

INVITATION TO BID

THIS IS NOT AN ORDER

To: ALL BIDDERS

Vienna, 1400
Austria

Attn.:

Phone:
Fax:
Email:

CTBTO Ref. No.: 2026-0069/RICKARD *luy*
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

Date: 3 June 2026

Title of Request: Procurement of Immutable Backup Disk Storage (HPE StoreEasy 3660) as per the attached TOR

Deadline for Submission: 22 June 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 bid the following items as per conditions listed below.

Item	Description and Requirements	Quantity	U/M
1	Immutable Backup Disk Storage	1	Lot

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

Yours sincerely,



Selma Bukvic,

Officer in Charge, Procurement Services Section

ACKNOWLEDGEMENT FORM

Solicitation No: 2026-0069 Title: Procurement of Immutable Backup Disk Storage (HPE StoreEasy 3660) as per the attached TOR	Closing Date: 22 June 26 Vienna Local Time: 17:00
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Procurement Staff: Adam Neil Rickard

CTBTO Req. No.: 0010029584

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

WITHIN FIVE (5) DAYS

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

by email to
 procurement@ctbto.org

A: We shall submit our bid	
By: _____ (date)	Company Name: _____ Contact Name: _____ Email/Tel: _____

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

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

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF BIDS

1. General

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (the Commission) with its headquarters in Vienna is the International Organization mandated to establish the global verification system foreseen under the Comprehensive Nuclear-Test-Ban Treaty (CTBT), which is the Treaty banning any nuclear weapon test explosion or any other nuclear explosions. The Treaty provides for a global verification regime, including a network of 321 stations worldwide, a communication system, an International Data Centre and on-site inspections to monitor compliance with the Treaty. More information can be found in our website www.ctbto.org.

This Invitation to Bid (ITB) is for the provision of goods as described in the Terms of Reference for the provision of “*Immutable Backup Disk Storage (HPE StoreEasy 3660)*”.

The Bid shall meet all requirements stated in these instructions and the Technical Specifications.

In case of an award, the following documents shall govern the Contract/Purchase Order and in case of discrepancies or inconsistencies, the documents to prevail shall be given precedence in the following order:

- (a) The Contract;
- (b) The Commission’s General Conditions of Contract (Annex A to the Contract / Purchase Order);
- (c) Technical Specifications/Terms of Reference (Annex B);
- (d) The Bidder’s Offer (Bid) (Annex C).

2. Documents included in this Invitation to Bid (ITB)

This ITB consists of the following documents:

- 1) Letter of Invitation;
- 2) These Instructions for Preparation and Submission of Bids, including the Bidder’s Statement with its Attachments:
 - Attachment 1: Procedure for Submission of Electronic Offers in 2 sealed files;
 - Attachment 2: Minimum Content of Technical Bid and Technical Compliance Matrix; and
 - Attachment 3: Financial Bid - Price Schedule Form.
- 3) Vendor Profile Form;
- 4) Statement of Confirmation;
- 5) List of CTBT State Signatories available at www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#) and incorporated hereby by reference;
- 6) The Commission’s Model Contract and its Annexes;
 - o Annex A - The Commission’s General Conditions of Contract available at [2026-01 General Conditions of Contract](#) and incorporated hereby by reference;
 - o Annex B - The Commission’s Terms of Reference

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

3. Amendment of ITB Documents

At any time prior to the closing date for submission of Bids, the Commission may, for any reason, modify the ITB 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 Bid.

4. Language of the Bid

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

5. Format and Submission of the Bid

The Bid shall be typed, dated and signed by an official legally authorized to enter into contracts on behalf of your organization. The Bid 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 Bid.

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

Bids not submitted as electronically sealed Bid as indicated above and following the instructions outlined in Attachment 1 and in accordance with this ITB will not be considered and may lead to the rejection of the Bidder from the procurement process.

The Bid shall be received not later than the closing date 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 ITB as soon as possible after receipt of the solicitation documents, but in any case, no later than **seven (7) business days prior to the Closing Date**. No requests for clarifications will be entertained after this time. Questions will only be accepted via e-mail sent to:

E-mail: procurement@ctbto.org
Subject: ITB 2026-0069/RICKARD - Request for Clarifications

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

Except in the case of responding to an ITB clarification, no Bidder shall contact the Commission on any matter relating to the Bid after its submission and until the award of the Contract. Any attempt to influence the Commission in its evaluation of the Bid or the contract award decision may result in the rejection of the Bid.

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), a list of which is available in the CTBTO website at www.ctbto.org under [Status of Signatures and](#)

[Ratifications | CTBTO](#). For purposes of this paragraph, "the origin" means the place from where the materials, goods and/or from which the services are supplied.

8. Type of Contract and Payment

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

9. Content of the Bid

The Bid shall contain, but not necessarily be limited to, the information described below. The Bid shall be composed of the following separate parts:

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

PART I: TECHNICAL BID

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

(a) Point of Contact

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

The Technical Bid shall contain, the information required in **Part I of Attachment 2** "Minimum Content of Technical Bid and Technical Compliance Matrix" addressing, at the minimum, the below elements.

(b) Documents Establishing the Eligibility and Qualifications of the Bidder

- (i) The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor. In order to award the Contract to a Bidder, its qualifications must be documented to the Commission's satisfaction. These include, but are not limited, to the following:
 - (a) That, in the case of a Bidder offering to supply goods and/or services under the Contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
 - (b) That the Bidder has the financial, technical, and production capability necessary to perform the Contract.
- (ii) Expertise of the Firm/Organization: This section shall provide a brief information on the experience of the organization, both domestic and international, which are related or similar in nature to the requirements of the ITB.

- (iii) In complying with this section, the Bidder assures and confirms to the Commission that the personnel being nominated are available to fulfil the demands of the Contract during its stated full term.

(c) Bidder’s Statement and Statement of Confirmation

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

(d) Specifications

An explanation of the Bidder’s understanding of the services to be provided and an overall preliminary operational plan for the execution of the services. At the minimum, the Bid shall include:

- (i) A detailed description of the proposed solution and inclusion of any relevant technical literature.
- (ii) The completed document “**Bidder Technical Compliance Matrix**” contained as Part II in **Attachment 2** duly filled in. Note that this document is a high-level compliance matrix only. In the Technical Bid **Bidders shall provide sufficient evidence to demonstrate competence and compliance with the requirements.**
- (iii) A detailed technical document demonstrating how your proposed solution delivers each of the Technical Requirements and Functional Requirements, in the order outlined in the Technical Specifications;
- (iv) Evidence demonstrating compliance as a certified reseller and support partner of the equipment manufacturer HPE at the “Silver” level or higher;
- (v) A draft risk plan addressing the requirements in Technical Specifications section 8; and
- (vi) Any other relevant issue which the Bidder would like to bring to the attention of the Commission whether or not having cost implications.

(e) Manufacturer’s Part Number

The Bid shall include the Manufacturer’s Part Number for each Good required by the Commission under this ITB.

