

INVITATION TO BID

THIS IS NOT AN ORDER

To: ALL BIDDERS

CTBTO Ref. No.: 2025-0025/Sanz ⁴⁶ 
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

E-mail: procurement@ctbto.org

Date: 11 March 2025

Title of Request: Call Off Contract for Field Clothing, Footwear, Equipment and Accessories

Deadline for Submission: 11 April 25

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 under Annex B- Technical Specifications, attached.

Item	Description and Requirements	Quantity	U/M
1	Clothing, Footwear Equipment and Accessories.	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,


Sally Alvarez de Schreiner
Chief, Procurement Services Section.

ACKNOWLEDGEMENT FORM

Solicitation No: 2025-0025	Closing Date: 11 April 25
Title: Call Off Contract for Field Clothing, Footwear, Equipment and Accessories	Vienna Local Time: 17:00

Procurement Staff: Eileen Sanz

CTBTO Req. No.: 0010026404

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)

___ 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;
___ 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.

This Invitation to Bid (ITB) is for the *Provision of Field Clothing, Footwear, Equipment, And Accessories on a Call-off Basis hereinafter* referred to as the "Goods" and/or the "Services", as described in the attached Technical Specifications.

The Commission intends to establish a Call-Off Contract for the Goods and Services whereby the required Goods and Services will be called-off by the Commission under separate Formal Requests for Delivery (FRD), each detailing the requested Goods and Services respectively.

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

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

This ITB consists of the following documents:

- (a) Letter of Invitation
- (b) These Instructions for Preparation and Submission of Bids, including the Bidder's Statement and Price Schedule Form and with the following Attachments:
 - Attachment 1: Technical Compliance Matrix
 - Attachment 2: Format of Financial Proposal
 - Attachment 3: Instructions for Submitting Electronic Offers in 2 Sealed Files
 - Attachment 4: Evaluation Criteria and Method
- (c) The Commission's Model Contract and its Annexes, including:
 - The Commission's General Conditions of Contract (Annex A of the Model Contract) - incorporated herein by reference available at this link: [Microsoft Word - CTBTO General Conditions of Contract_08-10-2021_final_clean.docx](#)
 - The Commission's Technical Specifications (Annex B of the Model Contract).
- (d) Statement of Confirmation
- (e) Vendor Profile Form

3. Amendments of the ITB Documents

At any time prior to the closing date for submission of Bid, 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 BIDS”.

Bids not sent as electronically sealed bids following the instructions outlined in Attachment 3 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 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 and should be sent to:

E-mail: procurement@ctbto.org
Subject: Request for Clarifications re ITB No. 2025-0025

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

Except in the case of responding to 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 award decision may result in 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) 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 price Call-Off Contract based on the Commission’s Model Contract. The terms and conditions of payment are set out 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:

1. **Technical Bid;** and
2. **Financial Bid;**

providing, but not limited to, the following information:

PART I: TECHNICAL BID

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

Contract Person and Personnel

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.

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

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

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

Technical Compliance Matrix, Bidder’s Statement and Statement of Confirmation

The attached Technical Compliance Matrix, Bidder’s Statement and Statement of Confirmation shall be duly signed and submitted together with the Bid.

Technical Specifications

The Bid shall include a detailed description of the items proposed by providing a section-by-section response to the Technical Specifications and include relevant technical literature.

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

Manufacturer’s Reference Number

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

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

Delivery Schedule

Delivery time shall be in compliance with the Technical Specifications and shall be firm during the validity of the Bid.

References

A minimum of 3 client references shall be included in the Bid.

Samples

Please refer to Attachment 4 concerning potential requirements for provision of samples during the evaluation of Bids.

PART II: FINANCIAL BID**Price Schedule**

Bidders shall prepare the Financial Bid using the Price Schedule Form attached hereto. 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 US 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.

For Austrian companies

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

For European Union (EU) Companies

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

For Non-EU Companies

The price quoted shall be net of Taxes. All applicable Taxes payable by the selected bidder at the conclusion or implementation of the Contract in respect of the goods/services shall be quoted separately or be separately identified on the Bid together with information on the nature of the tax and its method of calculation. For deliveries to Vienna, Austria, and due to the tax exemption at source, applicable to the Commission, no Taxes shall be charged to the Commission under the Contract.

10. Completeness and Correctness of the Bid

The Commission reserves the right to verify all information furnished 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

- (a) The Commission will conduct the evaluation based on the criteria and method specified in Attachment 4 “Evaluation Criteria and Method”.
- (b) The Commission reserves the right, as it deems appropriate, to award to a single bidder, to award to multiple bidders in any combination or not to award to any of the bidders as a result of this ITB.

12. 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.

13. Validity of the Bid

The Bid 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. 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. If and when the Bid, including any amendment resulting from such negotiations, is fully agreed, the Commission will notify the bidder in writing.

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 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 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 award without having to inform the affected party of the grounds therefore, without thereby incurring any liability to the affected party.

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 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 ITB or otherwise without prior written agreement of the Commission.

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

Delivery Time:

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

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

For a two year period For a period of

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

State country of origin or assembly of all items quoted:

Quantity discount and early payment discount (if any):

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

Included in this Bid : **Yes** **No**

Confirmation that the bidder has reviewed the Commission's Model Contract and General Conditions of Contract and agreed to all terms and conditions.

Yes **No**

Remarks:

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

Yes No Not applicable

Remarks:

Name:

Name & Title of Contact Person:

Signature & date:

Attachment No. 1

TECHNICAL COMPLIANCE MATRIX

Below sets out the Minimum content of the Proposal and the Mandatory Requirements of the Bid. 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 Specification 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 Proposal.

