

REQUEST FOR PROPOSAL

To: ALL BIDDERS

CTBTO Ref. No.: **2009-0256/VERKHOVTSEVA**
(PLEASE QUOTE ON ALL COMMUNICATIONS)

EV
J

Attn.: Sales Manager

CTBTO Contact: Elina Verkhovtseva
Tel. No.: +43 1 26030 6545
Fax No.: +43 1 26030 5948
E-mail: elina.verkhovtseva@ctbto.org
Date: 18 Aug 09

Subject:
IMPROVING PRTOOL GRAPHICAL USER INTERFACE (GUI) AND FURTHER DEVELOPMENT OF PTS

Deadline for Submission: 14 Sep 09

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 fax as soon as possible.

If you have any questions you should contact the Procurement Officer indicated above. We look forward to receiving your proposal.

Yours sincerely,



Christian Gronnerod
Chief, Procurement Section

ACKNOWLEDGEMENT FORM

Solicitation No:	2009-0256	Closing Date:	14 Sep 09
Title:	IMPROVING PRTOOL GRAPHICAL USER	Vienna Local Time:	17:00

Procurement Staff: Elina Verkhovtseva

CTBTO Req. No.: 2009-1379

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 telefax
+43-1-26030-5948

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

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

C: We will not submit a proposal for the following reason(s)
 ___ our current workload does not permit us to take on additional work at this time; ___ we do not have the required expertise for this specific project; ___ insufficient time to prepare a proper submission; ___ we consider the funds are insufficient to carry out the work required; ___ other (please specify) _____
Company Name: _____
Contact Name: _____
Email/Tel: _____

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF PROPOSALS

1. General

This Request for Proposal is for the provision of services as described in the attached documentation.

Your Proposal shall meet all requirements stated in the Terms of Reference. For this project, the Commission is seeking capabilities, which will ensure that the tasks are accomplished expeditiously and at a reasonable cost.

2. Documents included in this request for proposal (RFP)

This RFP consists of the following documents:

- (a) Letter of Invitation
- (b) Instructions for Preparation and Submission of Proposals
- (c) List of CTBT Member States
- (d) Model Contract and Annexes A and B:
 - Annex A: Commission's General Conditions for Contracts
 - Annex B: Terms of Reference
- (e) Statement of Confirmation

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. Reference Material

The reference material included in section 8 of Annex B: Terms of Reference will be made solely available to the Invitees which have expressed the intention to submit a proposal by sending back the RFP acknowledgement form to the Commission before the Closing Date.

5. Language of the Proposal

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

6. Format and Submission of the Proposal

- (a) 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.
- (b) The Commission requires suppliers to submit their proposal in one sealed envelope.
The Proposal shall be submitted 1 (one) original and 2 (two) copies, each clearly marked as an "Original Proposal" or "Copy of Proposal." In the event of any discrepancy between the documents, the original shall prevail.

- (c) The envelope shall be clearly marked as follows:

NAME OF PROJECT: *[Description indicated in the Letter of Invitation]*
CLOSING DATE: *[Date indicated in the Letter of Invitation]*
CTBTO REF. NO.: *[Number indicated in the Letter of Invitation]*
"DO NOT OPEN BEFORE THE CLOSING DATE"

7. Mailing Address and Closing Date

- (a) The Proposal shall be sent to the following addressee:

Chief, Procurement Section
Room E0524
CTBTO, Vienna International Centre
Wagramerstrasse 5
A-1400 Vienna
AUSTRIA

- (b) The Proposal shall be received by the above-mentioned addressee not later than the closing date indicated in the Letter of Invitation.

8. Contacting the Commission

Except in case of responding to a RFP clarification, you shall not 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.

9. Eligible Goods and Services

The services and goods (if any) to be rendered under the Contract shall have their origin in the States Signatories of the Comprehensive Nuclear-Test-Ban Treaty (CTBT), the list of which is attached to this RFP. For purposes of this paragraph, "the origin" means the place from where the materials, goods and/or from which the services are supplied.

10. Type of Contract and Payment

The Commission intends to conclude a firm fixed price based on the attached Model Contract. The terms and conditions of payment are described in Clause 12 of the attached Model Contract.

11. Preparation of the Proposal

Your Proposal should contain, but not necessarily be limited to, the information described below. Your proposal should 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 your Proposal and any correspondence relating to it.

Statement of Confirmation

The attached Statement of Confirmation should be duly signed and submitted together with your Proposal.

Description of Services

An explanation of your understanding of the services to be provided and an overall preliminary operational plan for the execution of the services.

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 your estimation of the duration of the Services, including the duration of each task required by the Terms of Reference and your 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 you have technical capability necessary to perform the Contract and other necessary ongoing services as required.

Personnel

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

Sub-Contractors

Names, legal status, address and qualifications of subcontractor(s), if any, involved in the Project and the scope of the subcontracted services. You should provide a statement that your organization shall be fully responsible for the performance of your sub-contractors. All sub-contractors shall be legally established in one of the CTBT states signatories.

Model Contract

A statement that you have carefully reviewed the Model Contract and its Annexes and are in agreement with all its terms and conditions.

PART II: FINANCIAL PROPOSAL

In the Financial Proposal, you are required to define the following:

- (i) The Total Contract Price in EURO (for EU Companies) or US Dollars otherwise for the Services.
- (ii) A breakdown of the Contract Price, indicating the price for the following items:
 - (1) The sub-total cost of each deliverable mentioned in the TOR
 - (2) Costs agreed with sub-contractors (if any)

- (3) Overheads (if any)
- (4) Any other direct costs (travel, daily subsistence allowance, insurance, communications, licenses etc. if not already included elsewhere)
- (iii) In presenting the cost for each item, adequate justification, breakdown, calculation and explanations must be included in the Financial Proposal. All individual costs should be stated in EURO (for EU Companies) or US Dollars and be computed to constitute the total Contract Price.
- (iv) If applicable, the Financial Proposal shall quote as a separate line item the cost for any indirect taxes (such as VAT, general sales tax or goods and services tax to be included in the price) charged to the Commission directly by the Supplier, paid by and/or charged to the Supplier by its contractors, including but not limited, for utilities, fuel and any other consumables or supplies. Adequate justification and calculation of such taxes must be included in the Financial Proposal, including the definition in the original language and the percentage/amount applicable.

12. 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.

13. Validity of Proposal

Your 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.

14. Correction of Errors

The Commission will check your 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.

