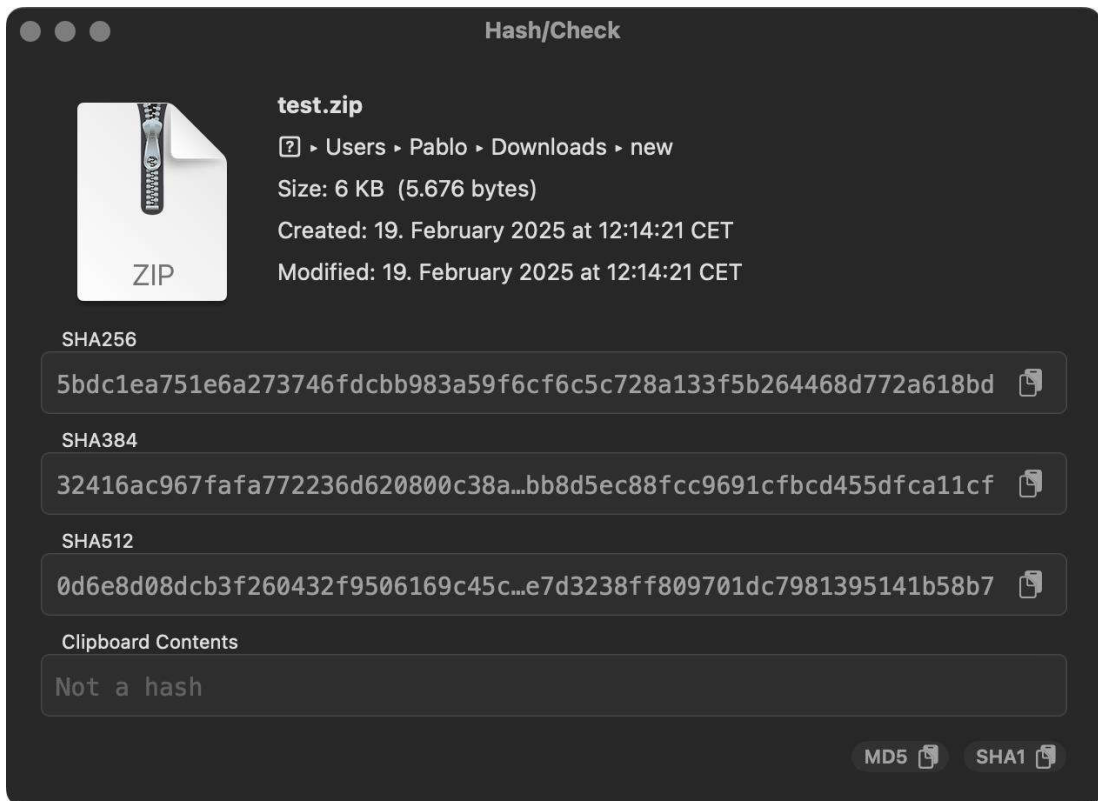
As mentioned above, should you have questions or difficulties, please send an e-mail to [procurement@ctbto.org](mailto:procurement@ctbto.org).

**For MAC users:**

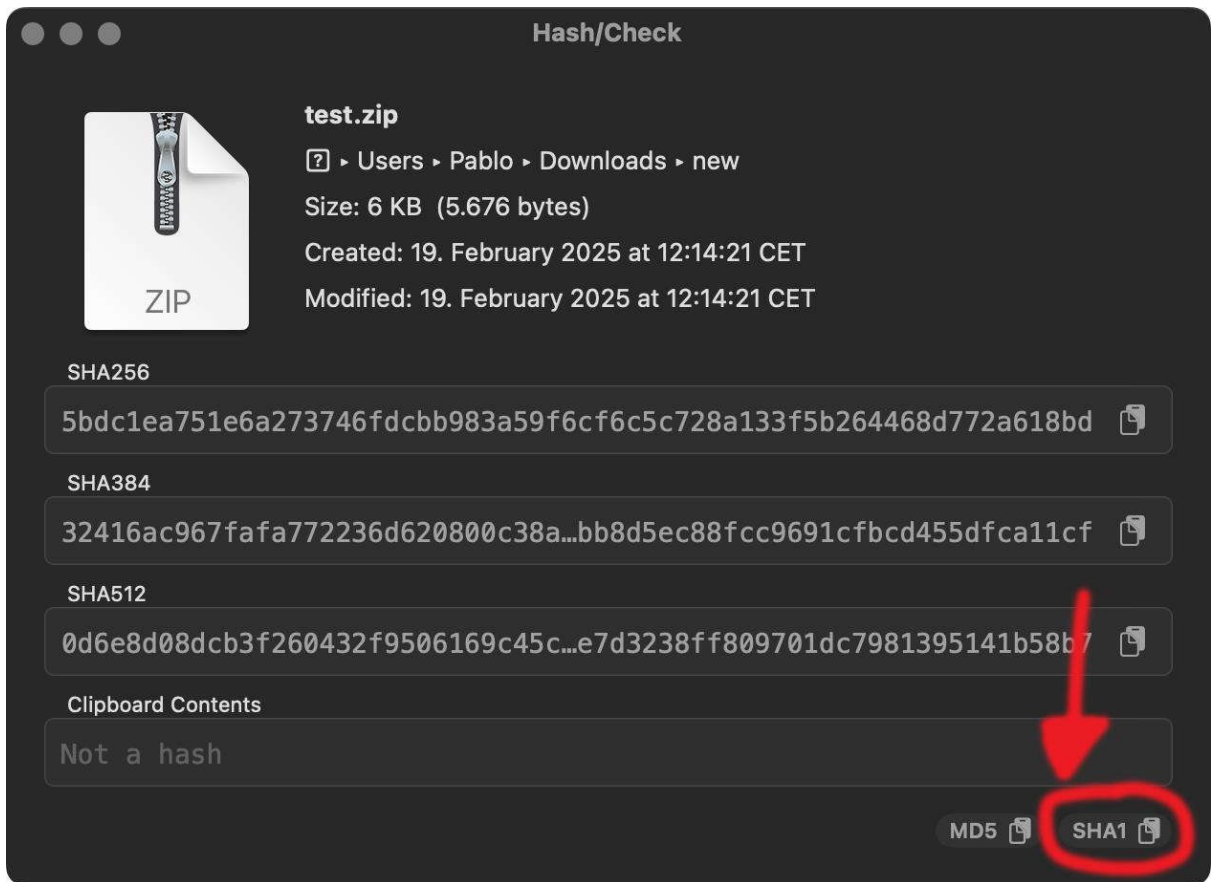
1. Please download Hash/Check app:  
<https://apps.apple.com/at/app/hash-check/id1550525767?l=en-GB&mt=12>
2. It is very simple to use. After installing, just open the app and click on “File” to open the zip file you want to inspect.