Part I

Item	Minimum content
1. Executive Summary	Provide an overview of the proposal
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:<ul 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 References	The Bid shall include a minimum of 3 client references with their offer
2.3 Requirements for the Contractor	The Bid should address and describe all requirements spelled out under Section 11 of the Technical Specifications.
3. Meeting the Requirements	
3.1 Understanding of the Specifications	<ul style="list-style-type: none">• Please describe your understanding of the services that are to be provided under this Specifications, detailing key assumptions that impact the Bid.
4. 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

Mandatory Technical Requirements

Bidders are requested to complete the below table and add any further information in support of their Proposal. The information provided will form an integral part of the technical evaluation process.

Ref. No of Specifications	Criteria for Mandatory items	Mandatory (Y/N)	Offered (Y/N) Bidder to complete	Indicate the section in your Bid and insert details of goods offered, including specifications and brand/model offered if applicable
General requirements				
4.1	Availability of a broad range of Field Clothing, Footwear, Equipment and Accessories suitable for a range of climates, in particular, tropical, hot and humid conditions. The Goods shall be appropriate for wearing in these conditions and for conducting strenuous work and activities in these conditions.	Y		
4.2	The Goods shall be produced and manufactured using advanced material technology such as Polartec, Primaloft, Bluesign, YKK, Cordura, Thinsulate, 3M, Ortholite, or similar, as relevant and applicable.	Y		
4.3	The Goods shall allow for freedom of a range of movements and be hard wearing with material and internal seems which limit chafing	Y		
4.4	A range of manmade and natural materials shall be available to provide sweat-wicking aiding cooling but also allowing a degree of ‘personal preference’ for those wearing it.	Y		
4.5	The Goods shall be suitable for wearing underneath additional clothing for work activities in extreme cold conditions and allow for breathability and sweat wicking and/or natural fibres	Y		
4.6	The Contractor shall provide availability of the Goods in a wide range of sizes on a unit basis of up to 150-200 male and female participants in a following scale: - a range of both men and women clothing sizes from XS to at least XXL (based on	Y		

Ref. No of Specifications	Criteria for Mandatory items	Mandatory (Y/N)	Offered (Y/N) Bidder to complete	Indicate the section in your Bid and insert details of goods offered, including specifications and brand/model offered if applicable
	<p>the standardized European size chart); and</p> <ul style="list-style-type: none"> - a range of shoe sizes (based on the standardized European shoe size chart) from 36 to at least 46. 			
4.7	<p>The Contractor shall provide availability of the Goods in a wide range of colours including:</p> <p>Turquoise Blue RAL 5018 Ruby Red RAL 3003 Yellow Orange RAL 2000 Fern Green RAL 8004 Signal Grey RAL 7004 Pastel Violet RAL 4009 Pure White RAL 9010 Beige RAL 1001 Chestnut Brown RAL 8015 Black RAL 9005</p>	Y		
4.8	<p>Optional : The Contractor shall provide the possibility to brand and embroider certain Goods with the name and logo of the Commission and wording specified by the Commission, if requested in the relevant FRD.</p>	N		
Goods Required				
5.1	<p>Base Layer crewneck/zip. Long sleeved. Natural fibre. Men's & women's. e.g. Base Layer Merino Crewneck, Base Layer Merino Half Zip</p>	Y		
5.2	<p>Base Layer. Long sleeved crewneck/zip. Manmade fibre. Men's & women's. e.g. Base Layer Crewneck, Base Layer Half Zip</p>	Y		
5.3	<p>Base Layer. Short sleeved. Manmade fibre. Men's & women's. e.g. Base Layer T-Shirt, Technical T-Shirt</p>	Y		

Ref. No of Specifications	Criteria for Mandatory items	Mandatory (Y/N)	Offered (Y/N) Bidder to complete	Indicate the section in your Bid and insert details of goods offered, including specifications and brand/model offered if applicable
5.4	Base Layer. Short sleeved. Natural fibre. Men's & women's. e.g. T-shirt, Active Base Layer T-Shirt	Y		
5.5	Base Layer. Vest/Bra, Women's. e.g. Merino Lightweight Bra	Y		
5.6	Polo Shirt. Natural fibre. Men's & women's. e.g. Classic Polo	Y		
5.7	Polo Shirt Manmade fibre. Men's & women's e.g. Technical Polo	Y		
5.8	Sweatshirt/Hoodie with minimum 1 pocket Zip/half-zip/non-zip. Natural/manmade fibre. Men's & women's e.g. Sweatshirt, Hoodie, Zip Hoodie, Half Zip Sweatshirt, Half Zip Hoodie	Y		
5.9	Waterproof Coats & Jackets. Men's & women's.	Y		
5.10	Waterproof Trousers. Waterproof Rain Trousers. Men's & women's.	Y		
5.11	Waterproof Hat. e.g. Sou'wester type	Y		
5.12	Field Trousers. Natural fibre mix. Blend. Men's & women's. e.g. Work/Cargo Trousers	Y		
5.13	Field Trousers. Manmade fibre mix blend. Men's & women's. e.g. Work/Cargo Trousers/Zip-off trousers	Y		