(f) Qualifications and Certifications

Documentary evidence of the Bidder’s qualifications and certifications to provide the Services meeting the requirements in Technical Specifications Section 7, 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.

(g) Commission’s Inputs

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

(h) Sub-Contractors

The Bid shall include names, legal status, address and qualifications of subcontractor(s), if any, involved in the Project and the scope of the subcontracted services. The Bidder shall provide a statement that its organization shall be fully responsible for the performance of sub-contractors. All sub-contractors shall be legally established in one of the CTBT States Signatories (list available on the CTBTO website at www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#).)

(i) Insurance

Insurance to be included in the Bid must be for All Risk, covering 110% of the cost of the equipment proposed, and from the date/place of the shipment to the date/place the delivery is completed. The insurance shall be in the name of the supplier and the Commission. You are requested to confirm that you will provide this insurance coverage.

(j) Work permits and Visas

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

(k) Delivery Schedule

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

PART II: FINANCIAL BID

The Bid shall include the costs of the equipment/goods, packing and handling, insurance, transportation and freight, customs clearance (if applicable) and local delivery to the Vienna International Centre, Vienna, Austria. The delivery terms shall be DAP (Delivered At Place) Incoterms 2020 to the Commission's Computer Centre in room C-1 25D of the Vienna International Centre, Vienna, Austria.

The Bidder is required to prepare the Price Schedule using the **Attachment 3 (Price Schedule Form)** attached to these Instructions for Preparation and Submission of Bids. In presenting the cost for each item, adequate justification and calculation must be included in the cost. All individual costs shall be stated in EURO or United States Dollars and be computed to constitute the total Contract Price.

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

Taxes

In principle the Commission is exempt from taxes. Since the arrangement under which such exemption is respected varies from country-to-country, the selected Bidder will be informed by the Commission whether tax exemption will occur at source or whether taxes paid by the selected Bidder will be reimbursed by the Commission upon submission of the original supporting documentation.

(1) For Austrian companies

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

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

11. Evaluation of the Bid and Award

- (a) The technical evaluation shall include the following evaluation criteria:
 - (i) compliance with the technical specifications;

- (ii) supplier's qualifications;
 - (iii) delivery schedule.
- (b) The Financial Bid of bidders passing the technical evaluation shall be evaluated as follows:
 - (i) contractual compliance;
 - (ii) commercial acceptability.
- (c) The Commission, based on the evaluation method given above, will determine the Bid which is the "***least costly technically acceptable Bid***". Bidders are expected to comply with all the provisions of the Commission's General Conditions of Goods. Any deviation to these provisions may be a factor in the Commission's award decision.
- (d) To assist in the examination, evaluation and comparison of bids, the Commission may, at its discretion, request any Bidder to clarify its Bid. The Commission's request for clarification and the Bidder's response shall be in writing.

12. Validity of the Bid

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

13. Correction of Errors

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

14. Negotiations of the Bid and Award

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

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 ITB.

15. Modification and Withdrawal of the Bid

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

16. The Commission's Right to Reject the Bid

The Commission reserves the right to accept or reject the Bid 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. Right to Vary Requirements at the Time of Award

At the time of award of Contract, the Commission reserves the right to vary the quantity of the items (goods and/or services), by up to a maximum of twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

18. Costs of preparation and submission of the Bid

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

19. Proprietary Information

All documentation and information contained in this ITB 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 Bid or otherwise without prior written agreement of the Commission.

20. Use of former Preparatory Commission for the CTBTO (“Commission”) employees in the preparation of Offers

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

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

21. 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 your offer will be treated by the Commission as confidential information and used on a ‘need to know basis’.

The personal data provided by Bidders will be processed by the Commission for the specific purpose of assessing any 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 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 these Instructions to Bidders shall constitute a waiver, either express or implied, of the privileges and immunities of the Commission and its employees, which are specifically reserved.

BIDDER'S STATEMENT
PLEASE STATE BELOW & SUBMIT WITH BID

Delivery Time:

Shipping weight (kg) and Volume (m³) – if applicable:

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

For one year period For a period of

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

For a two year period For a period of

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

State country of origin or assembly of all items quoted:

Quantity discount and early payment discount (if any):

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

Included in this quotation : Yes No

Confirmation that the bidder has reviewed the Commission's Model License Agreement (if attached), the Commission's General Conditions for Goods (if attached), the Commission's General Conditions of Contract (if attached), Draft Contract (if attached), and the Special Conditions (if attached), and agreed to all terms and conditions.

Yes No

Remarks:

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

Yes No Not applicable

Remarks:

Name:

Name & Title of Contact Person:

Signature & date:

“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.

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)

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.

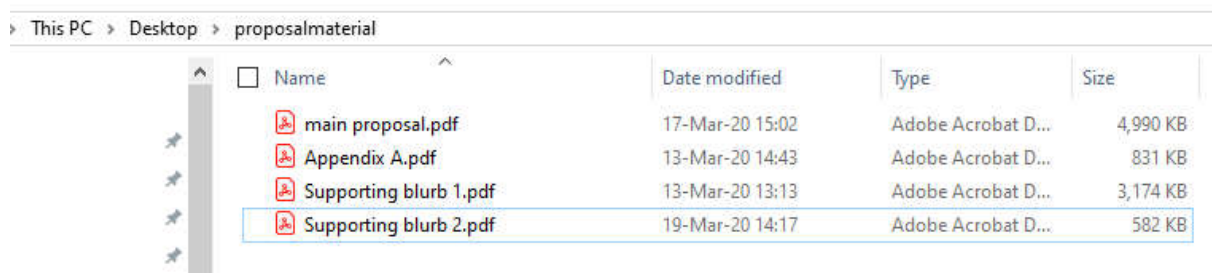


Figure 1 An example set of files to be submitted

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.