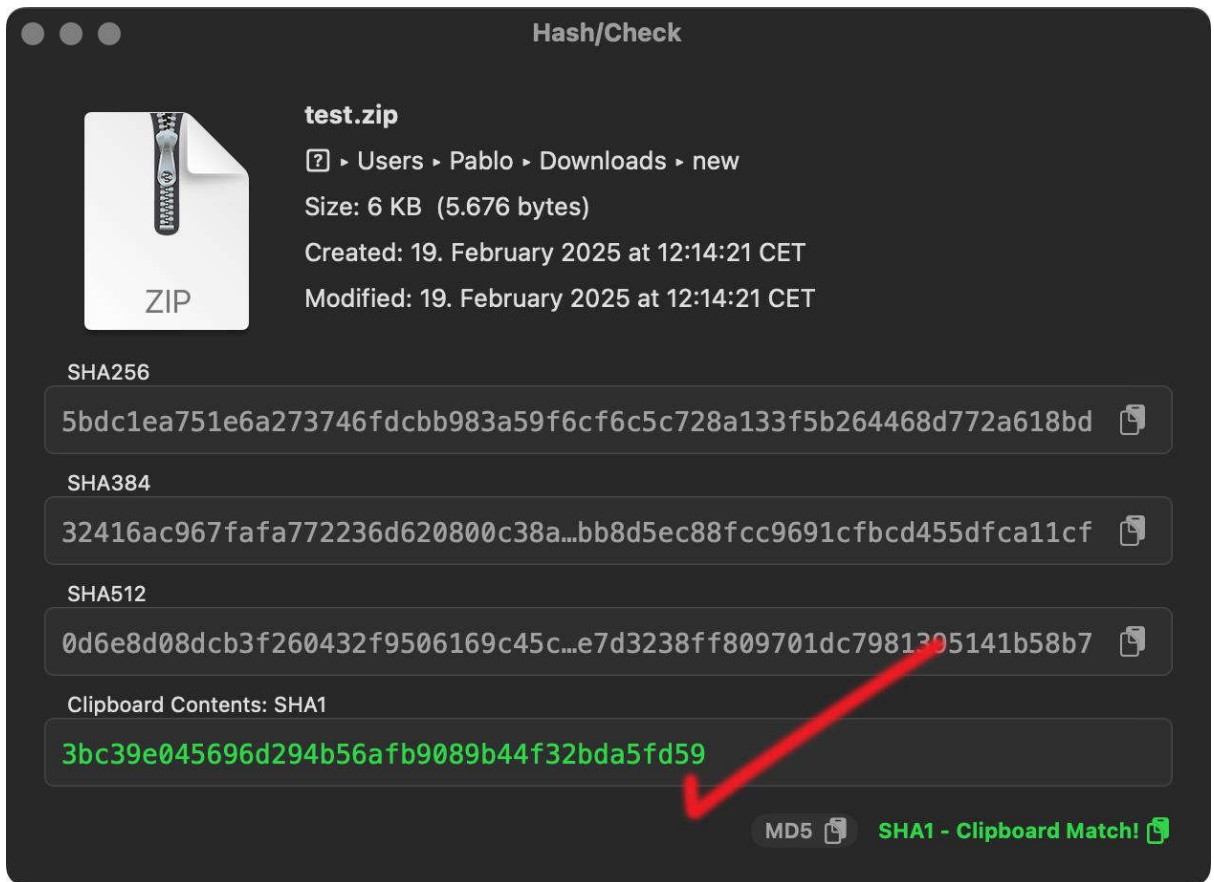
3. Please use your submitted technical and financial proposals



4. And it automatically creates several different hash values ... --- But the one we need SHA1 is not there ...  
So you press on the little SHA1 icon on the bottom right ...



5. The SHA1 hash is calculated and copied to the clipboard automatically for further use.



-----OR-----

Another alternative would be to use the terminal and the command: `shasum /path/to/file`  
Here is a little tutorial on how to use it. It is strait forward and simple to use. Please see attached the instructions as a pdf as well.

<https://osxdaily.com/2012/02/05/check-sha1-checksum-in-mac-os-x/>

Finally,

1. Create a new email, Subject: example- "SOFTCOMP-2020-0010-EDWALD". Add the two compressed archives, that is, the Technical Offer and the Financial Offer archives as attachments. The text of the email should contain the SHA1 information for both archives. **SEND THIS TO:** [sealed\\_bids@ctbto.org](mailto:sealed_bids@ctbto.org) (note that there is an underscore "\_" between "sealed" and "bids"). (Should the email become larger than your mail system allows, you can try sending the two archives in separate emails. Take care to include the right SHA1 information with each file.)

2. Create a new email, Subject: example- "SOFTCOMP-2020-2010-EDWALD-Technical Offer" the contents of which must contain the Encryption Key for the Technical Offer (the password you used when creating the Technical Offer). (Again, note the underscore between 'bid' and 'keys'.)

**SEND THIS TO:** [bid\\_keys@ctbto.org](mailto:bid_keys@ctbto.org)

**IMPORTANT NOTE:** As stated above, only send the Encryption Key for the Technical Offer to the [bid\\_keys@ctbto.org](mailto:bid_keys@ctbto.org) mailbox when sending your Technical and Financial Offer to the [sealed\\_bids@ctbto.org](mailto:sealed_bids@ctbto.org) mailbox. **You shall only send the Encryption Key for the Financial Offer to the Commission if and when informed by the Commission that your Technical Offer had been evaluated as "technically acceptable".**

The Financial Offer Encryption Key will need to be provided by you to the same e-mail ([bid\\_keys@ctbto.org](mailto:bid_keys@ctbto.org)) within 48 hours of the Commission's request, clearly marked in Subject: Encryption Key for (example): "SOFTCOMP 2020-2010 EDWALD-Financial Offer". If your Offer is not considered "technically acceptable", the Commission will not request an Encryption Key for your Financial Offer, and it will remain unopened.

As mentioned above, should you have questions or difficulties, please send an e-mail to [procurement@ctbto.org](mailto:procurement@ctbto.org).

-----O-----

**Non-Disclosure Agreement**  
**between**  
**the PREPARATORY COMMISSION**  
**FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY**  
**ORGANIZATION**  
**and**  
**[INSERT NAME OF RECIPIENT]**

This non-disclosure agreement (“Agreement”) is entered into between the **PREPARATORY COMMISSION FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION** (hereinafter referred to as the “**CTBTO**”), having its office located at the Vienna International Centre, Wagramer Strasse 5, 1400 Vienna, Austria; and **[INSERT NAME OF RECIPIENT]** (hereinafter referred to as the “**Recipient**”), having its registered office located at **[INSERT ADDRESS]**. Hereinafter, the CTBTO and the Recipient will also be referred to individually as a “Party” and collectively as the “Parties”.