Ref. No of Specifications	Criteria for Mandatory items	Mandatory (Y/N)	Offered (Y/N) Bidder to complete	Indicate the section in your Bid and insert details of goods offered, including specifications and brand/model offered if applicable
5.14	Field Socks, Manmade/natural fibre mix blend. Men's & women's	Y		
5.15	Field Boots. Suitable for wearing for prolonged periods of time in hot, humid conditions, including tropical / jungle terrain. Safety protection for toes from dropped equipment, and protection to the sole / shank of the boot from penetrating objects. Mid-to-high level ankle support. Men's & women's. e.g. Composite-toe safety above ankle/mid-ankle boots, Waterproof aluminium-toe safety above ankle/mid-ankle boots <u>EN ISO 20345 for safety footwear.</u>	Y		
5.16	Identity Card Holder. Able to clip to clothing/belt	N		
5.17	Belts & Braces. e.g. Web Belt with Plastic Buckle, Webbing Belt, Suspenders	Y		
5.18	Accessory pockets/attachments for trousers and belts.	N		
5.19	Bags & Backpacks. e.g. Small holdall bag, Duffel Bag various sizes 50L/70L/90L/120L, Daysack/Backpack, Waist bag/Hip bag	Y		
5.20	Hat, Cap, Beanie, Natural/manmade fibre. UV protection. e.g. Sun hat/Sun hat with UV protection, Sun cap/Sun cap with UV protection, Beanie, Light Fleece Beanie, Merino Beanie	Y		

Ref. No of Specifications	Criteria for Mandatory items	Mandatory (Y/N)	Offered (Y/N) Bidder to complete	Indicate the section in your Bid and insert details of goods offered, including specifications and brand/model offered if applicable
5.21	Shirts, Long Sleeve, men's & women's	Y		
5.22	Hoodie/Top. Lightweight. Men's & women's. e.g. Sun protection light Hoodie, Sun protection, Half-Zip Shirt	Y		
5.23	Neck Protection/Gaiter. Sun protection neck gaiter.	Y		
Additional goods				
6	The Commission may request from the Contractor a quote for an item or items that are not contained in Section 5 above. The Contractor shall provide this information within seven (7) days of the Commission's request	Y		
Specialized standards and marking				
7	All Goods shall conform to European CE Standards, shall be CE marked, and shall be intended to prevent health risks that can happen during exposure to cold heat, fire, rain, limited visibility and similar.	Y		
Documentation				
8.1	The Contractor shall ensure all Goods are provided with the manufacturer's documentation, including certificates of compliance with the relevant standards	Y		
8.2	In the case Goods are not certified, the Contractor shall provide a statement from the manufacturer concerning the quality of the Goods and the intended use and limitations.	Y		

Ref. No of Specifications	Criteria for Mandatory items	Mandatory (Y/N)	Offered (Y/N) Bidder to complete	Indicate the section in your Bid and insert details of goods offered, including specifications and brand/model offered if applicable
Warranty				
9	The Contractor shall provide a Warranty period of at least (2) years on all Goods. During the Warranty period, the Contractor shall be responsible for any defects in material and workmanship.	Y		
Delivery terms and work schedule				
10	All Goods shall be delivered to an agreed schedule as requested by the Commission in the respective Formal Request for Delivery (FRD).	Y		
10.1	A target lead time shall be as soon as possible but not shall not exceed (6) weeks. Lead time shall be defined for each FRD separately and shall be based on DAP (Incoterms 2020) Austria.	Y		
10.2	Commission shall inspect and/or test any or all item of the delivered goods to confirm their conformity to the contract. If the goods fail to meet the laid down specifications, the Contractor shall take immediate steps to remedy the deficiency or replace the defective goods to the satisfaction of the Commission.	Y		
10.3	Unless otherwise required by the Commission, ordered Goods shall be delivered in full on a Delivered at Place (DAP) basis (Incoterms 2020) to the CTBTO, TeST Centre, 2444 Seibersdorf, Austria, or to the CTBTO Preparatory Commission, Vienna International Centre, 1400 Vienna Austria as directed by the Commission, and as specified in the applicable FRD.	Y		

Ref. No of Specifications	Criteria for Mandatory items	Mandatory (Y/N)	Offered (Y/N) Bidder to complete	Indicate the section in your Bid and insert details of goods offered, including specifications and brand/model offered if applicable
10.4	The Goods shall be packed in accordance with international standards that are applicable for the shipment of this kind of Goods. The Goods shall be packed in a waterproof protective package.	Y		
Contractor requirements				
11.1	The Contractor must be able to demonstrate a proven track record of successfully fulfilling similar requests within at least the last five (5) years.	Y		
11.2	The Contractor must be able to meet small-batch and large-scale orders.	Y		
11.3	The Contractor shall ensure that all communication and documentation to the Commission shall be in the English language, submitted in electronic format.	Y		

**ITB 2025-0025/SANZ Provision of Field Clothing, Footwear, Equipment and Accessories on a Call-off Basis''
Attachment 2 (Format of Financial Bid)**