15. Evaluation of Proposal

- (a) The technical evaluation shall include the following evaluation criteria:
 - (i) compliance of the proposed services with the Terms of Reference;
 - (ii) operational plan for the provision of the services.
- (b) Subject to the conformance of the Technical Proposal to the requirements of the Terms of Reference, as referred to in paragraph (a) above, the Financial Proposal shall be evaluated as follows:
 - (i) contractual compliance;
 - (ii) commercial acceptability.

The Commission, based on the evaluation method given above, will determine the Proposal, which is the "least costly technically acceptable Proposal".

16. Negotiations of the Proposal

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

17. Modification and Withdrawal of Proposal

You may modify or withdraw your Proposal after its submission, provided that written notice of the modification or withdrawal is received by the Commission by the closing date for the submission of the Proposal. The Proposal may not be modified subsequent to the closing date without the consent of the Commission.

18. 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 Invitee(s) of the grounds therefore, without thereby incurring any liability to the Invitee(s).

19. Costs of preparation and submission of the Proposal

Invitee(s) shall bear all the costs associated with the preparation and submission of its Proposal and the Commission will not be responsible or liable for those costs, regardless of the outcome of this RFP.

20. Proprietary Information

All documentation and information contained in this RFP or sent to the Invitee(s) before the Closing Date 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.

CTBTO Member States

Afghanistan	Djibouti	Lesotho	Saint Kitts and Nevis
Albania	Dominican Republic	Liberia	Saint Lucia
Algeria		Libyan Arab Jamahiriya	Samoa
Andorra		Liechtenstein	San Marino
Angola	Ecuador	Lithuania	Sao Tome and Principe
Antigua and Barbuda	Egypt	Luxembourg	Senegal
Argentina	El Salvador		Serbia, Republic of
Armenia	Equatorial Guinea	Madagascar	Seychelles
Australia	Eritrea	Malawi	Sierra Leone
Austria	Estonia	Malaysia	Singapore
Azerbaijan	Ethiopia	Maldives	Slovakia
	Fiji	Mali	Slovenia
Bahamas	Finland	Malta	Solomon Islands
Bahrain	France	Marshall Islands	South Africa
Bangladesh		Mauritania	Spain
Barbados	Gabon	Mexico	Sri Lanka
Belarus	Gambia	Micronesia, Federated States of	Sudan
Belgium	Georgia		Suriname
Belize	Germany	Moldova	Swaziland
Benin	Ghana	Monaco	Sweden
Bolivia	Greece	Mongolia	Switzerland
(Plurinational State of)	Grenada	Montenegro	
Bosnia and Herzegovina	Guatemala	Republic of	Tajikistan
Botswana	Guinea	Morocco	Thailand
Brazil	Guinea-Bissau	Mozambique	The former Yugoslav Republic of Macedonia
Brunei Darussalam	Guyana	Myanmar	Timor-Leste
Bulgaria		Namibia	Togo
Burkina Faso	Haiti	Nauru	Tunisia
Burundi	Holy See	Nepal	Turkey
	Honduras	Netherlands	Turkmenistan
Cambodia	Hungary	New Zealand	
Cameroon		Nicaragua	Uganda
Canada	Iceland	Niger	Ukraine
Cape Verde	Indonesia	Nigeria	United Arab Emirates
Central African Republic	Iran, Islamic Republic of	Norway	United Kingdom
Chad	Iraq	Oman	United Republic of Tanzania
Chile	Ireland		United States of America
China	Israel	Palau	Uruguay
Colombia	Italy	Panama	Uzbekistan
Comoros		Papua New Guinea	
Congo	Jamaica	Paraguay	Vanuatu
Cook Islands	Japan	Peru	Venezuela
Costa Rica	Jordan	Philippines	Vietnam
Cote d'Ivoire		Poland	
Croatia	Kazakhstan	Portugal	
Cyprus	Kenya	Qatar	
Czech Republic	Kiribati		Yemen
	Kuwait	Republic of Korea	
Democratic Republic of the Congo	Kyrgyzstan	Romania	Zambia
Denmark	Lao People's Democratic Republic	Russian Federation	Zimbabwe
	Latvia	Rwanda	
	Lebanon		

MODEL CONTRACT

between

THE PREPARATORY COMMISSION

FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY

ORGANIZATION

(THE COMMISSION)

and

(THE CONTRACTOR)

for

the provision of services pertaining to
[TITLE OF SERVICES]

[Month] [YEAR]

This Contract comprises this cover page, a table of contents,
11 (eleven) pages of text, 3 (three) Annexes (A to C) and
a signatories page

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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 headquarters located at Wagramerstrasse 5, 1400 Vienna, Austria, and _____ (hereinafter referred to as the "Contractor"), having its principal office located at _____ [address].

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 dated

"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.

"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.

2. AIM OF THE CONTRACT

The aim of this Contract is to provide services, namely, (hereinafter referred to as the "Services" or "Work"), for the Commission.

3. ENTRY INTO FORCE AND DURATION OF THE CONTRACT

This 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 remain in force until the Parties fulfill all their obligations hereunder.

[OPTIONAL EXTENSION]

[The Commission has the option to extend the Services for further 12 month periods, subject to the availability of funds, under the same terms and conditions as those of this Contract. The Commission will inform the Contractor about the intention to extend the Contract at least one (1) month prior to the expiry of the Contract. The optional extensions will be implemented through a written notification to the Contractor by the Commission.]

4. COMMENCEMENT AND COMPLETION OF THE SERVICES

The Contractor shall commence the Services [on /on the Effective Date/within _____ weeks/days of the Effective Date]. The Services shall be completed not later than

5. STANDARD OF WORK

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 Services described in Annex B.
- (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 A.

SUB-CLAUSE (c) BELOW IS TO BE USED ONLY WHEN THE COMMISSION REQUIRES THE DEVELOPMENT OF SOFTWARE.

- (c) The Contractor acknowledges that after the completion of the Work under this Contract, the Commission shall own the Software and source code described in Annex B and the Contractor shall have no rights in that Software or source code unless granted by the Commission [under Clause 23 of this Contract or in writing under a separate agreement].

7. WARRANTY

The provisions of Clause 28 of Annex A shall apply to the Services performed by the Contractor.

8. PERMITS, NOTICES, LAWS AND ORDINANCES

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.

The Contractor shall give all notices required by the nature of the Work.

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 A.

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 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, a firm fixed price of [EURO/US\$] _____ [in numbers and words], hereinafter referred to as the "Contract Price".
- (b) The Contract Price shall also cover all costs and expenses 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.