WHEREAS, the Recipient wishes to receive documentation for the CTBTO procurement reference RFP No. 2026-0057/MOGAPI for “Public Key Infrastructure Replacement, Migration, and Managed Support Services” (hereinafter referred to as the “Procurement”) in order to consider submitting a Proposal;

WHEREAS, the procurement documentation may contain information which shall not be disclosed by the Recipient (hereinafter referred to as the “Information”); and

NOW, THEREFORE the Parties agree as follows:

**Article 1**  
**Definition**

1. For the purpose of this Agreement, Information includes any information provided by CTBTO to the Recipient which is:
  - (i) marked, otherwise clearly identified or normally treated by the CTBTO as restricted or confidential at the time of disclosure; or
  - (ii) non-public information accessible only through the CTBTO, including the CTBTO operational and administrative processes, internal manuals and guidelines, policies, plans, strategies, financial information, personnel information, information relating to any agreements or contracts concluded by the CTBTO, information relating to any of the counterparties under agreements or contracts concluded by the CTBTO, information relating to staff members of the CTBTO, and any other internal information; as well as any information acquired or developed in the course of the Procurement; or
  - (iii) technical information, including details about CTBTO internal systems, technical environment and internal processes; and
  - (iv) proprietary information; any data related to the products and services of the CTBTO, research, business and contractual relationships and information the CTBTO provides regarding third parties.

2. The form in which the information is received, whether in writing, by oral or visual presentation, database, delivery of items or otherwise, is without prejudice to the definition of Information.
3. Information shall not include information which:
  - (i) was known to the Recipient prior receipt from the CTBTO, as evidenced by its written records;
  - (ii) was received by the Recipient from a third party, who has rightfully obtained such information without any restriction on its use;
  - (iii) is, or subsequently becomes, public knowledge without any breach of this Agreement; or
  - (iv) is independently developed by, or on behalf of, the Recipient, as can be demonstrated by its written records.

## **Article 2**

### **Use of Information**

1. The Parties agree that:
  - (i) Any Information provided to the Recipient hereunder shall be used by the Recipient solely for the Procurement and shall not be used for any other purpose;
  - (ii) The Recipient shall not disclose the Information or any part thereof to any third party (person, Government or organisation) unless expressly authorized in writing by the CTBTO, and shall limit access to the Information to such of its employees reasonably requiring the same for the above-mentioned Procurement;
  - (iii) The Recipient shall take all steps necessary to protect the Information from unauthorized use, reproduction and disclosure, and to protect the Information to the extent it would use to protect its own confidential information;
  - (iv) The CTBTO shall retain the entire right, interest and title to its Information. No license under any patent, copyright, trademark, other intellectual property right or any application therefor, is hereby granted or implied by the provision of the Information to the Recipient;
  - (v) Copies of the Information may be made by the Recipient only for the Procurement and only on as-required basis;
  - (vi) The Recipient shall inform the CTBTO immediately of any breach of confidentiality that has occurred; and
  - (vii) The Parties shall not disclose to any third party the existence of the Procurement or this Agreement.
2. Notwithstanding the foregoing, the Parties agree that without prejudice to the privileges and immunities accorded to the CTBTO by its States Signatories, the Information may only be disclosed by the Recipient if the Recipient becomes legally compelled (by deposition, interrogatory, request for documents, subpoena, civil investigative demand or similar process, or by court order, or in order to comply with requirements of any government or organization) to disclose the Information, provided that reasonable advance notice of such requirement is provided to the CTBTO in order to allow the CTBTO to obtain an appropriate protective order or other remedy as may be appropriate.

**Article 3**  
**Legal Status**

Nothing contained in, or relating to, this Agreement shall be construed as establishing any relationship between the Parties except as a consequence of the rights and obligations arising from this Agreement. Neither Party shall be entitled to act as an agent or representative of the other Party.

**Article 4**  
**Assignment**

Neither Party shall assign, transfer, pledge or make any other disposition of this Agreement or of any part thereof, or of any rights, claims, liabilities or obligations under this Agreement without the prior written consent of the other Party.

**Article 5**  
**Notices**

1. Any notices under this Agreement shall be made in writing to the following designated individuals:

**If to the CTBTO:**

Chief, Procurement Services Section  
Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO)  
Vienna International Centre  
Wagramer Strasse 5, P.O. Box 1200  
1400 Vienna, Austria  
Tel: + (43 1) 26030 6350  
E-mail: [procurement@ctbto.org](mailto:procurement@ctbto.org)

**If to the Recipient:**

[INSERT ADDRESS]

Attn: [INSERT NAME OF CONTACT PERSON]

Tel: [INSERT NUMBER OF CONTACT PERSON]

Email: [INSERT EMAIL OF CONTACT PERSON]

2. Any change to the points of contact will be notified in writing to the other Party in a timely manner.

**Article 6**  
**Use of Name, Emblem, or Official Seal of the CTBTO**

The Recipient shall in no other manner whatsoever use the name, emblem, or official seal of the CTBTO or any abbreviation of the name of the CTBTO in connection with its business or otherwise.

**Article 7**  
**Intellectual Property**

All Information is and remains the property of the owner, be it the CTBTO or a third-party, and no other rights in the Information are granted hereby, except as expressly provided above.

**Article 8**  
**Settlement of Disputes**

All disputes arising out of, or relating to, interpretation or implementation of this Agreement, which cannot be amicably settled by the Parties, shall be referred by either Party to arbitration for settlement in accordance with the UNCITRAL Arbitration Rules as in force at the date the dispute is referred to arbitration. The number of arbitrators shall be one (1). The place of arbitration shall be Vienna, Austria. The language of arbitration shall be English. The decisions of the arbitrator shall be final and binding on the Parties.

**Article 9**  
**Privileges and Immunities**

Nothing in this Agreement shall be construed as a waiver of the privileges and immunities accorded to the CTBTO by its States Signatories.

**Article 10**  
**Entire Agreement**

This Agreement embodies the entire agreement and understanding of the Parties with respect to the subject matter hereof and supersedes all prior discussions, negotiations, agreements and understandings among the Parties with respect to the subject matter hereof.

**Article 11**  
**Entry into Force, Duration and Termination**

1. This Agreement shall enter into force on the date of the signature of the duly authorized representatives of the Recipient and shall remain in force for five (5) years, unless terminated earlier by the Parties pursuant to the terms of this Agreement.
2. Either Party may terminate this Agreement upon giving thirty (30) days' prior written notice to the other Party.
3. Notwithstanding any termination, the Recipient's obligations under this Agreement shall continue for a period of five (5) years from the date of the conclusion of the Procurement.

**Article 12**  
**Amendments**

No modification of, or changes to, this Agreement, or waiver, either express or implied, of any provision shall be valid unless made in writing and approved by the duly authorized representatives of the Parties.