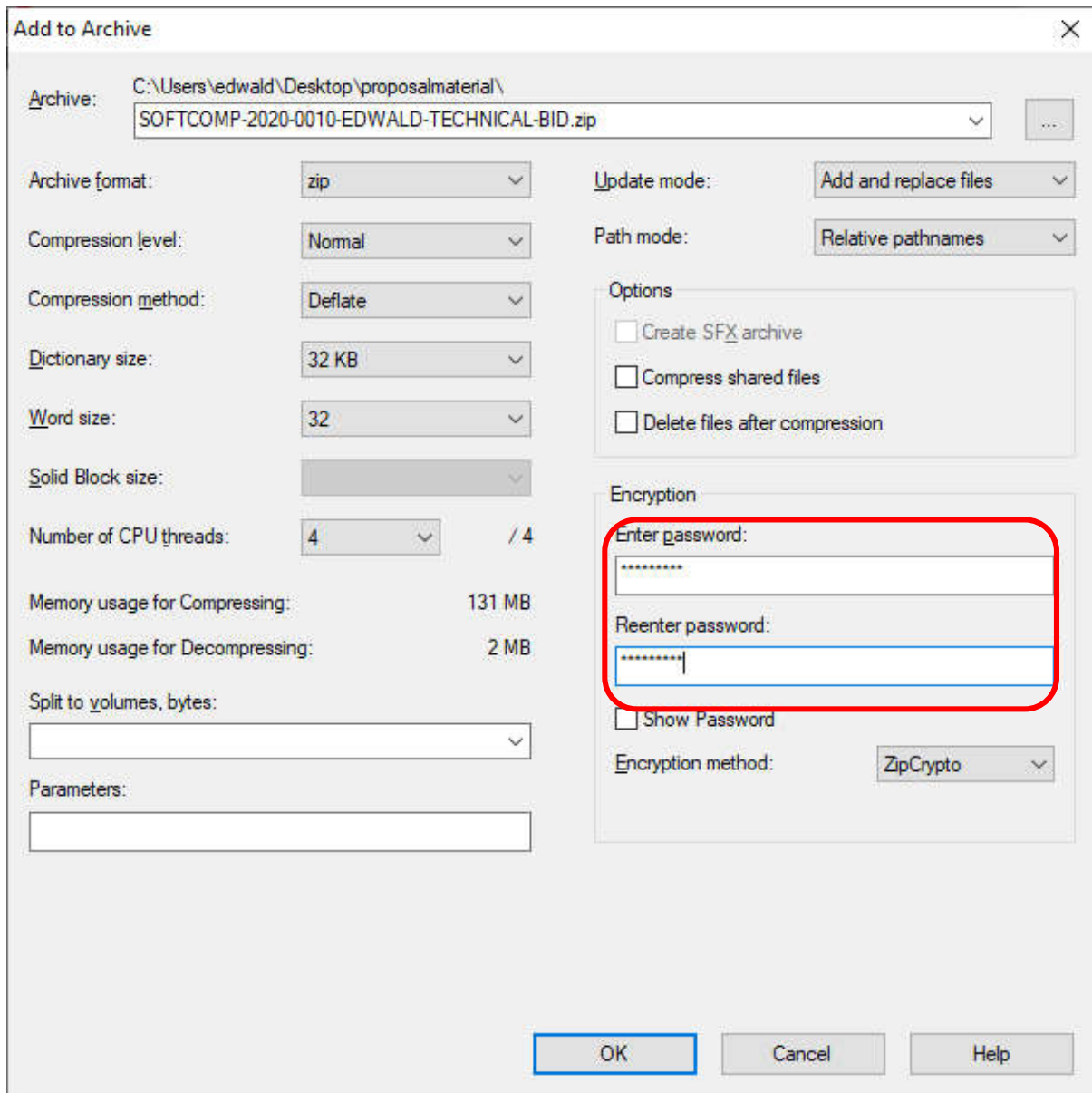


Figure 2 Creating an Archive

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.)

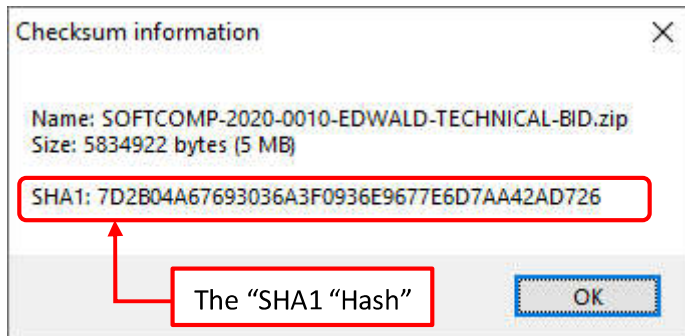


Figure 3 *SHA1*

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 (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

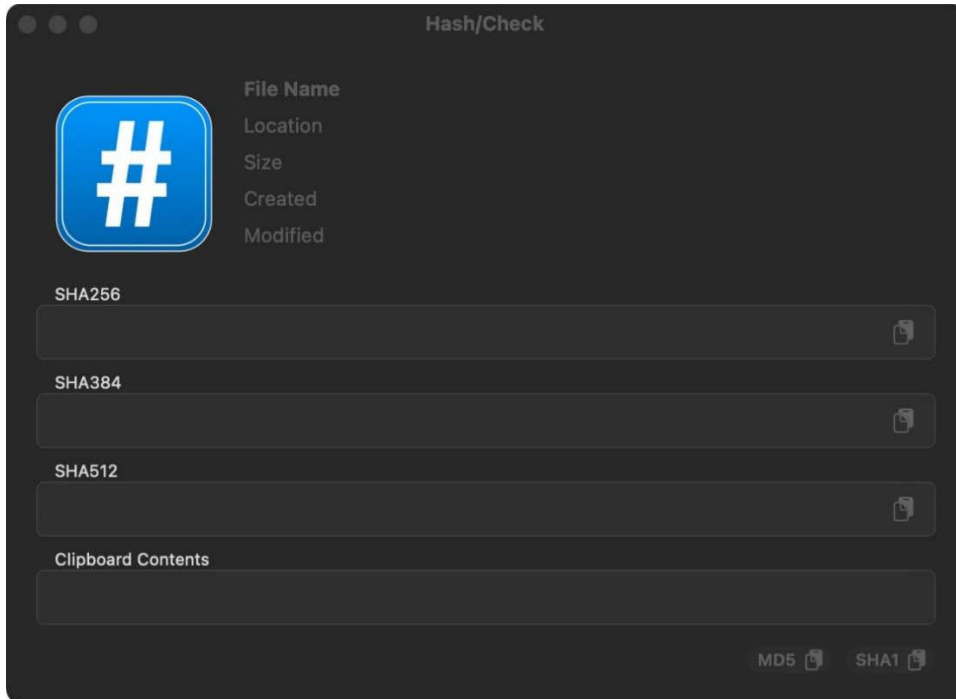
IMPORTANT NOTE: As stated above, only send the Encryption Key for the Technical Offer to the bid_keys@ctbto.org mailbox when sending your Technical and Financial Offer to the sealed_bids@ctbto.org mailbox. You shall only send the Encryption Key for the Financial Offer to the Commission if and when informed 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) 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.