[PLEASE CHOOSE THE APPROPRIATE TAX CLAUSE BELOW]

(d) [FOR AUSTRIAN COMPANIES]

The Contract Price shall include ALL applicable taxes (including indirect taxes), fees, duties, tariffs and charges owed by the Contractor at the conclusion or implementation of this Contract. Applicable taxes (including customs duties, value added tax, general sales tax or goods and services tax), payable by the Contractor and/or its subcontractor in respect of the Goods/Equipment and Services, shall be invoiced separately or be separately identified on the invoice.

(d) [FOR EUROPEAN UNION COMPANIES FOR PURCHASE FROM EU COUNTRIES]

The Contract Price shall include all taxes (except indirect taxes), fees, duties and charges owed by the Contractor at the conclusion or implementation of this Contract. Indirect taxes include value added tax (VAT), general sales tax or goods and services tax. Due to the VAT exemption applicable to the Commission, no VAT will be charged to the Commission by EEC Contractors under this Contract (Ref. EU VAT directive No. 77/388/EC).

Indirect taxes **other than VAT** shall, if applicable, be invoiced separately or be separately identified on the invoice. Actual payment of the taxes must primarily be supported by documentation such as bank account statements, transfer orders, or receipts issued by the local tax authority. 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.

(d) [FOR NON-EU COMPANIES FOR PURCHASE FROM NON-EU OR NON-EUROPEAN COUNTRIES]

The Contract Price shall include ALL applicable taxes (including indirect taxes), fees, duties, tariffs and charges owed by the Contractor at the conclusion or implementation of this Contract.

Applicable indirect taxes (including customs duties, value added tax, general sales tax or goods and services tax), payable by the Contractor and/or its subcontractor in respect of the Goods/Equipment and Services shall be invoiced separately or be separately identified on the invoice. Actual payment of the taxes must primarily be supported by documentation such as bank account statements, transfer orders, or receipts issued by the local tax authority. 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.

12. PAYMENT

- (a) The Contract Price shall be paid in accordance with the following payment schedule and subject to the following conditions:

[a progress payment schedule based on milestone deliveries may be included in the proposal]

- (b) The Commission shall make the payments to the Contractor on the basis of an invoice submitted by the Contractor. 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, either by mail/courier or as an attachment to an email, directly to the relevant Party specified in the Notices Clause. Each invoice shall contain detailed banking instructions, including the name and address of the Contractor's bank, account number, account holder's name and SWIFT and/or ABA codes for payment by electronic transfer

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 Services and shall supersede all prior agreements and representations between the Parties in this respect. Annexes A to C 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) General Conditions of Contract (Annex A);
- (iii) Terms of Reference (Annex B);
- (iv) Contractor's Proposal (Annex C).

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, facsimile number or email address as the Party may substitute by notice after the date of the Contract):

- (a) The Commission:

For Contractual Issues:

*Chief, Procurement 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
Fax: + (43 1) 26030 5948
E-mail: procurement@ctbto.org*

For invoices and related enquiries:

*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: Payments@ctbto.org*

(b) The Contractor:

[]

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;
 - (iii) if by fax, when received in legible form;
 - (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.

23. SOFTWARE LICENCE [USE THIS CLAUSE IF A VENDOR WILL DEVELOP NEW SOFTWARE FOR THE COMMISSION OR IF THE VENDOR USES THE COMMISSION'S SOFTWARE]

The Commission hereby grants the Contractor a non-exclusive, non-transferable, irrevocable license to use the Software for the duration of the Contract and for the purpose of doing the Work under the Contract. The use of the source code is only for the duration of the Contract and for the Work required under the Contract. All title, ownership rights and intellectual property rights in and to the Software shall remain with the Commission. The Contractor acquires no title, right or interest in the Software, other than the license(s) specifically granted herein by the Commission.

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

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

[Name, Position/Title]

Date: _____

For and on behalf of [CONTRACTOR]:

[Name, Position/Title]

Date: _____

General Conditions of Contract

1. DEFINITIONS

- (a) In these general conditions of contract the terms beginning with a capital letter shall have the meaning as defined in the Contract.
- (b) "Services" means all services to be rendered under the Contract.
- (c) "Goods" shall mean all goods, equipment, materials and/or other supplies to be provided under the Contract.

2. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the Commission. Neither the Contractor and any subcontractor, nor their personnel shall be considered to be an employee or an agent of the Commission.

3. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of the Contract or any part thereof, or any of the Contractor's rights, claims or obligations under the Contract except with the prior written consent of the Commission.

4. SUBCONTRACTING

In the event the Contractor requires the services of one or more subcontractors, the Contractor shall obtain the prior written approval and clearance of the Commission for such subcontractor(s). The Commission's approval of a subcontractor shall not relieve the Contractor of any of his obligations under the Contract, and the terms of any subcontract shall be subject to and in conformity with the provisions of the Contract.

5. SOURCE OF INSTRUCTIONS

- (a) The Contractor shall neither seek nor accept instructions from any authority external to the Commission in connection with the performance of its obligations under the Contract. The Contractor shall refrain from any action which may adversely affect the Commission and shall fulfil its commitments with the fullest regard to the interests of the Commission.
- (b) While present at the Commission's premises, personnel of the Contractor shall, at all times, obey and conform

to all requests and instructions of the Commission's officials and the United Nations Security Staff.

6. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for the performance under the Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local customs and conform to a high standard of moral and ethical conduct.

7. ASSIGNMENT OF PERSONNEL

- (a) The Contractor shall not replace or withdraw any personnel referred to in the Contract for the performance of the Services without the prior written approval of the Commission or unless requested by the Commission.
- (b) Prior to assignment, replacement or withdrawal of personnel for the performance of the Services, the Contractor shall submit to the Commission for its consideration, the curriculum vitae or detailed justification to permit evaluation by the Commission of the impact which such assignment, replacement or withdrawal would have on the Services.
- (c) In the event of withdrawal of personnel, all costs and additional expenses resulting from the replacement, for whatever reasons, of any of the Contractor's personnel shall be for the account of the Contractor. Such withdrawal shall not be considered as termination in part or in whole of the Contract.

8. CONFLICT OF INTEREST

No employee of the Contractor assigned to perform Services under the Contract shall engage, directly or indirectly, in any business, profession or occupation connected or related to the Services or Goods to be provided under the Contract if this constitutes a conflict of interest.

9. INSURANCES

- (a) The Contractor shall provide and thereafter maintain appropriate insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with the Contract.