**For the CTBTO:**

**For [INSERT NAME OF THE RECIPIENT]:**

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Signature

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Signature

---

Name and Title

---

Name and Title

---

Date and Place

---

Date and Place

## **MODEL CONTRACT**

between

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

and

**(INSERT NAME OF THE CONTRACTOR)**

for

**the provision of services pertaining to  
PUBLIC KEY INFRASTRUCTURE REPLACEMENT, MIGRATION, AND  
MANAGED SUPPORT SERVICES**

This Contract comprises this cover page, a table of contents, ten (10) pages of text, a signatories page, a List of Annexes, and four (4) Annexes (A to D)

**April 2026**

## TABLE OF CONTENTS

**[TO BE UPDATED ONCE SPECIFIC CONTRACT IS PREPARED]**

1. DEFINITIONS.....	1
2. AIM OF THE CONTRACT .....	2
3. ENTRY INTO FORCE AND DURATION OF THE CONTRACT .....	2
4. STANDARD OF WORK .....	2
5. RESPONSIBILITIES OF THE CONTRACTOR.....	3
6. ORGANISATION OF CONTRACT IMPLEMENTATION FOR WORK ORDERS .....	3
7. WARRANTY .....	4
8. PERMITS, NOTICES, LAWS AND ORDINANCES .....	4
9. PROTECTION OF PERSONS AND PROPERTY .....	4
10. RESPONSIBILITIES OF THE COMMISSION.....	5
11. CONTRACT PRICE.....	5
12. PAYMENT .....	6
13. TEMPORARY SUSPENSION OF WORK .....	7
14. DELAYS AND EXTENSION OF TIME.....	7
15. CONTRACTOR’S CLAIMS AND REMEDIES .....	8
16. ENTIRE AGREEMENT.....	8
17. DISCREPANCIES .....	8
18. SEVERABILITY .....	8
19. NO WAIVER.....	8
20. CONTRACT AMENDMENT .....	8
21. TRANSMISSION OF NOTICES AND OTHER DOCUMENTS .....	9
22. EFFECTIVENESS .....	9
SIGNATURE PAGE.....	10
LIST OF ANNEXES.....	11

## MODEL CONTRACT

This CONTRACT is entered into between the PREPARATORY COMMISSION FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION (hereinafter referred to as the “Commission”), having its office located at the Vienna International Centre, Wagramer Strasse 5, 1400 Vienna, Austria, and [NAME OF CONTRACTOR (hereinafter referred to as the “Contractor”), having its registered office located at [ADDRESS OF CONTRACTOR] (both are hereinafter individually referred to as a “Party” and collectively as the “Parties”).

The Parties hereto mutually agree as follows:

### 1. DEFINITIONS

In this Contract, words and expressions shall have the same meanings as respectively assigned to them in the General Conditions of Contract and the Terms of Reference. In addition, the following words and expressions shall have the meanings hereby assigned to them:

“**Annex A**” means the Commission’s License Agreement.

“**Annex B**” means the Commission’s General Conditions of Contract.

“**Annex C**” means the Commission’s Terms of Reference.

“**Annex D**” means the Contractor’s Proposal.

“**Contract**” means this document, its Annexes and any further modifications or such further documents as may be expressly incorporated in this Contract by the Parties in accordance with Clause 20 (Contract Amendment) below.

“**Contractor**” means the legal entity named in the preamble of this Contract or its successors. The Contractor shall be the only interface for all matters pertaining to execution of the work under this Contract.

“**Goods**” means equipment, software licenses, hardware replacement and spare parts to be supplied and delivered by the Contractor under the Contract.

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

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

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

“**Services**” means all ongoing hardware and software maintenance and support and monitoring services and on-demand services to be provided by the Contractor, including its affiliates and/or subcontractors, in order to fulfil all its obligations under the Contract, and the remedying of any defects therein.

“**Taxes**” means all direct and indirect taxes (including value added tax, general sales tax or goods and services tax), assessments, fees, customs duties, liens and charges in as much as they are levied in conclusion or implementation of the Contract, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission’s official use.

“**Work**” means all the Goods and Services to be provided by the Contractor, including its affiliates and/or subcontractors, in order to fulfil all its obligations under the Contract, and the remedying of any defects therein.

“**Work Orders**” (“**WO**”) means orders issued by the Commission which specify the Work to be performed by the Contractor upon request by the Commission in accordance with Annexes C and D.

## 2. AIM OF THE CONTRACT

The aim of this Contract is to perform the Work in relation to **Public Key Infrastructure Replacement, Migration, and Managed Support Services** required by the Commission.

## 3. ENTRY INTO FORCE AND DURATION OF THE CONTRACT

- (a) The Contract shall enter into force upon the date of the last signature by the authorized Representatives of the Parties (hereinafter referred to as the “Effective Date”) and it shall be valid until 31 December 2031 and until the Parties fulfill all their obligations hereunder.
- (b) Regarding the Work related to Section 4.2 “*C1: PKI Replacement (firm fixed services)*” of Annex C, the Contractor shall commence the Work immediately on the Effective Date and shall complete the Work not later than 31 October 2026.
- (c) During the term of the Contract, the Commission shall have the right to call-off the Work defined in Section 4.5 (“Software and Managed PKI Services (Firm and Call-Off on-demand Services)”) of Annex C in the form of WO(s), for up to one thousand (1000) person-days or until 31 December 2031, whichever occurs first. The commencement and completion date for the performance of the call-off Work (hereinafter referred to as “Commencement Date” and “Completion Date”, respectively) will be set out in the respective WO.
- (d) The Commission shall have the option, but not the obligation, to extend the Contract three (3) times, for one (1) year each or up to two hundred (200) person-days per extension, whichever occurs first, subject to the availability of funds, under the same terms and conditions as those of this Contract. The Commission will inform the Contractor about its intention to extend the Contract at least one (1) month prior to the expiry of the previous period. The optional extension(s) will be implemented through a written notification to the Contractor by the Commission.

## 4. STANDARD OF WORK

The Contractor shall perform the Work in a workmanlike manner in conformity with standard professional practices, using qualified personnel and in strict accordance with the Contract. The Contractor shall furnish the highest skill and judgement and cooperate with the Commission, including all the Commission’s consultants and agents, in best furthering the interests of the Commission and the aim of this Contract. The Contractor shall provide efficient business administration and supervision, and perform the Work in the best way and in the most expeditious and economical manner consistent with the requirements set forth in this Contract.

## **5. RESPONSIBILITIES OF THE CONTRACTOR**

- (a) The Contractor shall perform the Work as described in Annexes C and D and the relevant WO.
- (b) The Contractor shall provide qualified English-speaking personnel as necessary to perform the Work under this Contract. The key persons shall be available for possible tasks related to the Work throughout the duration of the Contract period. Any replacement of the key personnel shall be made in accordance with Clause 7 of Annex B.
- (c) The Contractor shall provide the Software and Services described in Annexes C and D. All Software provided will be governed by the License Agreement attached as Annex A.
- (d) The Contractor shall provide any Software and Services described as optional items in Annexes C and D upon written notification by the Commission.
- (e) The Contractor shall provide the Software and Services described as maintenance and support items in Annexes C and D in accordance with the requirements of Annex C unless otherwise notified by the Commission.
- (f) Unless otherwise agreed in a WO, professional Services will be performed during business hours (from 09:00 to 17:00 hours). If the Commission requests that professional Services be performed during after hours, weekend hours, or holiday hours, the Commission will pay the Contractor its applicable labor rate, as shown in the WO or as otherwise advised to the Commission.