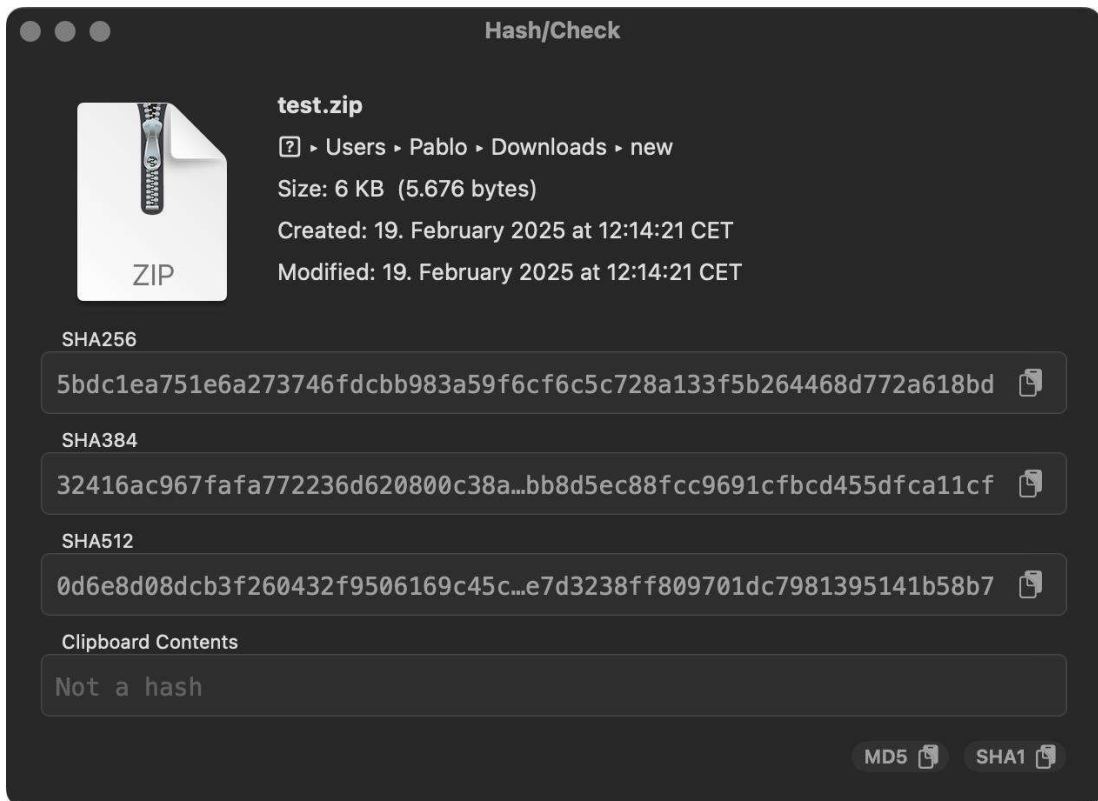
As mentioned above, should you have questions or difficulties, please send an e-mail to procurement@ctbto.org.

For MAC users:

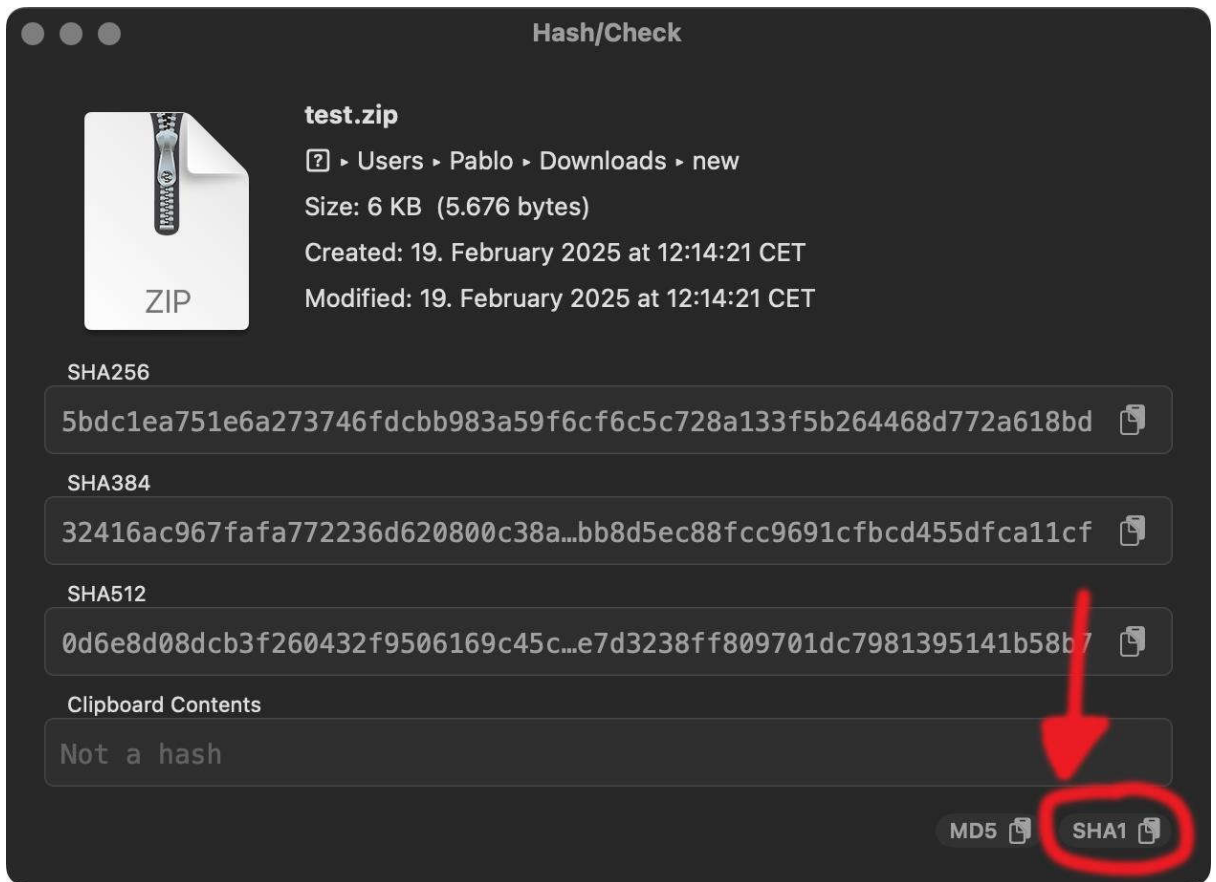
1. Please download Hash/Check app:
<https://apps.apple.com/at/app/hash-check/id1550525767?l=en-GB&mt=12>
2. It is very simple to use. After installing, just open the app and click on “File” to open the zip file you want to inspect.