Tech Specs Item	Description	Sizes (European)	UOM	Unit price⁽²⁾ (USD or EUR_ please specify)⁽¹⁾
Goods				
5.1	Base Layer crewneck/zip. Long sleeved. Natural fibre. Men's & women's	XS-XXL	EA	
5.2	Base Layer. Long sleeved crewneck/zip. Manmade fibre. Men's & women's	XS-XXL	EA	
5.3	Base Layer.Short sleeved.Manmade fibre.Men's & women's	XS-XXL	EA	
5.4	Base Layer.Short sleeved.Natural fibre.Men's & women's	XS-XXL	EA	
5.5	Base Layer. Vest/Bra, Women's	XS-XXL	EA	
5.6	Polo Shirt.Natural fibre. Men's & women's.e.g. Classic Polo	XS-XXL	EA	
5.7	Polo Shirt Manmade fibre. Men's & women's e.g. Technical Polo	XS-XXL	EA	
5.8	Sweatshirt/Hoodie with minimum 1 pocket. Zip/half-zip/non-zip. Natural/manmade fibre. Men's & women's	XS-XXL	EA	
5.9	Waterproof Coats & Jackets. Men's & women's	XS-XXL	EA	
5.10	Waterproof Trousers. Waterproof Rain Trousers. Men's & women's	XS-XXL	EA	
5.11	Waterproof Hat.e.g. Sou'wester type	XS-XXL	EA	
5.12	Field Trousers. Natural fibre mix. Blend. Men's & women's	XS-XXL	EA	
5.13	Field Trousers.Manmade fibre mix blend. Men's & women's	XS-XXL	EA	
5.14	Field Socks, Manmade/natural fibre mix blend.Men's & women's	XS-XXL	PAIR	
5.15	Field Boots for hot&humid conditions. Inc. toes & sole safety protection. Mid-to-high level ankle support.Men's & women's	36-46	PAIR	
5.16	Identity Card Holder	OS	EA	
5.17	Belts & Braces	XS-XXL	EA	
5.18	Accessory pockets/attachments for trousers and belts	OS	EA	
5.19	Small holdall bag	OS	EA	
5.19	Duffel Bag various sizes 50L/70L/90L/120L	50L/70L/90L/120L	EA	
5.19	Daysack/Backpack	OS	EA	
5.19	Waist bag/Hip bag	OS	EA	
5.20	Hat, Cap, Beanie, Natural/manmade fibre.UV protection	XS-XXL	EA	
5.21	Sun Protection Shirts, Long Sleeve, men's & women's	XS-XXL	EA	
5.22	Sun Protection Hoodie/Top. Lightweight. Men's & women's	XS-XXL	EA	
5.23	Sun Protection Neck Protection/Gaiter	XS-XXL	EA	
General Requirements				
4.7	Optional requirement: embroidery with CTBTO Logo		EA	
Delivery		Parcel weight	QTY	
10.3	Delivered at Place (DAP) (Incoterms 2020) door-to-door to the CTBTO, TeST Centre, 2444 Seibersdorf, Austria	20kg	1	
10.3	Delivered at Place (DAP) (Incoterms 2020) door-to-door to the CTBTO, TeST Centre, 2444 Seibersdorf, Austria	100kg	1	
10.3	Delivered at Place (DAP) (Incoterms 2020) door-to-door to the CTBTO, Vienna International Centre, 1400 Vienna, Austria	20kg	1	

10.3	Delivered at Place (DAP) (Incoterms 2020) door-to-door to the CTBTO, Vienna International Centre, 1400 Vienna, Austria	100kg	1	
	Any additional costs - please breakdown:			

Notes:

- 1) Please specify currency (USD or Euro only). The rates shall be firm and fixed throughout the term of the Contract.
- 2) The price quoted shall be net of Taxes. Please see the Instructions for Preparation and Submission of Bids about any applicable taxes (Section 8 "Type of Contract and Payment" and 9 "Content of the Bid – Part II: Financial Bid").
- 2) Additional items, not indicated in section 4 of the TOR, may be required by the Commission during the Contract Period. If prices are not included in the offer as per above, a quote shall be provided by the contractor within 7 days of the Commission's request based on same rates for same or similar items as quoted in the table above.
- 3) The Commission reserves the right to consider items with equivalent and/or higher specifications to the listed above.
- 5) Please confirm discount for bulk orders. Kindly confirm discount offered in % from unit price for orders over the following amounts:

Bulk order Quantities	%
≥ 20 pcs	
≥ 50 pcs	
≥ 100 pcs	
≥ 200 pcs	

“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.

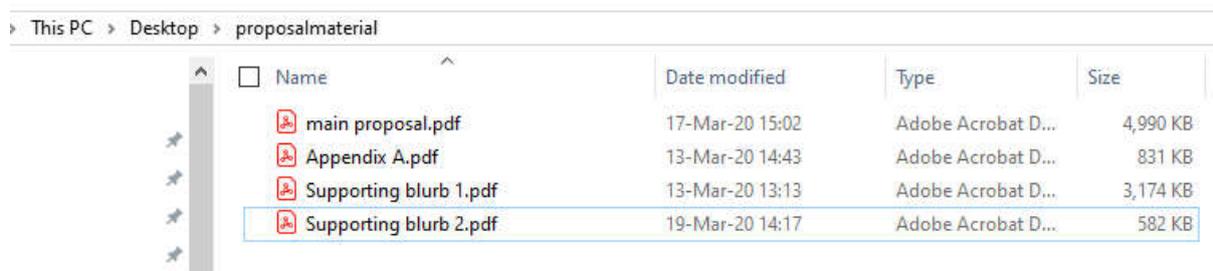


Figure 1 An example set of files to be submitted

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.