## **6. ORGANISATION OF CONTRACT IMPLEMENTATION FOR WORK ORDERS**

- (e) During the term of the Contract, the Commission has the right, but not the obligation, to initiate performance of Work through the issuance of individual WO in accordance with Section 5 of Annex C based on the firm fixed unit prices set out in Annex D. The Contractor shall not perform any such Work if not requested by the Commission through a WO. However, the Contractor may propose WO for the Commission's evaluation.
- (f) The WO issued by the Commission shall be the basis for acceptance, invoicing and payment of any Services performed by the Contractor under a WO in accordance with Annexes C and D.
- (g) The performance of the relevant WO shall be made in full in accordance with the respective WO. Partial Services performance of a WO will not be accepted without prior written agreement by the Commission.
- (h) The relevant Work shall be performed at the place and within the approved Work plan specified in the relevant WO.
- (i) The Commission may revise a WO as and when it may deem necessary. The Contractor will have five (5) working days as of the date of receipt of the WO to notify the Commission in writing that it rejects the amendment; otherwise it will be understood that the revision submitted by the Commission has been accepted.

**7. WARRANTY**

- (a) The provisions of Clause 33 of Annex B shall apply to the Work performed by the Contractor.
- (b) The Contractor shall ensure that the Commission shall experience no loss of service or support level by sub-contractors or repair agents acting on behalf of the Contractor.

**8. PERMITS, NOTICES, LAWS AND ORDINANCES**

- (a) The Contractor shall obtain and pay for all permits and inspections necessary for the proper execution and completion of the Work that are customarily obtained upon execution of this Contract and that are legally required at the time the Proposal is received by the Commission.
- (b) The Contractor shall give all notices required by the nature of the Work.
- (c) If the Contractor notices that the Work or any part thereof required under this Contract is not in accordance with applicable laws and Rules, or with technical or safety standards, it shall promptly notify the Commission thereof in writing.

**9. PROTECTION OF PERSONS AND PROPERTY**

- (a) The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programmes in connection with the Work.
- (b) The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury and loss to:
  - (i) all employees on the Commission's premises and all other persons who may be affected thereby;
  - (ii) all the Work, equipment, its spare parts, materials and supplies to be incorporated therein, whether in storage on or off the Commission's premises, which are under the care, custody or control of the Contractor or any of its subcontractors; and
  - (iii) other property on the Commission's premises or adjacent thereto.
- (c) The Contractor shall give all notices and comply with all applicable laws and Rules bearing on the safety of persons and property and/or their protection from damage, injury and loss.
- (d) The Contractor shall erect and maintain, as required by existing conditions and progress of the Work, all reasonable safeguards for the safety and protection of persons and property, including posting danger signs and other warnings against hazards and promulgating safety regulations.
- (e) When the use or storage of combustible, explosive or other hazardous materials is necessary for the execution of the Work, the Contractor shall exercise the utmost care and shall carry on such activities under the supervision of properly qualified personnel.
- (f) The Contractor shall be responsible for the prevention of accidents on the Commission's premises during the execution of the Work.
- (g) In any emergency affecting the safety of persons or property, the Contractor shall promptly act to prevent threatened damage, injury and loss.

- (h) The Contractor shall promptly remedy all damage and loss to any property, referred to in Sub-Clause (b) above, caused in whole or in part by the Contractor, any subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable and for which the Contractor is responsible under Sub-Clause (b) above, except damage and loss attributable to the acts or omissions of the Commission or anyone directly or indirectly employed by it, or of anyone for whose acts the Commission may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to its obligations under Clause 9 of Annex B.

## 10. RESPONSIBILITIES OF THE COMMISSION

The Commission shall designate members of its staff to act as points of contact for the Contractor to ensure that the Services are carried out in accordance with Annexes C and D and the WO, and shall promptly notify the Contractor thereof. The Commission shall respond promptly to requests for information by the Contractor regarding the Work.

## 11. CONTRACT PRICE

- (a) The Commission shall pay to the Contractor in consideration of the full and proper performance of the Work under the Contract:
- (i) for “C1: PKI Replacement (firm fixed services)” set out in Section 4 of Annex C, the firm fixed price pursuant to Annex D;
  - (ii) for “C2: Migration Services (firm fixed services)” set out in Section 4 of Annex C, the firm fixed price pursuant to Annex D;
  - (iii) for “C3: Hardware Support Services (firm fixed services)” set out in Section 4 of Annex C, the firm fixed price pursuant to Annex D;
  - (iv) for “C4: Software and Managed PKI Services (firm fixed)” set out in Section 4 of Annex C, the firm fixed price pursuant to Annex D;
  - (v) for “C4: Software and Managed PKI Services (Call-off services)” set out in Section 4 of Annex C, the firm fixed unit rates specified in Annex D;
  - (vi) for the “Additional Items, Products, and Services” set out in Sections 4.6 of Annex C, the prices mutually agreed between the Parties in the relevant of purchase order(s);
- (hereinafter referred to as the “Contract Price”).
- (b) In the event that the Commission decides to extend the Contract early, as foreseen in Sub-Clause 3(d) above, the Contractor will be reimbursed for the person-days called off in this period as follows:
- (i) until the expiry of the initial Contract period, the daily rate set out in Annex D for this period;
  - (ii) after the expiry of the initial Contract period, the daily rate set out in Annex D for the respective extension period.
- (c) The firm fixed unit prices set out in Annex D shall be held fixed for the entire duration of the Contract.

- (b) The Contract Price shall cover all costs and expenses, excluding Taxes, incurred by the Contractor for the full and proper performance of all obligations under the Contract (including travel, allowances, management and remuneration of the personnel, national income tax, medical insurance, and social security contributions). It also includes work performed by the Contractor's personnel outside the Commission's normal working hours.
- (c) The Contract Price shall be firm and fixed and shall not be subject to escalation. The Contractor shall not do any work, provide any materials or equipment, or perform any services which may result in any charges to the Commission over and above the Contract Price without the prior written consent of the Commission and a formal written amendment to this Contract.
- (d) **[PLEASE IDENTIFY WHETHER TAXES ARE APPLICABLE UNDER THIS CONTRACT AND SELECT ONE OF THE FOLLOWING OPTIONS AT THE TIME OF AWARD]:**

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

**OR**

No Taxes are applicable under this Contract.

## 12. PAYMENT

- (a) The Contract Price shall be paid in accordance with the following payment schedule and subject to the following conditions:
  - (i) The price for the Work mentioned in Sub-Clause 11(a)(i) above, upon acceptance by the Commission of the "Outputs and Deliverables" described in Section 4.2.3 of Annex C, against an invoice drawn up in accordance with this Clause 12;
  - (ii) The price for the Work mentioned in Sub-Clause 11(a)(ii) above, upon acceptance by the Commission of the "Outputs and Deliverables" described in Section 4.3.2 of Annex C, against an invoice drawn up in accordance with this Clause 12;
  - (iii) The price for the Work mentioned in Sub-Clause 11(a)(iii) above, upon acceptance by the Commission of the "Outputs and Deliverables" described in Section 4.4.2 of Annex C, against an invoice drawn up in accordance with this Clause 12;
  - (iv) The price for the Work mentioned in Sub-Clause 11(a)(iv) above, upon acceptance by the Commission of the "Outputs and Deliverables" described in Section 4.5.5 of Annex C, against an invoice drawn up in accordance with this Clause 12;
  - (v) The price for the Work mentioned in Sub-Clause 11(a)(v) above, upon acceptance by the Commission of the deliverables under each WO, against an invoice drawn up in accordance with this Clause 12;
  - (vi) The price for the Work mentioned in Sub-Clause 11(a)(vi) above in accordance with the respective purchase order(s).