- (b) The Contractor shall provide and thereafter maintain insurance against all risk in respect of its property and any equipment used for the execution of the Contract.
- (c) The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death, bodily injury, loss of and damage to property arising from any operations carried out by the Contractor in performing its obligations in connection with the Contract or from operation of any vehicles, boats, airplanes and other equipment owned or leased by the Contractor or its agents, servants, employees or subcontractors.
- (d) Except for insurance mentioned in paragraph (a), the insurance policies under this clause shall:
 - (i) Name the Commission as additional beneficiary;
 - (ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the Commission.
- (e) The Contractor shall, upon request, provide the Commission with satisfactory evidence of the insurance required under the Contract.
- (f) Any amounts not insured, not recovered from or not claimed by the insurer shall be borne by the Contractor.
- (g) Information concerning reduction of coverage shall be furnished by the Contractor to the Commission with at least thirty (30) days prior written notice.
- (h) The Contractor undertakes that provisions to the same effect as the provisions in sub-clauses (a) through (c) above will be inserted in all subcontracts made in performance of the Contract, except sub-contracts exclusively for furnishing Goods.

10. EMCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file in any public office or on file with the Commission against any monies due or to become due for any Services or Goods provided under the Contract, or by reason of any other claim or demand against the Contractor.

11. OBSERVANCE OF THE LAW

- (a) The Contractor shall comply with all laws, ordinances, rules and regulations, including but not limited to health, environmental and labour laws bearing upon the performance of its obligations under the terms of the Contract.
- (b) In particular, the Contractor shall comply with the labour laws of the country in which the Services or Goods are to be furnished providing for benefits covering injury or death in the course of employment.

12. CONFIDENTIALITY

- (a) All technical, financial or other documentation and data the Contractor compiled for or received from the Commission under the Contract shall be treated as confidential and shall be delivered only to the Commission's authorized officials on completion of the Services or as requested by the Commission.
- (b) Either Party acknowledges that all knowledge and information concerning the other Party that may be

acquired in connection with the performance of its obligations under the Contract, including but not limited to, any information relating to its operations and procedures, are confidential and proprietary information of the other Party and it shall receive such confidential and proprietary information of the other Party in confidence and shall not disclose or permit disclosure of any such knowledge or information to any person and/or entity without the prior written consent of the other Party.

- (c) The Contractor shall not, at any time, use such confidential information to its own advantage.
- (d) The restrictions on confidentiality shall not apply to the information which:
 - (i) presently is in the public domain;
 - (ii) hereafter becomes part of the public domain without the other Party's fault;
 - (iii) was in the possession of the other Party at the time of the disclosure, as shown by written evidence;
 - (iv) is disclosed to the other Party at any time hereafter by a third Party.
 - (v) is required to be disclosed to governing bodies, or to governmental authorities to the extent required by law or to obtain needed authorization to perform the Contract or pursuant to reporting requirements imposed by those governing bodies or the government of the State of the Contractor.
- (e) These obligations do not lapse upon satisfactory completion of the Services, delivery of the Goods or termination of the Contract by the Commission.

13. LANGUAGES, WEIGHTS AND MEASURES

Unless otherwise specified in the Contract, the English language shall be used by the Contractor in all written communications to the Commission with respect to the Services or Goods to be provided and all documents procured or prepared by the Contractor. The Contractor shall use metric units, except when otherwise specified in the Contract.

14. PUBLICITY

- (a) The Contractor shall not advertise or otherwise make public the fact that it is providing or has provided Services and Goods for the Commission. Also, the Contractor shall not, in any manner whatsoever, use the name, emblem or official seal of the Commission or any abbreviation of the name of the Comprehensive Nuclear-Test-Ban Treaty Organization in connection with its business or otherwise.
- (b) These obligations do not lapse upon satisfactory completion of the Services, delivery of the Goods or termination of the Contract.

15. OFFICIAL NOT TO BENEFIT/CONTINGENT FEES

- (a) The Contractor warrants that:
 - (i) No person or selling agency has been employed or retained by it to solicit or secure the Contract upon an agreement or understanding for a commission, percentage, brokerage, contingent fee or retainer,

except regular employees or bona fide and officially established commercial or selling agencies maintained by the Contractor for the purpose of securing business;

- (ii) No official or servant or retired employee of the Commission who is not a regular employee of the Contractor, has been or shall be admitted by the Contractor to any direct or indirect benefit arising from the Contract or the award thereof.
- (b) In case of breach by the Contractor of the warranties referred to in previous clauses, the Commission shall have the right to deduct from the Contract Price, or otherwise recover from the Contractor, the full amount of any such commission, percentage, brokerage, contingent fee or retainer so paid.

16. INTELLECTUAL PROPERTY AND OTHER PROPRIETARY RIGHTS

- (a) Except to the extent the Contractor has granted a license to the Commission, the Commission, shall be entitled to all intellectual property, including but not limited to copyrights, patents and trademarks, with regard to products, documents or other materials which bear a direct relation to or are produced or collected under the Contract. The Contractor shall take all necessary steps, prepare and process all necessary documents and assist in securing such property rights and transferring them to the Commission and/or to the government where the Services or Goods are to be provided, in compliance with the requirements of the applicable law.
- (b) The Contractor declares that it does not know of any intellectual property rights of third parties, which might be infringed in the execution of the Contract. Should, contrary to the Contractor's expectation, claims be raised against the Commission charging it with infringement of intellectual property rights, the Contractor shall hold harmless the Commission and shall indemnify it to the full extent of any damages or awards arising from such claims. This obligation of the Contractor shall continue to be in full force and effect up to the expiration of such intellectual property rights.
- (c) The Commission shall give the Contractor due notice in writing of any charges of infringement brought against the Commission and of the filing of any suit for infringement of intellectual property rights of third parties due to the execution of the Contract, and the Commission shall give the Contractor the opportunity to defend the Commission against the said suit at its discretion and shall not, without the Contractor's consent in writing, make any admission or consent to any claim of any third party, which might be prejudicial to the Contractor's position.

17. DEFAULT BY THE CONTRACTOR

- (a) In case the Contractor fails to fulfil its obligations and responsibilities under the Contract and provided the Contractor has not remedied such failure(s) within thirty (30) days of having been given written notification by the Commission of the nature of the failure(s), the Commission may, at its entire discretion

and without prejudice to its right to withhold payment(s), hold the Contractor in default under the Contract.