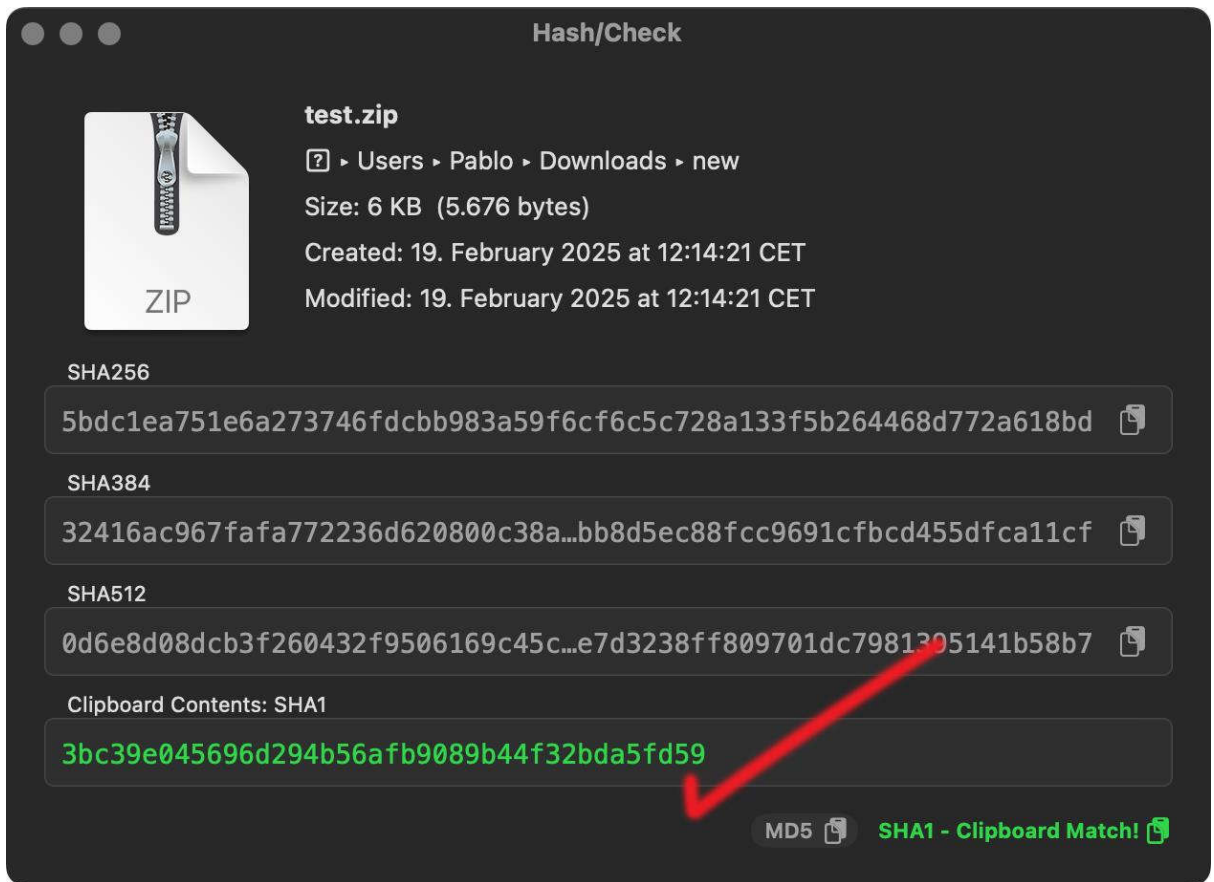
3. Please use your submitted technical and financial proposals



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 (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

IMPORTANT NOTE: As stated above, only send the Encryption Key for the Technical Offer to the bid_keys@ctbto.org mailbox when sending your Technical and Financial Offer to the 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) 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.

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ITB 2026-0069/RICKARD

Immutable Backup Disk Storage (HPE StoreEasy 3660)

Attachment 2: MINIMUM CONTENT OF TECHNICAL BID AND TECHNICAL COMPLIANCE MATRIX

Bidders are requested to demonstrate compliance with the requirements and add any further information in support of their Bid. Please refer to the relevant section of the Technical Specifications for further explanation of the requirements. The information provided will form an integral part of the technical evaluation process.

Part II of this document must be completed and returned as part of the Bid.

Part I - Minimum Content of the Technical Bid

Item	Minimum content
1. Executive Summary	Provide an overview of the bid
2. Experience, Resources and Project Management	
2.1 Corporate Profile and Values	<ul style="list-style-type: none"> • Brief background of the company, mission/vision, ownership, size, location, number of personnel by type profile, etc. • Company business structure and its authority to execute all Work under the Contract. • If a consortium, provide a clear explanation of the business relationship between the members and governance for the execution of this project. • In case the Bidder requires the services of subcontractors, the Proposal shall include: <ol style="list-style-type: none"> a) Relationship of the Bidder's business to any subcontractor(s) that will be used. b) Names, addresses, legal status, and qualifications of major sub-contractor(s) proposed by your organization. c) The scope of work and nature of subcontracting.
2.2 Corporate Experience	The Bid should detail the Bidder's experience in executing work of similar scope and complexity.
2.3 Requirements for the Contractor	The Bid should address and describe all requirements spelled out under Section 7 of the Technical Specifications (TS).
3. Meeting the Requirements*	

3.1 Understanding of the TS*	<ul style="list-style-type: none"> Please describe your understanding of the services that are to be provided under these TS, detailing key assumptions that impact the Technical Bid.
4. Contractor's key staff	
4.1. Visa & Work Permits	Provide written confirmation that the Bidder understands and agrees to take responsibility for obtaining any Visa and/or work permits, which may be required to perform the Work under the Contract. The CTBTO does not sponsor work permits for contractors.
4.2. Documentation and Reporting	Provide written assurance that all reports, documentation, and communication (written and oral) supplied to the Commission shall be in English and submitted in electronic form.
5. Model Contract	
A statement that the bidder has carefully reviewed the Model Contract and its Annexes and is in agreement with all its terms and conditions.	

Part II – Compliance Matrix – Please complete and return as part of the Technical Bid

TS Ref:	Requirement	Bidder Compliance (Yes/No)	Section in the Proposal (ensure each requirement is sufficiently described in the Proposal)																					
2.	BACKGROUND																							
	The Commission desires to engage a Contractor to supply, deliver, and support Hewlett Packard Enterprise (HPE) StoreOnce Data Protection Backup Appliances.																							
3.	REQUIREMENTS																							
	<p>HPE StoreOnce Data Protection Backup Appliances shall be fully compatible Veeam Backup & Replication 12 software.</p> <p>If a Contractor feels an important or necessary item should be included/removed/modified, this shall be clearly indicated and, if necessary, included as additional item with a written justification or explanation.</p>																							
3.1	Item 1 (Firm)																							
	<p>The Contractor shall provide the following HPE StoreOnce Data Protection Backup Appliances with factory installed raw capacity of 80 TB:</p> <table border="1" data-bbox="317 1154 1423 1430"> <thead> <tr> <th data-bbox="317 1154 411 1195">Qty</th> <th data-bbox="411 1154 638 1195">Part Number</th> <th data-bbox="638 1154 1423 1195">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="317 1195 411 1235">1</td> <td data-bbox="411 1195 638 1235">R6U02A</td> <td data-bbox="638 1195 1423 1235">HPE StoreOnce 3660 80TB Base System</td> </tr> <tr> <td data-bbox="317 1235 411 1276">1</td> <td data-bbox="411 1235 638 1276">BB986A</td> <td data-bbox="638 1235 1423 1276">HPE StoreOnce Gen4 16Gb Fibre Channel Network Card</td> </tr> <tr> <td data-bbox="317 1276 411 1317"></td> <td data-bbox="411 1276 638 1317">BB986A 0D1</td> <td data-bbox="638 1276 1423 1317">Factory Integrated</td> </tr> <tr> <td data-bbox="317 1317 411 1357">1</td> <td data-bbox="411 1317 638 1357">R7M24A</td> <td data-bbox="638 1317 1423 1357">HPE StoreOnce Gen4 Plus 10/25Gb 2-port SFP Adapter</td> </tr> <tr> <td data-bbox="317 1357 411 1398"></td> <td data-bbox="411 1357 638 1398">R7M24A 0D1</td> <td data-bbox="638 1357 1423 1398">Factory Integrated</td> </tr> <tr> <td data-bbox="317 1398 411 1430">1</td> <td data-bbox="411 1398 638 1430">R7M25A</td> <td data-bbox="638 1398 1423 1430">HPE StoreOnce Gen4 Plus 10GBASE-T 2-port Adapter</td> </tr> </tbody> </table>	Qty	Part Number	Description	1	R6U02A	HPE StoreOnce 3660 80TB Base System	1	BB986A	HPE StoreOnce Gen4 16Gb Fibre Channel Network Card		BB986A 0D1	Factory Integrated	1	R7M24A	HPE StoreOnce Gen4 Plus 10/25Gb 2-port SFP Adapter		R7M24A 0D1	Factory Integrated	1	R7M25A	HPE StoreOnce Gen4 Plus 10GBASE-T 2-port Adapter		
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		BB985A 0D1	Factory Integrated		
	1	BB994AAE	HPE StoreOnce Encryption E-LTU		
	1	HU4A6A5	HPE 5Y Tech Care Essential Service		
	1	HU4A6A5 YHL	HPE StoreOnce 3660 80TB Base System Supp		
3.2	Item 2 (Optional)				
	The Contractor shall, upon the written request of the Commission, include an unlimited number of additional HPE StoreOnce Data Protection Backup Appliances with factory installed raw capacity of 80 TB with the same specification as specified in 3.1.				
4	SERVICES				
4.1	Delivery of Hardware				
	The Contractor shall deliver the Goods under DAP (Delivery At Place) Incoterms 2020 to the Commission's Computer Centre in room C-1 25D of the Vienna International Centre, Vienna, Austria and shall utilize the most effective method necessary to obtain and deliver the Goods within the time frame agreed upon with the Commission. Delivery vehicles shall be equipped with lifting tailgate. All equipment shall be unboxed outside the computer room. No packing material is allowed inside the computer room. Empty packing material shall be disposed by the Contractor.				
4.2	Manufacturer of Hardware				
	The Goods shall be manufactured by the original equipment manufacturer; they shall not have been altered by the Contractor and shall be new.				
5	TESTING AND ACCEPTANCE				