- (b) The Commission shall make the payments to the Contractor on the basis of an invoice submitted by the Contractor as per 12 (d) below. All payments shall be made within 30 (thirty) days of the receipt and acceptance of the invoice, provided that the Work has been satisfactorily completed and has been accepted by the Commission.
- (c) The making of any payment hereunder by the Commission shall not be construed as an unconditional acceptance by the Commission of the Work accomplished by the Contractor up to the time of such payment.
- (d) The Contractor shall submit an invoice in 1 (one) original and 2 (two) copies or electronically, from the Contractor's official e-mail address in PDF format, duly signed and stamped by the Contractor and submitted to the Commission's email address specified in Clause 21 below. Each invoice shall contain the Contract number (CTBTO and SAP numbers), detailed banking instructions, including the name and address of the Contractor's bank, account number, account holder's name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer.

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

- (e) Applicable Taxes payable by the Contractor and/or its subcontractor(s) in respect of the Work shall be invoiced separately or be separately identified on the invoice. Actual payment of the Taxes must primarily be supported by original documentation such as invoices, bank account statements, transfer orders, or receipts issued by the local tax or customs authorities. If submission of such original documentation is not possible for justifiable reasons, their copies could be accepted by the Commission provided that they are duly signed and certified by local tax or customs authorities. In case the currency in which the Taxes are levied is not the currency of the Contract, bank statements (or equivalent) showing the exchange rate used for the conversion should be submitted to the Commission, in addition to any other supporting documentation.

### **13. TEMPORARY SUSPENSION OF WORK**

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

### **14. DELAYS AND EXTENSION OF TIME**

- (a) If the Contractor is delayed at any time in the progress of the Work by any act or omission of the Commission or by any of its employees, or by any other contractor employed by the Commission, or by changes in the Work ordered by the Commission, or by any causes beyond the Contractor's reasonable control, or by any other cause which the Commission determines may justify the delay, then the time for completion of the Work shall be extended by an amendment to this Contract in accordance with Clause 20 below for such reasonable time as the Commission may determine.
- (b) Any request for extension of the time for reasons referred to in Clause 14 (a) above shall be submitted to the Commission not later than 20 (twenty) days after the commencement of the delay, otherwise said request shall be deemed to be waived. Such request shall state

grounds for the delay and shall provide an estimate of the probable effect of such delay on the progress of the Work.

#### **15. CONTRACTOR’S CLAIMS AND REMEDIES**

In no event shall the Contractor make any claim against the Commission for or be entitled to additional costs or compensation resulting from any delays in the progress or completion of the Work or any portion thereof, whether caused by the acts or omissions of the Commission, including, but not limited to, damages related to overheads, loss of productivity, acceleration due to delay and inefficiency. The Contractor’s sole remedy in such event shall be an extension of time for completion of the Work, provided the Contractor otherwise meets the requirements and conditions set forth in this Contract.

#### **16. ENTIRE AGREEMENT**

This Contract represents the final agreement in respect of the Work and shall supersede all prior agreements and representations between the Parties in this respect. Annexes A to D, Wos and purchase order(s), as applicable, shall constitute integral parts of this Contract and shall be of full force and effect.

#### **17. DISCREPANCIES**

If there are discrepancies or conflicts between any of the documents that are part of this Contract, the document to prevail shall be given precedence in the following order:

- i. This document;
- ii. The Commission’s License Agreement (Annex A);
- iii. The Commission’s General Conditions of Contract (Annex B);
- iv. The Commission’s Terms of Reference (Annex C);
- v. The Contractor’s Proposal (Annex D);
- vi. The relevant WO;
- vii. The relevant purchase order.

#### **18. SEVERABILITY**

If any term and/or provision of this Contract is or becomes invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions of this Contract shall not in any way be affected or impaired thereby.

#### **19. NO WAIVER**

Failure by a Party to enforce a right shall not be deemed to be a waiver of that right unless otherwise expressly provided in this Contract.

#### **20. CONTRACT AMENDMENT**

No modification of, or change in, this Contract, or waiver of any of its provisions, or additional contractual relationship with the Contractor shall be valid unless approved in the form of a written amendment to this Contract, signed by duly authorized Representatives of the Parties.

## 21. TRANSMISSION OF NOTICES AND OTHER DOCUMENTS

Notices, invoices, reports and other documentation under the Contract shall be delivered or sent to the relevant Party as follows (or to such person/title, address or email address as the Party may substitute by notice after the date of the Contract):

- (a) The Commission:

For Contractual Issues:

*Chief, Procurement Services Section*

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

*Vienna International Centre*

*Wagramer Strasse 5, P.O. Box 1200*

*1400 Vienna, Austria*

*Tel: + (43 1) 26030 6350*

*E-mail: [procurement@ctbto.org](mailto:procurement@ctbto.org)*

For submission of invoices:

*Accounts Payable*

*CTBTO Financial Services Section*

*Vienna International Centre*

*Wagramerstrasse 5, P.O. Box 1200*

*1400 Vienna, Austria*

*Tel: + (43 1) 26030 6292*

*E-Mail: [Payable\\_Invoices@ctbto.org](mailto:Payable_Invoices@ctbto.org)*

For invoices and payments related enquiries:

*[Payments@ctbto.org](mailto:Payments@ctbto.org)*

- (b) The Contractor

*Name:*

*Address:*

*Tel:*

*Email:*

## 22. EFFECTIVENESS

- (a) Except as provided below, any communication in connection with the Contract will be deemed to be given as follows:
- (i) if delivered in person, at the time of delivery;
  - (ii) if by registered mail or courier, when received;
  - (iv) if by electronic communication, when retrievable by the Commission in document form.

- (b) A communication given under Clause 22 (a) above that is received or becomes retrievable on a non-working day or after business hours at the seat of the Commission will only be deemed to be given on the next working day of the Commission.

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

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

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[Name and Position]

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

Place: Vienna, Austria.