- (b) When the Contractor is thus in default, the Commission may, by giving written notice to the Contractor, terminate the Contract as a whole or such part or parts thereof in respect of which the Contractor is in default. Upon such notice, the Commission shall have the right to seek completion, at the Contractor's expense, of that part or those parts of the Contract with respect to which the Contractor is in default.
- (c) The Contractor shall, in this case, be solely responsible for any reasonable costs of completion of the Services and/or delivery of Goods, including such costs, which are incurred by the Commission over and above the originally agreed Contract Price.

18. WITHHOLDING OF PAYMENT

- (a) The Commission may withhold any payment to the Contractor or, on account of subsequently discovered evidence, nullify the whole or part of any payment approval theretofore given, to such an extent as may be necessary to protect the Commission from loss under the Contract on account of:
 - (i) The Contractor's failure to carry out its obligations or to make adequate progress with the obligations, except for failure arising out of force majeure;
 - (ii) The Contractor's failure to remedy unsatisfactory performance, when such failure has been drawn to his attention by the Commission;
 - (iii) The Contractor's failure to submit on time the reports required.
- (b) The withholding by the Commission of any interim payment shall not affect the Contractor's obligation to continue performance of his obligations under the Contract.
- (c) No interest shall accrue on payments eventually withheld by the Commission in application of the stipulations of this paragraph.

19. LIQUIDATED DAMAGES

Subject to Clause 20 below (force majeure), if the Contractor fails to deliver any or all of the Services and/or Goods within the latest time period(s) specified in the Contract, the Commission may, without prejudice to its other remedies under the Contract, deduct from the Contract Price as liquidated damages, a sum equivalent to 0.2 per cent of the portion of the Contract Price for the delayed Services and/or Goods for each working day of delay until actual performance, up to a maximum of sixty (60) working days. The recovery by the Commission of proven damages shall not be excluded.

20. FORCE MAJEURE

- (a) Force majeure as used herein shall mean acts of God, industrial disturbances, acts of the public enemy, civil disturbances, explosions and any other similar cause of equivalent force not caused by nor within the control of either party and which neither party is able to overcome.

- (b) As soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the Commission of such force majeure if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract.
- (c) In this event, the following provisions shall apply:
- (i) The obligations and responsibilities of the Contractor under the Contract shall be suspended to the extent of its inability to perform them and for as long as such inability continues;
 - (ii) The term of the Contract shall be extended for a period equal to the period of suspension taking, however, into account any special conditions which may cause the time for completion of the obligations to be different from the period of suspension;
 - (iii) If the Contractor is rendered permanently unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under the Contract, the Commission shall have the right to terminate the Contract on the same terms and conditions as are provided for in the Termination Clause of the Contract, except that the period of notice may be seven (7) days instead of thirty (30) days;
 - (iv) For the purpose of the preceding sub-clause, the Commission may consider the Contractor permanently unable to perform in case of any period of suspension in excess of ninety (90) days. Any such period of ninety (90) days or less shall be deemed temporary inability to perform.

21. INSOLVENCY AND BANKRUPTCY

Should the Contractor be insolvent, adjudged bankrupt, or should the Contractor make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Contractor's insolvency, the Commission may, without prejudice to any other right or remedy it may have under the terms of the Contract, terminate the Contract forthwith by giving the Contractor written notice of such termination.

22. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless and defend at its own expense the Commission, its officers, agents, servants and employees from and against all suits, claims, demands and liability of any nature or kind, including cost and expenses arising out of acts or omissions of the Contractor or its employees or subcontractors in the performance of the Contract. This requirement shall extend, inter alia, to claims or liabilities in the nature of workers' compensation and to claims or liabilities pertaining to intellectual property rights. The obligations under this clause do not lapse upon termination of the Contract.

23. AMICABLE SETTLEMENT

The parties shall use their best efforts to settle amicably through negotiation any dispute, controversy or claim

arising out of, or relating to, the Contract or the breach, termination or invalidity thereof. If the parties cannot reach such amicable settlement through negotiations, the matter shall first be referred to conciliation, by a request by either party for conciliation procedures. The conciliation shall take place in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Conciliation Rules then prevailing, or according to such other procedure as may be agreed between the parties, within a time period of ninety (90) days. There shall be one conciliator. The conciliation shall be in Vienna, Austria, and it shall be conducted in the English language.

24. ARBITRATION

- (a) In the event of a failure to reach an amicable settlement in accordance with Clause 23 above (amicable settlement), any dispute arising out of the interpretation or application of the terms of the Contract or any breach thereof shall be settled in accordance with the arbitration rules established by UNCITRAL as at present in force. The number of arbitrators shall be one. The arbitration shall be in Vienna, Austria, and it shall be conducted in the English language.
- (b) The arbitrator shall take into account the internationally recognized general principles of commercial transactions. The arbitrator shall have no authority to award punitive damages, nor to award interest in excess of five (5) per cent, and any such interest shall be simple interest only. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

25. PRIVILEGES AND IMMUNITIES

Nothing in or relating to the Contract shall be deemed a waiver of any of the privileges and immunities of the Commission and its employees.

25(a). TAX EXEMPTION

In principle, the Commission is exempt from all taxes, customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. Since the arrangement under which such exemption is respected varies from country-to-country, the Contractor shall collaborate with the Commission to achieve Tax exemption at source or to pursue reimbursement of taxes paid from the Commission, as the case may be.

26. TERMINATION

The Commission may terminate the Contract in whole or in part, and at any time, upon thirty (30) days' notice of termination to the Contractor. In the event such termination is not caused by the Contractor's negligence or fault, the Commission shall be liable to the Contractor for payment in respect of Services already satisfactory accomplished or Goods delivered and accepted and in conformity with the terms of the Contract, for necessary terminal expenses of the Contractor, and for the cost of such urgent work as is essential and as the Contractor is asked by the Commission to complete. The Contractor shall keep expenses at a minimum and shall not undertake

any forward commitment from the date of receipt of the
27. GOODS

In the event that the Contract requires the Contractor to supply Goods, the following clauses shall apply in addition to the above.

28. WARRANTY

- (a) The Contractor warrants that the Goods, including packaging, conform to the specifications for the Goods ordered under the Contract and are fit for the purpose for which such Goods are ordinarily used and for purposes expressly made known to the Contractor by the Commission, and are new and free from defects in design, workmanship and materials.
- (b) This warranty shall remain valid for twenty-four (24) months after the Goods or any part thereof have been delivered and accepted, whichever is later, unless the Contractor has granted a longer period. Should the Commission transfer the title of the Goods to a third party during the warranty period, the right to enjoy the warranty shall be transferable to the new title-holder.
- (c) If, during the warranty period mentioned in Sub-clause (b) above, the Goods or any part thereof are found to be defective or not in conformity with the specifications under the Contract, the Contractor shall, upon notification, promptly and at its own expense correct all such defects and non-conformities. If these defects and non-conformities cannot be corrected, the Commission shall have the right, at the Contractor's expense, to either demand replacement of the defective item, or receive appropriate reimbursement, or have the defective item repaired or otherwise procured from a third party.