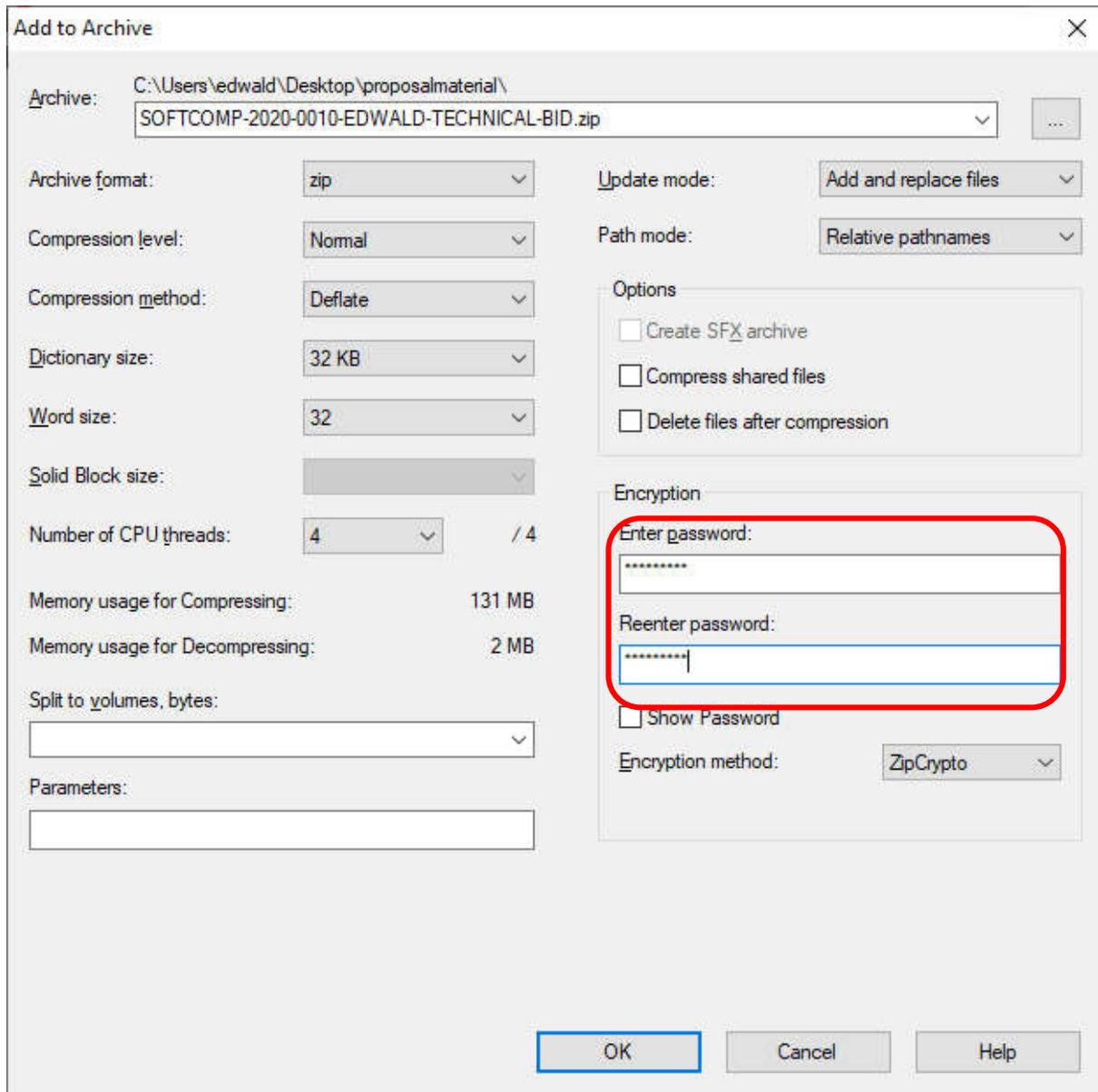


Figure 2 Creating an Archive

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

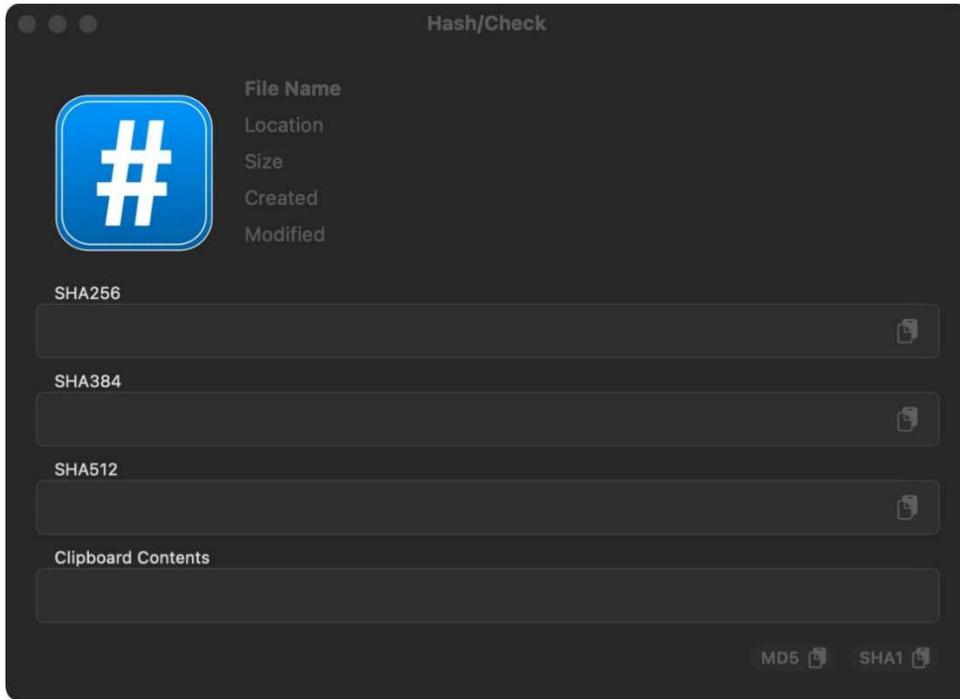
IMPORTANT NOTE: As stated above, only send the Encryption Key for the Technical Offer to the bid_keys@ctbto.org mailbox when sending your Technical and Financial Offer to the sealed_bids@ctbto.org mailbox. You shall only send the Encryption Key for the Financial Offer to the Commission if and when informed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