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

---

[Name and Position]

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

Place: \_\_\_\_\_

## **LIST OF ANNEXES**

**ANNEX A:** THE COMMISSION'S LICENSE AGREEMENT

**ANNEX B:** THE COMMISSION'S GENERAL CONDITIONS OF CONTRACT

**ANNEX C:** THE COMMISSION'S TERMS OF REFERENCE

**ANNEX D:** THE CONTRACTOR'S PROPOSAL

**ANNEX A**

**[Option 2 – to be used when the Contractor is not the owner of the software, but has a right to grant a license to the software]**

**LICENSE AGREEMENT**

**1. PREAMBLE**

- 1.1. This License Agreement is part of the Contract entered between the Commission and the Contractor (hereinafter collectively referred to as the “Parties”).
- 1.2. The Contractor certifies that it has a right to grant a license (hereinafter referred to as the “License”) to the software (hereinafter referred to as the “Software”) and relevant documentation (hereinafter referred to as the “Documentaion”) under this License Agreement, while the manufacturer of the Software retains all intellectual property rights to the Software and Documentation.
- 1.3. The Contractor is willing to grant and the Commission desires to acquire a non-exclusive, non-transferable and irrevocable License as provided below.
- 1.4. The Parties hereto have agreed as follows.

**2. DEFINITIONS**

As used herein, the following terms shall have the following definitions:

- 2.1. “License Agreement” means the present document.
- 2.2. “License” means the license to the Software and Documentation granted under this License Agreement.
- 2.3. “Documentation” means the manufacturer’s copyrighted materials that document functions of the Software.
- 2.4. “Effective Date” means the date of the last signature by the representatives of the Parties of the Contract, on which the Contract shall enter into force.
- 2.5. “Eligible Users” means the Commission’s employees and/or direct contractors.

- 2.6. “Software” means the software listed in the Contract.

Capitalized terms shall have the same meaning as defined in the Contract and the General Conditions of Contract, unless expressly otherwise defined herein.

**3. GRANT OF RIGHTS AND LICENSES**

- 3.1. The Contractor hereby grants the Commission a non-exclusive, non-transferable, irrevocable License to use the Software and Documentation, under the terms and conditions set forth herein.
- 3.2. The Commission is authorized to use the Software and Documentation only for activities related to the fulfilment of mandate and purposes of the CTBT including the performance of services of the Commission’s own commercial and/or government customers. The Commission is not authorized to sublicense, distribute, sell, or grant access to the Software, or integrate it into products or computer software programs of third parties unless required for the performance of activities related to its mandate.
- 3.3. Access to, and use of, the Software is restricted to Eligible Users.
- 3.4. The Commission agrees to protect the Software and the Documentation from use by, or disclosure or distribution to, persons who are not Eligible Users.
- 3.5. The Commission is authorized to make copies of the Documentation provided by the Contractor only for internal distribution. Copies of the Software may be made by the Commission only for back-up and archival purposes.

3.6. The Commission agrees not to remove or destroy any proprietary markings, restrictive legends, or intellectual property notices on or in the Software and Documentation.

3.7. All title, ownership rights and intellectual property rights in and to the Software and the Documentation shall remain with the manufacturer. The Commission acquires no title, right or interest in the Software or the Documentation, other than the License(s) specifically granted herein by the Contractor and the title to the media upon which the Software is delivered.

#### **4. SUPPLY OF SOFTWARE AND DOCUMENTATION**

4.1. The Contractor shall supply to the Commission a properly functioning and fully tested Software system, as well as its new versions, releases and/or upgrades.

4.2. The Contractor shall provide the Commission with the Documentation, as well as catalogues and other descriptive literature with respect to the Software and its new versions, releases and/or upgrades.

#### **5. WARRANTY**

5.1. The Contractor warrants that the licensing and use of the Software by the Commission in accordance with the terms of this License Agreement shall not infringe any copyright, patent or registered design rights of any third party.

#### **6. INDEMNITY**

6.1. If any claims of copyright infringement are asserted against the Commission by virtue of the infringement by the Contractor of a third party intellectual property rights through the grant of this Software License, the Contractor agrees, upon written notification of such claim by the Commission, to indemnify, hold and save harmless the Commission from and against all such suits, claims, demands and liability, including costs and expenses incurred by the Commission. The Commission shall give the Contractor due notice in writing of any such claim and, without prejudice to the Commission's privileges and immunities under international law, the Commission shall give the Contractor the opportunity to defend the Commission against any such claim at its discretion.

6.2. If, as a result of any claim, suit or proceeding so defended, any of the Software is held to constitute an infringement or its use by the Commission is enjoined, the Contractor shall, at its option and expense, either (i) procure for the Commission the right to continue using said Software; (ii) replace it with substantially equivalent non-infringing Software; or (iii) modify it so that it becomes non-infringing.

6.3. If the violation of Software rights is the result of the use of the Software in combination with other products not delivered by the Contractor, then the Contractor shall not be held liable.

#### **7. INSOLVENCY AND BANKRUPTCY**

7.1. Should the Contractor become insolvent or be adjudged bankrupt, the Commission, after having paid the Contract Price, will retain the License to use the Software, whether or not the Commission elects to terminate the Contract under Clause 21 of the General Conditions of Contract.

**ANNEX A**

**[Option 1 – to be used when the Contractor is the owner of the software]**

**LICENSE AGREEMENT**

**1. PREAMBLE**

- 1.1. This License Agreement is part of the Contract entered between the Commission and the Contractor (hereinafter collectively referred to as the “Parties”).
- 1.2. The Contractor possesses intellectual property rights to the software (hereinafter referred to as the “Software”) and relevant documentation (hereinafter referred to as the “Documentaion”).
- 1.3. The Contractor is willing to grant and the Commission desires to acquire a non-exclusive, non-transferable and irrevocable License as provided below.
- 1.4. The Parties hereto have agreed as follows.

**2. DEFINITIONS**

As used herein, the following terms shall have the following definitions:

- 2.1. “License Agreement” means the present document.
- 2.2. “License” means the license to the Software and Documentation granted under this License Agreement.
- 2.3. “Documentation” means the Contractor’s copyrighted materials that document functions of the Software.
- 2.4. “Effective Date” means the date of the last signature by the representatives of the Parties of the Contract, on which the Contract shall enter into force.
- 2.5. “Eligible Users” means the Commission’s employees and/or direct contractors.
- 2.6. “Software” means the software listed in the Contract.

Capitalized terms shall have the same meaning as defined in the Contract and the General Conditions of Contract, unless expressly otherwise defined herein.

**3. GRANT OF RIGHTS AND LICENSES**

- 3.1. The Contractor hereby grants the Commission a non-exclusive, non-transferable, irrevocable License to use the Software and Documentation, under the terms and conditions set forth herein.
- 3.2. The Commission is authorized to use the Software and Documentation only for activities related to the fulfilment of mandate and purposes of the CTBT including the performance of services of the Commission’s own commercial and/or government customers. The Commission is not authorized to sublicense, distribute, sell, or grant access to the Software, or integrate it into products or computer software programs of third parties unless required for the performance of activities related to its mandate.
- 3.3. Access to, and use of, the Software is restricted to Eligible Users.
- 3.4. The Commission agrees to protect the Software and the Documentation from use by, or disclosure or distribution to, persons who are not Eligible Users.
- 3.5. The Commission is authorized to make copies of the Documentation provided by the Contractor only for internal distribution. Copies of the Software may be made by the Commission only for back-up and archival purposes.
- 3.6. The Commission agrees not to remove or destroy any proprietary markings, restrictive legends, or intellectual property notices on or in the Software and Documentation.