	The Goods, prior to shipment, shall be tested for conformance of the Goods with the manufacturer's specifications and the minimum requirements specified herein.		
6	OPTIONS		
	The Commission reserves the right to procure additional equipment (as indicated in Section 3.2 of this TS), within one (1) year from the Commission's acceptance of the equipment specified in these Technical Specifications under the same terms and conditions.		
7	REQUIREMENTS FOR THE CONTRACTOR		
7.1	The Contractor shall be a certified reseller and support partner of the equipment manufacturer at the "Silver" level or higher.		
8	RISK MANAGEMENT		
	<p>The Contractor shall provide a business continuity and risk assessment plan at the commencement of the Contract to identify potential risks that could impact the successful execution of the implementation activities outlined in this Technical Specifications.</p> <p>Risks may include, but are not limited to, technical challenges, changes in project requirements/scope, resource constraints, schedule delays, integration difficulties, and third-party software dependencies. The risk assessment plan should be consistently updated, aligning with the delivery of project milestones or significant accomplishments.</p> <p>Upon the project's satisfactory completion, the Contractor shall conduct a final review of the initially identified risks. Risks that have been effectively mitigated or did not materialize should be officially closed, accompanied by appropriate documentation.</p> <p>The insights gained from the risk management process should be methodically documented and shared with the client, thereby contributing to the knowledge repository for forthcoming similar projects.</p>		

ITB 2026-0069/RICKARD
Immutable Backup Disk Storage (HPE StoreEasy 3660)
Attachment 3: PRICE SCHEDULE FORM

The Bidder is required to prepare the Price Schedule using the form.

The Price Schedule must provide a detailed cost breakdown of all goods and related services to be provided, from unit price to total prices.

Immutable Backup Disk Storage (HPE StoreEasy 3660) (FIRM)							
TS #	Pos	Quantity	Part No.	Item description	Frequency	Unit Price (EUR or USD)	Total Price (EUR or USD)
3.1	1	1	R6U02A	HPE StoreOnce 3660 80TB Base System	One-off lump sum		0.00
3.1	2	1	BB986A	HPE StoreOnce Gen4 16Gb Fibre Channel Network Card	One-off lump sum		0.00
3.1	3		BB986A OD1	Factory Integrated	One-off lump sum		0.00
3.1	4	1	R7M24A	HPE StoreOnce Gen4 Plus 10/25Gb 2-port SFP Adapter	One-off lump sum		0.00
3.1	5		R7M24A OD1	Factory Integrated	One-off lump sum		0.00
3.1	6	1	R7M25A	HPE StoreOnce Gen4 Plus 10GBASE-T 2-port Adapter	One-off lump sum		0.00
3.1	7		R7M25A OD1	Factory Integrated	One-off lump sum		0.00
3.1	8	1	BB987A	HPE StoreOnce Gen4 16Gb Fibre Channel Network Card LTU	One-off lump sum		0.00
3.1	9		BB987A OD1	Factory Integrated	One-off lump sum		0.00
3.1	10	1	BB983A	HPE StoreOnce Gen4 10/25Gb SFP Network Card LTU	One-off lump sum		0.00
3.1	11		BB983A OD1	Factory Integrated	One-off lump sum		0.00
3.1	12	1	BB985A	HPE StoreOnce Gen4 10GbE-T Network Card LTU	One-off lump sum		0.00
3.1	13		BB985A OD1	Factory Integrated	One-off lump sum		0.00
3.1	14	1	BB994AAE	HPE StoreOnce Encryption E-LTU	One-off lump sum		0.00
3.1	15	1	HU4A6A5	HPE 5Y Tech Care Essential Service	One-off lump sum		0.00
3.1	16	1	HU4A6A5 YHL	HPE StoreOnce 3660 80TB Base System Supp	One-off lump sum		0.00
Total Price in EUR or USD (DAP, door-to-door, excluding taxes**)							-