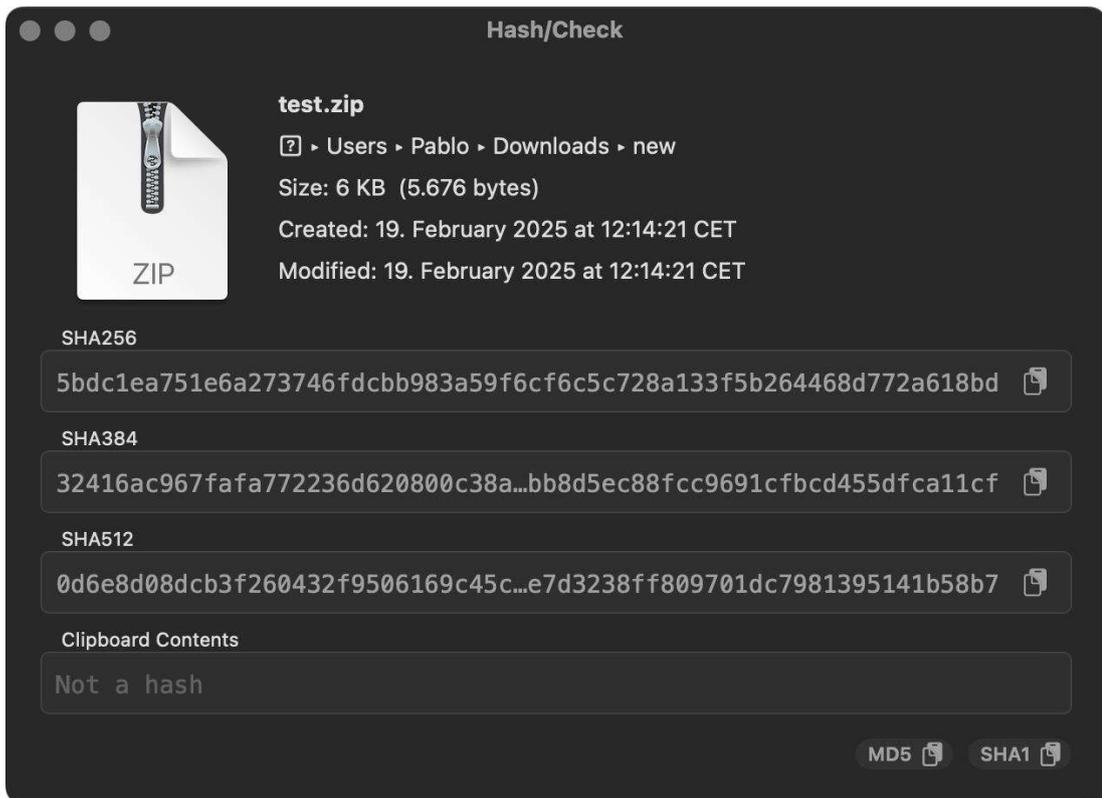
As mentioned above, should you have questions or difficulties, please send an e-mail to procurement@ctbto.org.

For MAC users:

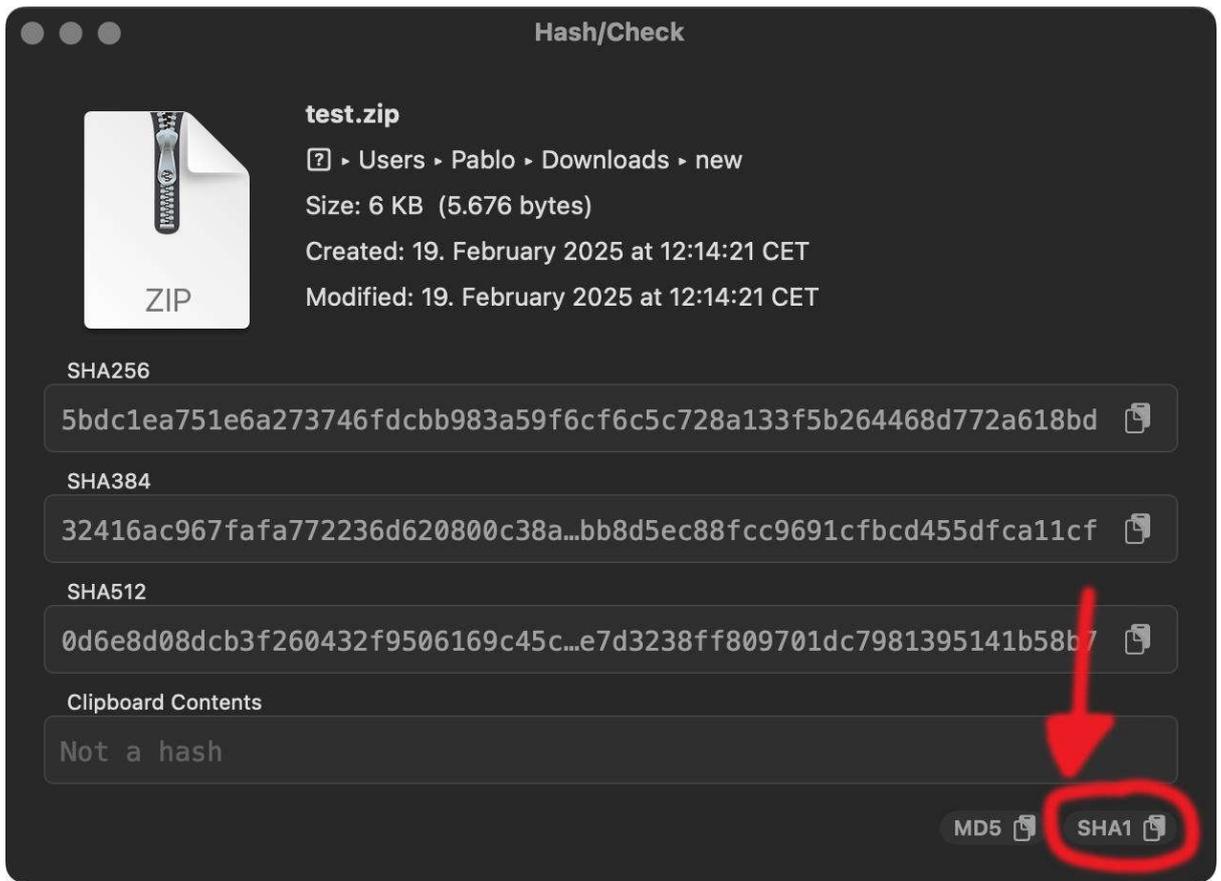
1. Please download Hash/Check app:
<https://apps.apple.com/at/app/hash-check/id1550525767?l=en-GB&mt=12>
2. It is very simple to use. After installing, just open the app and click on “File” to open the zip file you want to inspect.