29. INSPECTIONS AND TESTS

- (a) The Commission shall have the right to inspect and/or to test the Goods to confirm their conformity to the technical specifications. The technical specifications shall specify what inspections and tests the Commission requires.
- (b) The inspections and tests may be conducted on the premises of the Contractor or its subcontractor(s), at a point of delivery designated by the Commission and/or at the Goods' final destination. The Contractor shall give all reasonable facilities and assistance-including drawings and production data-to the Commission at no charge to the Commission.
- (c) Should any inspected or tested Goods fail to conform to the technical specifications, the Commission reserves the right to reject them and the Contractor shall either replace the rejected Goods or make all alterations necessary to meet specification requirements free of cost to the Commission.
- (d) The Commission's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at the point of delivery designated by the Commission or at the Commission's offices, shall in no way be limited or waived by reason of the Goods' having previously been inspected, tested and passed by the Commission.

Commission's notice of termination.

- (e) Nothing in this Section on Inspections and Tests shall in any way release the Contractor from any warranty or other obligations under the Contract.
- (f) All equipment/material supplied under the Contract may be subject to pre-shipment inspection by a third party to be specified by the Commission. The Contractor is not liable for cost of this inspection.

30. PACKING

The Contractor shall comply or ensure compliance with the following provisions concerning packing:

- (a) The Goods shall be packed as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit.
- (b) In the case of a cross-border shipment, the Goods shall have appropriate export packing. If necessary, all cases/crates must be wrapped inside with heavy-duty plastic lined paper, should be steel-strapped and must be able to withstand tough handling. Skids for truck handling are imperative if the gross weight is more than 30 kilograms.
- (c) The consignment shall be marked and shipped as per address shown on the Purchase Order Form.
- (d) Neither partial delivery nor transshipment shall be made unless specifically agreed by the Commission in writing.
- (e) Each case/crate/package shall carry a consecutive number, dimensions, volume, and weight (i.e. Case No. X of Y cases, A x B x C cm, E m3, D Kg.) and shall be marked as follows:

EQUIPMENT FOR
THE PREPARATORY COMMISSION FOR THE
COMPREHENSIVE NUCLEAR-TEST-BAN
TREATY ORGANIZATION.
[point of delivery]

PURCHASE NO. _____
GROSS WEIGHT _____
NET WEIGHT _____

- (f) Markings shall be done with weatherproof materials. All non-containerized Goods shall be shipped below deck.
- (g) Each case/crate/carton shall carry (outside) a copy of the packing list describing the contents of the case/crate/carton. Outside Case No. 1 should be attached with invoice covering the actual delivery. The accompanying papers must be made out in the English language.
- (h) Prior to delivery, a fax (or a letter by courier service) shall be sent to the consignee, if any, advising of the following:
 - ◆ purchase order/Contract number;
 - ◆ waybill number or equivalent reference number of the shipment (if any);
 - ◆ number of boxes/cartons/crates/etc.;
 - ◆ estimated time of departure (ETD);

- ♦ point of departure and name of freight carrier;
 - ♦ estimated time of arrival (ETA) to final destination.
- (i) The following documents shall be enclosed with the shipment in case of shipping by air:
- ♦ airway bill;
 - ♦ proforma or commercial invoice;
 - ♦ packing list.
- (j) The above documents are indispensable and must reach the consignee, if any, on time to permit customs clearance and in order to avoid demurrage charges.

31. DELIVERY AND TRANSPORTATION

- (a) Delivery of the Goods shall be made by the Contractor in accordance with the terms specified in the Contract, and the Goods shall remain at the risk of the Contractor until delivery has been completed.
- (b) Transport of the Goods to the port of discharge or such other point in the country of destination and/or forwarding to the consignee, if any, (door-to-door) specified in the Contract shall be arranged and paid for by the Contractor and the cost thereof shall be included in the Contract Price.

32. TAKE-OVER/HAND-OVER

Upon successful completion of delivery or of installation and a testing and evaluation period, as specified in the Contract, responsibility for the Goods will be handed over to the consignee or other designated entity.

33. EXPORT LICENCES

If an export licence or any other governmental authorization is required for the Goods, it shall be the obligation of the Contractor to obtain such licence or

governmental authorization. In the event of failure to obtain such licence or authorization within reasonable time, the Commission may declare the Contract null and void.

34. SPARE PARTS

In accordance with the Contract, the Contractor may be required to provide any or all of the following materials and notifications pertaining to spare parts manufactured and/or distributed by the Contractor:

- (a) Such spare parts as the Commission may choose to purchase from the Contractor, provided that the Contractor is not relieved of any warranty obligations under the Contract;
- (b) In the event of termination of production of the spare after delivery of the Goods:
- (i) advance notification to the Commission of the pending termination, in sufficient time to permit the Commission to place a final order;
 - (ii) following such termination, furnishing at no cost to the Commission, the blueprints, drawings and specifications of the spare parts, if and when requested.

35. UNITED NATIONS CONVENTION ON CONTRACTS FOR THE INTERNATIONAL SALE OF GOODS

Questions concerning matters arising under the Contract, but not settled in it, shall be settled in conformity with the United Nations Convention on Contracts for the International Sale of Goods (Vienna, 1980), which shall be applicable to the Contract. The applicable language version of the Convention shall be the version in which the Contract is written.

16 Jul. 09

Annex B

Terms of Reference

IMPROVING PRTOOL GRAPHICAL USER INTERFACE (GUI) AND

FURTHER DEVELOPMENT OF PTS SUSTAINMENT PROCESSES KPIs

1 Background

As provided in the Revision 2 of the PTS Quality Manual “the QMS shall provide for the necessary metrics and KPIs to enable the efficiency and effectiveness of the processes to be assessed and to systematically monitor and measure the quality of work products and their compliance with requirements”. Consequently, the PTS is developing and testing prototype tool to measure KPIs and to enable continuous, reportable quality measures for providing the States Signatories with the necessary confidence in the verification regime functioning as well as provide the basis for a systematic PTS management review (ISO 9001:2000).

Catalogues of KPIs for radionuclide and waveform data and data products were completed by the end of 2008. Since 2007, a number of KPIs have been displayed and are currently being tested.