Immutable Backup Disk Storage (HPE StoreEasy 3660) (OPTIONAL)							
TS #	Pos	Quantity	Part No.	Item description	Frequency	Unit Price (EUR or USD)	Total Price (EUR or USD)
3.2	1	1	R6U02A	HPE StoreOnce 3660 80TB Base System	One-off lump sum		0.00
3.2	2	1	BB986A	HPE StoreOnce Gen4 16Gb Fibre Channel Network Card	One-off lump sum		0.00
3.2	3		BB986A OD1	Factory Integrated	One-off lump sum		0.00
3.2	4	1	R7M24A	HPE StoreOnce Gen4 Plus 10/25Gb 2-port SFP Adapter	One-off lump sum		0.00
3.2	5		R7M24A OD1	Factory Integrated	One-off lump sum		0.00
3.2	6	1	R7M25A	HPE StoreOnce Gen4 Plus 10GBASE-T 2-port Adapter	One-off lump sum		0.00
3.2	7		R7M25A OD1	Factory Integrated	One-off lump sum		0.00
3.2	8	1	BB987A	HPE StoreOnce Gen4 16Gb Fibre Channel Network Card LTU	One-off lump sum		0.00
3.2	9		BB987A OD1	Factory Integrated	One-off lump sum		0.00
3.2	10	1	BB983A	HPE StoreOnce Gen4 10/25Gb SFP Network Card LTU	One-off lump sum		0.00
3.2	11		BB983A OD1	Factory Integrated	One-off lump sum		0.00
3.2	12	1	BB985A	HPE StoreOnce Gen4 10GbE-T Network Card LTU	One-off lump sum		0.00
3.2	13		BB985A OD1	Factory Integrated	One-off lump sum		0.00
3.2	14	1	BB994AAE	HPE StoreOnce Encryption E-LTU	One-off lump sum		0.00
3.2	15	1	HU4A6A5	HPE 5Y Tech Care Essential Service	One-off lump sum		0.00
3.2	16	1	HU4A6A5 YHL	HPE StoreOnce 3660 80TB Base System Supp	One-off lump sum		0.00
Total Price in EUR or USD (DAP, door-to-door, excluding taxes**)							-

TOTAL SUMMARY		Total Price (EUR or USD)
Immutable Backup Disk Storage (HPE StoreEasy 3660) (FIRM)		-
Immutable Backup Disk Storage (HPE StoreEasy 3660) (OPTIONAL)		-
GRAND TOTAL		-

Note

* It is mandatory to include Optional items in the Proposal. In the event of award, the Commission, at its own discretion, will decide whether to order these items at the time of the Contract placement and/or through the issuance of Formal Request for Delivery (FRD's) for the duration of the Contract. Quantities for orders may vary at the time of ordering.

Instructions

Understand the Columns:

- TS #: This column lists the paragraph reference to the Technical Specifications in which the required item is listed.
- Pos: This column indicates the position within the TS #.
- Quantity: This column indicates the quantity required for each item.
- Part No: This column provides the Part Number ID of the item.
- Item Description: This column provides a detailed description of each item, as per the TS.
- Frequency: This column specifies the unit of measurement for each item (e.g., Lump Sum, Per Inspection, Per Year).
- Unit Price (EUR or USD): This column is where you will input the price per unit for each item.
- Total Price (EUR or USD): This column will automatically calculate the total price based on the unit price and quantity.

Input Unit Prices:

- For each item, enter the unit price in the Unit Price (EUR or USD) column. Ensure that the price is in EUR or USD.
- Specify either EUR or USD
- ** Please see the Instructions for Preparation and Submission of Bids regarding any applicable taxes

Verify Total Prices:

- The Total Price (EUR or USD) column will automatically calculate the total price by multiplying the unit price by the quantity.
- Verify that the calculations are correct.
- Kindly provide any further cost breakdown on a separate sheet, as necessary

Attachment 2: Evaluation Criteria and Method

Immutable Backup Disk Storage (HPE StoreEasy 3660)

TECHNICAL EVALUATION CRITERIA

No.	Ref No. in TOR	Qualification Criteria	Compliance																																																			
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Overall technical compliance			PASS/FAIL																																																			

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

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

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

STATEMENT OF CONFIRMATION

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

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

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

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

Name (print): _____

Signature: _____

Title/Position: _____

Place (City and Country): _____

Date: _____

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

CONTRACT 2026-[NUMBER]

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

IMMUTABLE BACKUP DISK STORAGE

This Contract comprises this cover page, a table of contents, nine (9) pages of text, a signatories page, a List of Annexes, and four (4) Annexes (A to D)

May 2026

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MODEL CONTRACT

This CONTRACT is entered into between the **PREPARATORY COMMISSION FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION** (hereinafter referred to as the “Commission”), having its office located at Wagramer Strasse 5, 1400 Vienna, Austria, and [Insert name of the 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 General Conditions of Contract.

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

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

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

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

“**Goods**” means the equipment to be supplied and delivered by the Contractor under the Contract as requested by the Commission under the Contract, if applicable.

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

“**Purchase Order**” means a Purchase Order or “PO” to be issued by the Commission specifying goods and/or services to be provided by the Contractor upon request by the Commission in accordance with the provisions of the Contract and Annexes B and C.

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

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

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

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

2. AIM OF THE CONTRACT

The aim of this Contract is to provide new hardware with related services, namely, the Immutable Backup Disk Storage and related services, to the Commission.

3. ENTRY INTO FORCE AND DURATION OF THE CONTRACT

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 the Parties fulfill all their obligations hereunder.

4. COMMENCEMENT AND COMPLETION OF THE WORK

(i) Regarding the firm Work within the meaning of Section 3.1 of Annex B, the Contractor shall complete the Work with the relevant timelines specified in Section [X] of Annex C.

(ii) Regarding the optional Work within the meaning of Section 3.2 of Annex C, the Commission shall have the right, but not obligation, to call-off the Work in the form of a Purchase Order within a period of one (1) year of the acceptance of the Goods and Services specified in Sections 3.1 of Annex B (hereinafter referred to as the “**Call-off Period**”). The commencement and completion date for the performance of the Work (hereinafter referred to as “**Commencement Date**” and “**Completion Date**”, respectively) will be set out in the respective Purchase Order.

5. 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.

6. RESPONSIBILITIES OF THE CONTRACTOR

- (a) The Contractor shall provide the Work described in Annexes B and C.
- (b) The Contractor shall provide qualified English-speaking personnel as necessary to perform the Services under this Contract. The key persons shall be available for possible tasks related to the Services throughout the duration of the Contract period. Any replacement of the key personnel shall be made in accordance with Clause 7 of Annex B.
- (c) The Contractor shall provide any Work described as optional items in Annexes B and C in accordance with the relevant Purchase Order.

6. ORGANISATION OF CONTRACT IMPLEMENTATION

(a) Firm Good and Services (Section 3.1 of Annex B)

The firm Goods and Services shall be implemented in accordance with Annex B and C.

(b) Optional Goods and Services (Section 3.2 of Annex B)

- (i) During the term of the Contract, the Commission has the right, but not the obligation, to order optional Work through the issuance of Purchase Orders based on the firm fixed unit price set out in Annex C. The Contractor shall not provide such optional Goods and/or perform any such Services if not requested by the Commission through a Purchase Order.
- (ii) A Purchase Order issued by the Commission shall be the basis for acceptance, invoicing, and payment of any on-request optional Work performed by the Contractor.
- (iii) The performance of the optional Work shall be made in full in accordance with the respective Purchase Order. Partial performance/delivery of the Purchase Order will not be accepted and reimbursed without prior written agreement by the Commission.
- (iv) The optional Work shall be performed at the place and within the approved Work Plan specified in the relevant Purchase Order.
- (v) The Commission may revise the Purchase Order as and when it may deem necessary.

7. WARRANTY

- (a) The provisions of Clause 33 of Annex B shall apply to the Services 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 B and C and the relevant Purchase Order, if applicable, and shall promptly notify the Contractor thereof. The Commission shall respond promptly to requests for information by the Contractor regarding the Services.