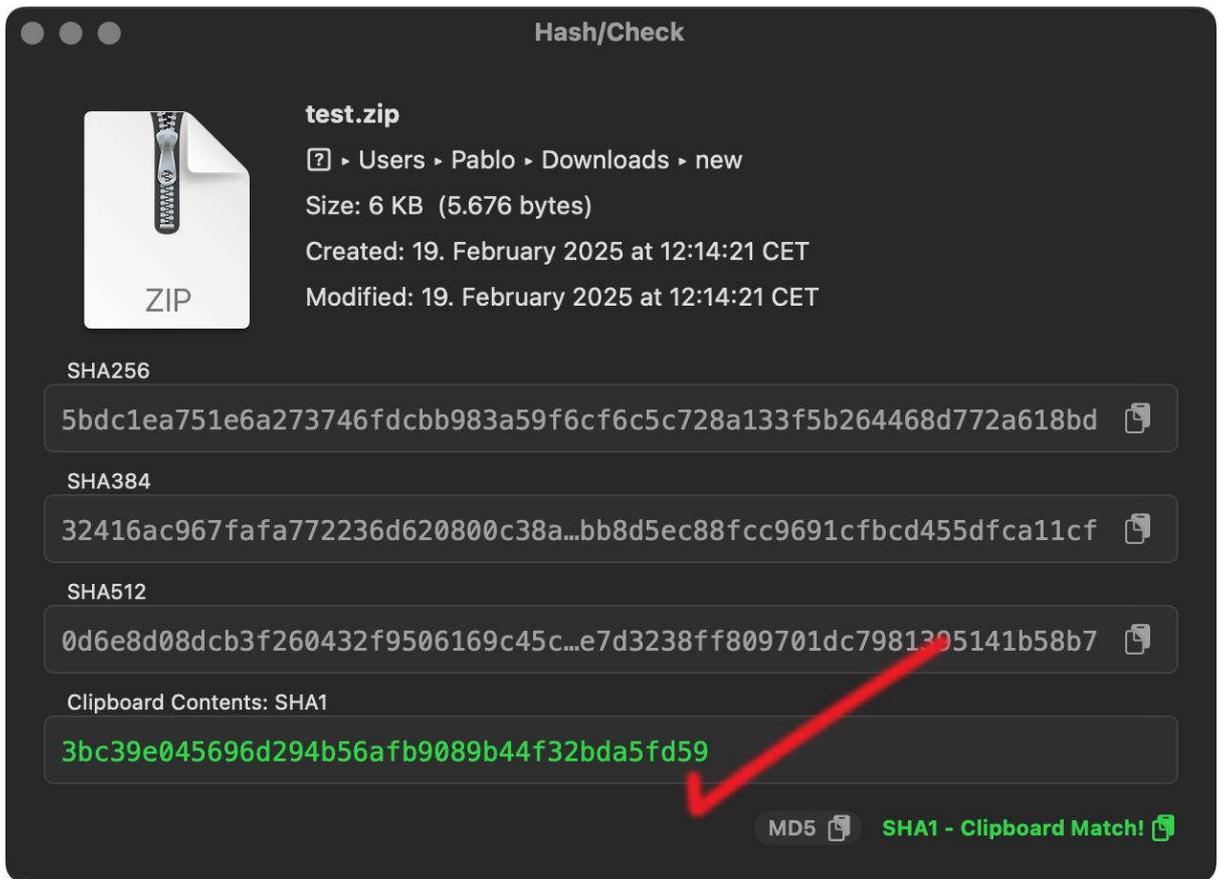
3. Please use your submitted technical and financial proposals



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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Attachment 4
Evaluation Criteria and Method
Provision of Field Clothing, Footwear, Equipment and Accessories on a Call-off Basis