The current PRTool prototype is a web-based platform in which a number of KPIs are currently displayed. A separate web-based tool and computing engine (KPI Access Server) is being used to display waveform (SHI) KPIs. The current PRTool generates values of KPIs on demand from an ad-hoc database refreshed with a cron job and represents the reference display concept. The separate SHI KPIs computing engine includes algorithms and queries for SHI KPIs, as well as its own data storage.

The PTS seeks to engage the Services of a Contractor for the purpose of working on the activities and deliverables described below.

2 Purpose

The Evaluation Section of the PTS of the CTBTO Preparatory Commission (hereinafter referred to as the “the Commission”) seeks to engage the services of an experienced Company (hereinafter referred to as the “Contractor”) to carry out all outstanding work necessary to complete the deliverables included in this Terms of Reference (hereinafter referred as the “Contract”).

The purpose of the Services to be contracted is the implementation two-fold as described below.

The Contractor should implement the Services under this contract on the PRTool, in Oracle database, enabling the merge of the KPIs database into a single repository together with the State of Health (SOH).

3 Description of the Scope of Work and Tasks

3.1 Improving PRTool Graphical User Interface (GUI)

This work includes the improvement of the PRTool portal, its home page and to standardize, and harmonize the set of views, display and reporting options; as well as to develop and implement administrative procedures and tools for managing the system.

The Contractor shall meet the requirements and perform the activities under this contract as follows:

- a. Review and improve the PRTool homepage;
- b. Standardize, and harmonize the set of views, display and reporting options. (This includes user interface options, improving stability of choosing dates, showing the definition of all KPIs);
- c. Develop and implement administrative procedures and tools, including the following capabilities:
 - adding new KPIs;
 - adding the capability for users to generate their customized dashboards;
 - restricted user access control;
- d. Develop the PRTool user manual;

3.2 Further development of PTS sustainment processes KPIs

The work includes the development and implementation of a conceptual design for the retrieval, storage and archival of metrics and KPIs for PTS sustainment processes, namely Time to repair (TTR) and Time between failure (TBF) and subordinated indicators, such as time to procure (TTP). This work should be based on data obtained from various sources (e.g. IRS, DOTs, PROCYS), and take into account the statistics currently reported in PRTool. The work should also include the storage and display of the computation results in the KPIs repository database to facilitate efficient reporting and displaying as appropriate.

The Contractor should develop and programme the queries and compute and display KPIs for any reporting period and aggregated values and trends thereof.

These tasks will comprise documented queries and KPIs displays that will be reviewed by the Commission. Following the feedback from the reviews, the Contractor will be requested to update the first draft document and computation and prepare final versions incorporating the feedback received.

The Contractor shall meet the requirements and perform the activities under this contract as follows:

- a. Review, define and test KPIs for PTS sustainment processes effectiveness and efficiency, as well as for reliability and fault-mode analysis based on currently available IRS, DOTs and PROCYS statistics (e.g. TTR, TBF, FMEAC, TTP...);
- b. Implement the PTS sustainment processes KPIs in the KPIs repository database.

- c. Demonstrate the functionality of each KPI implemented to Commission representatives for feedback especially on the following aspects: source data retrieval from other systems, KPI computation, KPI data storage and KPI display features.
- d. Revise KPI attributes as appropriate taking into account Commission feedback.

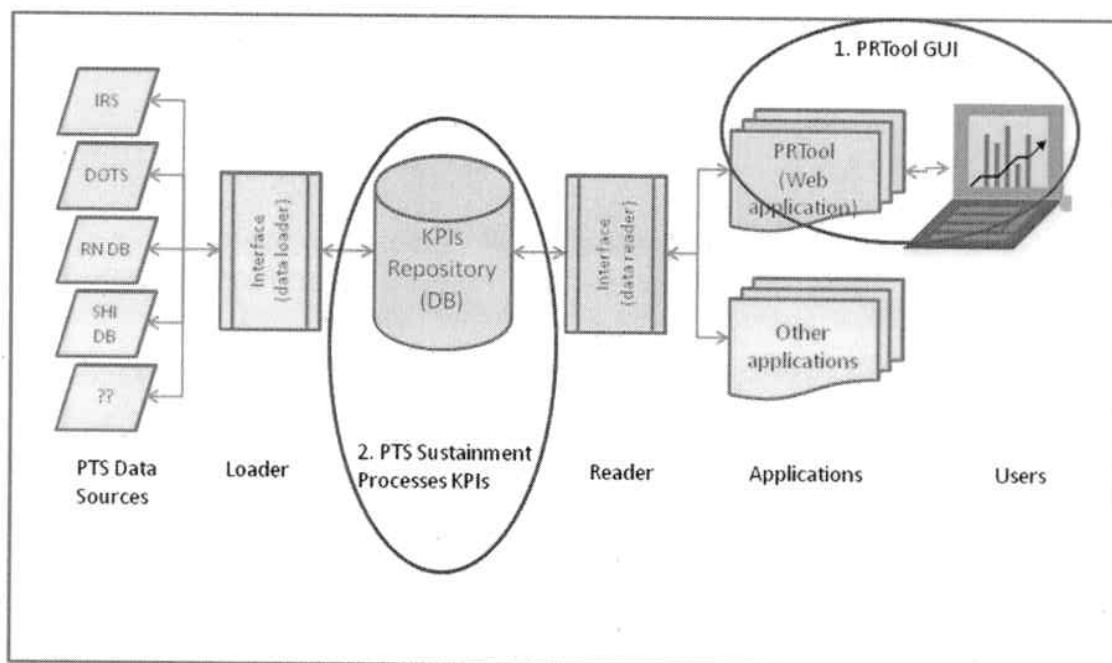


Figure 1. Overall Architecture of the Key Performance Indicators Platform.

3.3 Programming KPIs developed during the Contract period

During the Contract period, new or updated KPIs will need to be programmed and displayed. The Contractor shall programme such KPIs into PRTool.

The Contractor shall meet the requirements and perform the activities under this contract as follows:

- a. Implement (programme and display) in the KPIs repository database and PRTool the new or updated KPIs that will be specified during the contract period (approximately 20, such as RN and SHI product quality KPIs, Noble Gases and ATM related KPIs). The relevant queries and data source information will be provided by the Commission.
- b. The results of these tasks will be reviewed by the Commission. Following the feedback from the reviews, the Contractor will be requested to update the first draft document and computation and implement final versions incorporating the feedback received.

4 Deliverables

The contractor shall provide the deliverables as described below.