- 3.7. All title, ownership rights and intellectual property rights in and to the Software and the Documentation shall remain with the Contractor. The Commission acquires no title, right or interest in the Software or the Documentation, other than the License(s) specifically granted herein by the Contractor and the title to the media upon which the Software is delivered.

#### **4. SUPPLY OF SOFTWARE AND DOCUMENTATION**

- 4.1. The Contractor shall supply to the Commission a properly functioning and fully tested Software system, as well as its new versions, releases and/or upgrades.
- 4.2. The Contractor shall provide the Commission with the Documentation, as well as catalogues and other descriptive literature with respect to the Software and its new versions, releases and/or upgrades.

#### **5. WARRANTY**

- 5.1. The Contractor warrants that the licensing and use of the Software by the Commission in accordance with the terms of this License Agreement shall not infringe any copyright, patent or registered design rights of any third party.

#### **6. INDEMNITY**

- 6.1. If any claims of copyright infringement are asserted against the Commission by virtue of the infringement by the Contractor of a third party intellectual property rights through the grant of this Software License, the Contractor agrees, upon written notification of such claim by the Commission, to indemnify, hold and save harmless the Commission from and against all such suits, claims, demands and liability, including costs and expenses incurred by the Commission. The Commission shall give the Contractor due notice in writing of any such claim and, without prejudice to the Commission's privileges and immunities under international law, the Commission shall give the Contractor the opportunity to defend the Commission against any such claim at its discretion.
- 6.2. If, as a result of any claim, suit or proceeding so defended, any of the Software is held to constitute an infringement or its use by the Commission is enjoined, the Contractor shall, at its

option and expense, either (i) procure for the Commission the right to continue using said Software; (ii) replace it with substantially equivalent non-infringing Software; or (iii) modify it so that it becomes non-infringing.

- 6.3. If the violation of Software rights is the result of the use of the Software in combination with other products not delivered by the Contractor, then the Contractor shall not be held liable.

#### **7. INSOLVENCY AND BANKRUPTCY**

- 7.1. Should the Contractor become insolvent or be adjudged bankrupt, the Commission, after having paid the Contract Price, will retain the License to use the Software, whether or not the Commission elects to terminate the Contract under Clause 21 of the General Conditions of Contract.

**COMPENDIUM  
OF THE  
TERMS OF REFERENCE**

**PUBLIC KEY INFRASTRUCTURE REPLACEMENT,  
MIGRATION, AND MANAGED SUPPORT SERVICES**

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO), headquartered in Vienna, Austria, is responsible for establishing and operating the global verification system mandated by the Comprehensive Nuclear-Test-Ban Treaty (CTBT), which prohibits all nuclear test explosions. This verification system comprises the International Monitoring System (IMS), the Global Communications Infrastructure (GCI), the International Data Centre (IDC), and the capability to conduct On-Site Inspections (OSI). The IMS is a worldwide network of over 337 monitoring stations using radionuclide, seismic, hydro-acoustic, and infrasound technologies. These stations transmit monitoring data in near real time to Vienna for processing and analysis.

Ensuring the integrity and authenticity of IMS data is a critical operational requirement. To meet this need, the Provisional Technical Secretariat (PTS) currently operates a Public Key Infrastructure (PKI) based on Verizon's UniCERT solution. However, this solution will reach end of support, maintenance, and security updates on 31 December 2026, with no possibility of extension. Furthermore, it relies on cryptographic algorithms that are increasingly inadequate in the face of emerging threats, including advances in quantum computing.

Following a structured evaluation and proof-of-concept exercise, the PTS has **approved Keyfactor's EJBCA Enterprise** as the replacement PKI platform. The objective of the project is to ensure continuity of all PKI-dependent services by replacing the existing PKI with a modern, secure, scalable, sustainable, and standards-compliant solution. The new PKI will ensure end-to-end trust, preserve the long-term verification capability of the CTBT regime, and support advanced cryptographic standards, including post-quantum readiness and Hardware Security Module (HSM) integration. The project also includes migration with minimal downtime, full integration with existing systems, regulatory compliance (e.g. Common Criteria and FIPS 140-3), governance frameworks, and comprehensive operational documentation.

The scope of work is structured into four components. Component C1 covers the design and deployment of the new PKI architecture and its integration with existing systems. Component C2 addresses migration to the new PKI and decommissioning of the legacy infrastructure. Component C3 provides ongoing hardware support, including maintenance and lifecycle management of PKI hardware and HSMs. Component C4 covers software support and managed PKI services, including web portals and API integration, delivered through a combination of firm services and call-off services.

The Contract will enter into force immediately after the last signature of the parties with Call-off Periods valid until 31 December 2031. The Commission shall have the option, but not the obligation, at its own discretion, to extend the Contract three (3) times, starting from 1 January 2032, for an additional period of one (1) year each, until 31 December 2034 under the same terms and conditions as the initial period.

IMPORTANT NOTE: **C1 must be completed by 31 October 2026** to ensure a seamless transition before the current PKI reaches end-of-life. C2 will follow successful completion of C1 and conclude once migration and decommissioning are finalized. Components C3 and C4 will run continuously for the full duration of the Contract, ensuring sustained operational support and resilience of the CTBTO's PKI services.

## 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>

## 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:

\* Please see Privacy Disclaimer on page 3

\*\* 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.

16. Summary of any changes in your company's ownership during the last 5 years:

17. List of Products/Services/Work offered:

Product/Service/Work #	Product/Service/Work Description

18. This section shall be **signed and stamped** by an official legally authorized to enter into contracts on behalf of your organization:

Name: Title: Signature: Date:

**Bank Details**

Bank Name:

Bank Address:

Exact Account Holder Name:

**Beneficiary Details**

Beneficiary Name:

(exactly as stated on bank statements)

IBAN:

(if applicable)

Account number:

SWIFT/BIC:

ABA/Sort Code:

**Additional Details** (if applicable)

Correspondent bank:

Correspondent account number:

Correspondent SWIFT/BIC:

Tax Identification Number:

**FOR CTBTO USE ONLY**

Evaluated By: Initials Date:

Updated By: Initials Date:

Remarks:

**Privacy Disclaimer for Suppliers Registering via on-line form (website) or physical Vendor Registration Form \***

Any personal data provided to the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (“CTBTO”), which is required for assessing your request for registration, will be treated by the CTBTO as confidential and used on a ‘need to know basis’.

The personal data that you provide within your company profile through the registration process will be processed by the CTBTO for the specific purpose of procurement activities in performance of the CTBTO mandate. This data includes, but is not limited to, the following:

- First and last name;
- Contact information, such as telephone numbers, or mailing addresses; and
- Email addresses.

Subsequent to registration, you may request information regarding the processing of your personal data at any time by sending a request to [supplier.registration@ctbto.org](mailto:supplier.registration@ctbto.org). The CTBTO will assess such requests on a case-by-case basis, in accordance with its internal policies.

Nothing in this disclaimer shall constitute a waiver, either express or implied, of the privileges and immunities of the CTBTO and its employees, which are specifically reserved.