11. CONTRACT PRICE

- (a) The Commission shall pay to the Contractor in consideration of the full and proper performance of its obligations under the Contract:
 - (i) For the firm Work referred to in Clause 4(i) above, the firm fixed price of **[insert firm fixed price amount in numbers and letter]**;
 - (ii) for each Purchase Order issued during the Call-off Period, the firm fixed unit prices pursuant to Annex C for the Work specified in Clause 4(ii) above;

(hereinafter referred to as the “**Contract Price**”).

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

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

OR

No Taxes are applicable under this Contract.

12. PAYMENT

- (a) The Contract Price shall be paid upon satisfactory completion of the Services and, if applicable, satisfactory completion of each Purchase Order and submission of the following:
 - i) Invoice drawn up in accordance with this Clause 12;
 - ii) Any other documentation that might be required under the applicable Purchase Order.
- (b) The Commission shall make the payments to the Contractor on the basis of an invoice submitted by the Contractor as per 12(d) below. All payments shall be made within thirty (30) 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 one (1) original and two (2) 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 thirty (30) 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 twenty (20) 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 Services and shall supersede all prior agreements and representations between the Parties in this respect. Annexes A to C and any relevant Purchase Order 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 General Conditions of Contract (Annex A);
- iii. The Commission's Terms of Reference (Annex B);
- iv. The Contractor's Proposal (Annex C);
- v. 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 Contractor and of the Commission.

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

Wagramerstrasse 5, P.O. Box 1200

1400 Vienna, Austria

Tel: + (43 1) 26030 6350

E-mail: procurement@ctbto.org

For the submission of invoices:

Accounts Payable

CTBTO Financial Services Section

Vienna International Centre

Wagramerstrasse 5, P.O. Box 1200

1400 Vienna, Austria

Tel: + (43 1) 26030 6292

E-Mail: Payable_Invoices@ctbto.org

For invoice and payment related enquiries:

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:**

[Name and Position]

Date: _____

Place: Vienna, Austria.

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

[Name and Position]

Date: _____

Place: _____

LIST OF ANNEXES

ANNEX A: THE COMMISSION'S GENERAL CONDITIONS OF CONTRACT

ANNEX B: THE COMMISSION'S TERMS OF REFERENCE

ANNEX C: THE CONTRACTOR'S PROPOSAL

ANNEX B

TECHNICAL SPECIFICATIONS

Immutable Backup Disk Storage (HPE StoreEasy 3660)

1 INTRODUCTION

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the “Commission”) is the international organization established to carry out the effective implementation of 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 explosion. The Treaty provides for a global verification regime, including a network of over 300 stations worldwide, a communications system, an international data centre and on-site inspections to monitor compliance.

The Headquarters and the International Data Centre (IDC) of the Preparatory Commission are in Vienna (Vienna International Centre of the United Nations).

2 SCOPE

The Commission desires to engage a Contractor to supply, deliver, and support Hewlett Packard Enterprise (HPE) StoreOnce Data Protection Backup Appliances.

3 REQUIREMENTS

If a Contractor feels an important or necessary item should be included/removed/modified, this shall be clearly indicated and, if necessary, included as additional item with a written justification or explanation.

3.1 Item 1 (firm)

The Contractor shall provide the following HPE StoreOnce Data Protection Backup Appliances with factory installed raw capacity of 80 TB:

Qty	Part Number	Description
1	R6U02A	HPE StoreOnce 3660 80TB Base System
1	BB986A	HPE StoreOnce Gen4 16Gb Fibre Channel Network Card
	BB986A 0D1	Factory Integrated
1	R7M24A	HPE StoreOnce Gen4 Plus 10/25Gb 2-port SFP Adapter
	R7M24A 0D1	Factory Integrated
1	R7M25A	HPE StoreOnce Gen4 Plus 10GBASE-T 2-port Adapter
	R7M25A 0D1	Factory Integrated
1	BB987A	HPE StoreOnce Gen4 16Gb Fibre Channel Network Card LTU
	BB987A 0D1	Factory Integrated
1	BB983A	HPE StoreOnce Gen4 10/25Gb SFP Network Card LTU

	BB983A 0D1	Factory Integrated
1	BB985A	HPE StoreOnce Gen4 10GbE-T Network Card LTU
	BB985A 0D1	Factory Integrated
1	BB994AAE	HPE StoreOnce Encryption E-LTU
1	HU4A6A5	HPE 5Y Tech Care Essential Service
1	HU4A6A5 YHL	HPE StoreOnce 3660 80TB Base System Supp

3.2 Item 2 (optional)

The Contractor shall, upon the written request of the Commission, supply additional HPE StoreOnce Data Protection Backup Appliances with factory installed raw capacity of 80 TB with the same specification as specified in 3.1.

3.3 Compatibility

HPE StoreOnce Data Protection Backup Appliances shall be fully compatible Veeam Backup & Replication 12 software.

4 SERVICES

4.1 Delivery of Hardware

The Contractor shall deliver the Goods under DAP (Delivered At Place) Incoterms 2020 to the Commission's Computer Centre in room C-1 25D of the Vienna International Centre, Vienna, Austria and shall utilize the most effective method necessary to obtain and deliver the Goods within the time frame agreed upon with the Commission. Delivery vehicles shall be equipped with lifting tailgate. All equipment shall be unboxed outside the computer room. No packing material is allowed inside the computer room. Empty packing material shall be disposed by the Contractor.

4.2 Manufacture of Hardware

The Goods shall be manufactured by the original equipment manufacturer; they shall not have been altered by the Contractor and shall be new.

5 TESTING AND ACCEPTANCE

The Goods, prior to shipment, shall be tested for conformance of the Goods with the manufacturer's specifications and the minimum requirements specified herein.

6 OPTIONS

The Commission reserves the right to procure additional equipment (as indicated in Section 3.2 of this Technical Specifications), within one (1) year from the Commission's acceptance of the equipment specified in these Technical Specifications under the same terms and conditions.

7 REQUIREMENTS FOR THE CONTRACTOR

7.1 Contractor Requirements

The Contractor shall be a certified reseller and support partner of the equipment manufacturer at the “Silver” level or higher.

8 RISK MANAGEMENT

The Contractor shall provide a business continuity and risk assessment plan at the commencement of the Contract to identify potential risks that could impact the successful execution of the implementation activities outlined in this Technical Specifications.

Risks may include, but are not limited to, technical challenges, changes in project requirements/scope, resource constraints, schedule delays, integration difficulties, and third-party software dependencies. The risk assessment plan should be consistently updated, aligning with the delivery of project milestones or significant accomplishments.

Upon the project's satisfactory completion, the Contractor shall conduct a final review of the initially identified risks. Risks that have been effectively mitigated or did not materialize should be officially closed, accompanied by appropriate documentation.

The insights gained from the risk management process should be methodically documented and shared with the client, thereby contributing to the knowledge repository for forthcoming similar projects.