- a. Configuration files, scripts and queries developed in the course of work under this contract;
- b. Documentation of the updates to the system configuration and results of testing;

- c. A final report on the KPI Access Server platform describing how the tasks were implemented and demonstrating that the scope of work was reached, including the following:
 - i. Source codes of any software developed.
 - ii. Installation Guide for any new or modified software, as necessary.
 - iii. Javadocs (Java Access Server code) for any new or modified software, as necessary.
This includes an introduction to the system and an overview of the architecture.
 - iv. SQL Schema (pdf) and Diagram (pdf) (database documentation) for any new or modified software, as necessary.
 - v. Management Tools (pdf) (maintenance scripts) for any new or modified software, as necessary.
 - vi. Apart from pdf files specified in (d) and (e), the “source code” of the documentation that can be re-generated if necessary will also be required. The source code should be in a format that PTS support such as Open Document Format (.odt files) which are supported by Microsoft Word 2007 SP2.
 - vii. Epydocs (Python code called by the maintenance scripts) for any new or modified software, as necessary.
 - viii. PRTool Manual.

5 Qualifications of the Contractor

It is essential that the Contractor possess the necessary qualifications, experience and expertise to perform effectively on all tasks related to the services under these TOR. Qualifications and experience shall include:

- Experience in latest web technologies and web applications development, including structured database programming and web page development, taking into account security requirements.
- Extensive experience with the design of man-machine and graphical user interfaces.
- Web development experience in Java, HTML, CSS, XML, JavaScript, AJAX, PERL, Python, Flash and access process to SQL databases from web applications.
- Experience with Dojotoolkit is ideal
- Experience with Eclipse Business Intelligence & Reporting Tool (BIRT)
- Database experience in Oracle and MySQL.
- Experience in schema and query design, stored procedures and triggers.
- Experience with Apache and Tomcat running on Linux servers.
- Experience in developing technical documentation and explanatory documentation for users, with all source code and documentation, checked into version control system Subversion.
- Experience in ensuring the technical functioning and integrity of the dynamic web sites, including administration, troubleshooting and support.
- Experience in ensuring applications meet all relevant industry standard security requirements for protection against hacking and other attacks.
- Experience in imparting end-user training is highly desirable.
- Knowledge on the operations and maintenance of systems similar to the International Monitoring System and their performance indicators.

The staff assigned to this Contract shall possess the qualifications and experience indicated above as necessary to complete the work. The Contractor shall submit for the Commission's approval the CV of the staff nominated to perform such work.

6 Acceptance Criteria

The Commission will accept deliverables under the Contract as fully conforming to the terms and conditions of this Contract only if they are produced and delivered in accordance with the terms and conditions of the Contract, conform to best professional practice and comply with instructions issued by the Commission

7 Time Schedule

Work shall start upon the date of signing the contract and shall be completed not later than 9 months from that date. The Commission's preliminary view of the implementation schedule is represented in Figure 2.

A detailed time schedule should be submitted together with the proposal. The final project time schedule for the Commission's approval will be submitted two weeks after the project kick-off meeting.

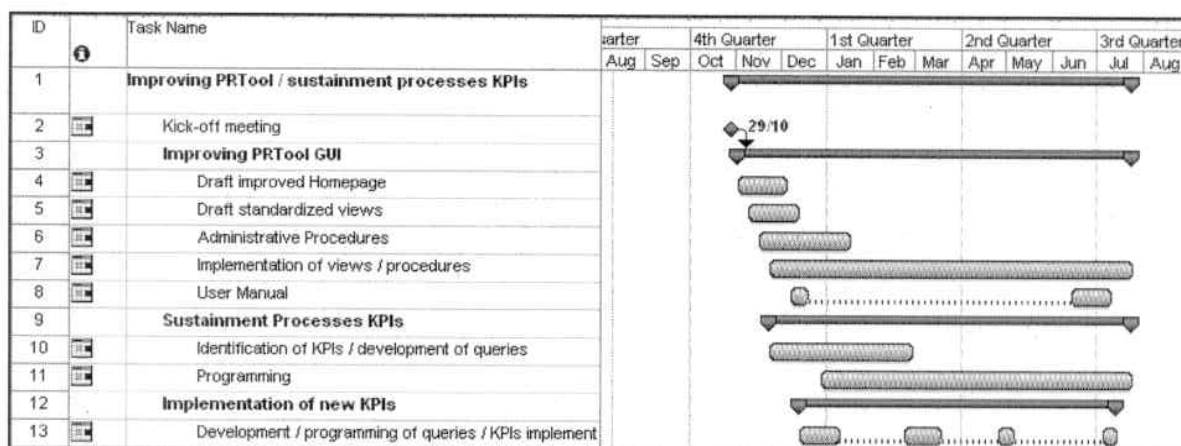


Figure 2. Preliminary Project Implementation Schedule.

8 Input from the Commission

In order to enable the Contractor to carry out the tasks under these services, the Commission will make available to the Contractor the following:

- Relevant background documentation on the work already done on the PRTTool prototype and PTS sustainment processes metrics.
- Remote access to PTS computer facilities and sources of data relevant to the Contractor's work.
- Information, assistance and cooperation of the Commission staff members to execute the tasks.

STATEMENT OF CONFIRMATION

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

- a) 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) 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) Has fulfilled all its obligations to pay taxes and social security contributions.
- d) 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) That 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) That 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.

Name (print): _____

Signature: _____

Title/Position: _____

Place (City and Country): _____

Date: _____

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

1. Name of Company:

2. Street Address:

3. Telephone:

P.O. Box :
City:

4. Fax :

Zip Code :

Country:

5. E-Mail :

6. Contact Person:

Title:

7. Legal Status (e.g. Partnership, Private Limited Company, Government Institution)

8. Year Established:

9. Number of Employees:

10. Gross Annual Turnover (US\$m)*:

11. Annual Export Turnover (US\$m)*:

12. Type of Business/Products: Manufacturer ☐

Sole Agent ☐

Supplier ☐

13. Type of Business/Services/Work: Engineering ☐

Civil Work ☐

Governmental Institution ☐

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.

17. List of Products/Services/Work offered (please indicate the Product/Service/Work # as per attached sheet):

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

Questionnaire completed by:

18. Name:

Title:

Signature:

Date:

19. Evaluated By:

FOR CTBTO USE ONLY

Initials

Date:

20. Updated By:

Initials

Date:

21. Remarks:

22. Vendor Registration Number Allocated:

Not Accepted: ☐

* 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.