EVALUATION STAGE 1

Spec No.	TECHNICAL REQUIREMENTS	PASS/FAIL
4.1 & 5	Availability of a broad range of Field Clothing, Footwear, Equipment and Accessories suitable for a wide range of climates.	PASS/FAIL
4.2	The Goods shall be produced and manufactured using advanced material technologies such as Polartec, Primaloft, Bluesign, YKK, Cordura, Thinsulate, 3M, Ortholite or similar.	PASS/FAIL
4.4	Availability of the Good in a range of manmade and natural materials suitable for work activities in a variety of extreme weather conditions (cold, hot, tropical, humid, etc.), while allowing for breathability and sweat wicking.	PASS/FAIL
4.5	The Goods shall be suitable for wearing underneath additional clothing for work activities in extreme cold conditions and allow for breathability and sweat wicking and/or natural fibres.	PASS/FAIL
4.6	Availability of the Goods in a wide range of both men and women sizes on a unit basis of up to 150 - 200 pc per order.	PASS/FAIL
4.7	Availability of the Goods in a wide range of colours as specified in Tech Specs 4.7	PASS/FAIL
6	Ability to provide additional clothing and accessories on request.	PASS/FAIL
7	Conformity of all Goods with the European CE standards and CE marked.	PASS/FAIL
5.15	Conformity of the safety footwear with the EN ISO 20345 Standards.	PASS/FAIL
5.16-5.23	Bidder is able to provide all items listed and these are included in the Bid	PASS/FAIL
8	Goods shall be provided with the standard certificates or manufacturers quality statements.	PASS/FAIL
9	Confirmation of a warranty period of at least (2) or more years on all Goods .	PASS/FAIL
10	Goods shall be delivered on-call-off basis, as needed and requested by the Commission, as soon as possible not exceeding 6 weeks from FRD and based on DAP (Incoterms 2020) door-to-door to CTBTO Seibersdorf or Vienna, Austria, packed in accordance with the relevant international standards and in a waterproof protective package.	PASS/FAIL
11.1	The Bidder has demonstrated a proven track record of successfully fulfilling similar requests within at least the last five (5) years.	PASS/FAIL
11.2	The Bidder has demonstrated that is able to meet small-batch and large-scale orders.	PASS/FAIL
11.3	All communication and documentation to the Commission shall be in the English language.	PASS/FAIL

EVALUATION STAGE 2

Samples - Bidders passing stage 1 of the technical evaluation will be requested to provide to the Commission 1 sample of the following items. These samples shall correspond to the items as offered in the Technical Bid. Each sample shall be clearly labelled with the ITB number and the company's name.

Specs Ref	Description	Size (1pc each)
5.1	Base Layer crewneck/zip. Long sleeved, natural fibre	Men – Large Women -Medium
5.8	Sweatshirt/Hoodie with minimum 1 pocket, Natural/manmade fibre.	Men- Large Women -Medium
5.9	Waterproof Coats & Jackets	Men - Large
5.1	Waterproof Trousers	Men – Large Women -Medium
5.12	Field Trousers. Natural fibre mix. Blend.	Men – Large Women -Medium
5.15	Field Boots. Field Boots. EN ISO 20345 for safety footwear.	Men- EU 45.
5.21	Shirts, Long Sleeve	Men - Large

Bidders shall bear all the costs associated with the provision of the samples and the Commission will not be responsible or liable for those costs, regardless of the outcome of this ITB. Samples will not be returned to Bidders.

Bidder shall not include any other Bid documents with the samples (e.g. Technical or Financial Bid) or any other documentation or information

Samples shall be sent upon request and delivered within 7 working days from the Commission's request to:

Chief, Procurement Services Section- Room E-0922.
CTBTO
Vienna International Centre
Wagramerstrasse 5, 1400 Vienna
Austria

Upon receipt of the samples, the Commission will finalize the technical evaluation of the Bid and samples as follows:

Spec No.	TECHNICAL REQUIREMENTS	Max Points
4.2	Material of the goods are Polartec, Primaloft, Bluesign, YKK, Cordura, Thinsulate, 3M, Ortholite or similar.	5
4.3	The Goods shall allow for freedom of a range of movements and be hard wearing with material and internal seams which limit chafing.	5
4.5	The Goods shall allow for breathability and sweat wicking.	5
4.6	Sizes are based on standardized European size chart	5
5	Coats, Jackets and trousers are waterproof	5
Total		25

EVALUATION METHOD:

1. Technical Evaluation:

The technical evaluation process will be done in two stages:

1) Stage 1: Technical Bids will first be evaluated against the mandatory requirements outlined in section 1, on a PASS/FAIL basis. Compliance with all mandatory requirements is required in order to pass stage 1 of the technical evaluation and to be further considered for stage 2 of the technical evaluation process.

2) Stage 2: Bidders whose Technical Bids have passed stage 1 of the technical evaluation process, will be requested to submit samples as stipulated above. The Bids and samples will then be evaluated against the criteria set forth in the evaluation matrix above in accordance with the scoring table indicated below. In order to pass this stage of the technical evaluation, bidders must obtain at **least 15 points**.

Points	Explanation - to be considered when assigning the points
0	Unsatisfactory - Response incomplete, inadequate and/or non-responsive to the criterion. Bidder does not clearly understand the criterion.
1-2	Weak - Does not meet the minimum technical, functional, or performance related criterion.
3	Good - Meets the minimum requirements of the criterion.
4	Very good - Exceeds the criterion in some areas.
5	Excellent - Exceeds the criterion in all areas.

2. Financial and commercial evaluation

Once the technical evaluation is finalized, the financial offers of the technically compliant bidders will be evaluated in accordance with the formula given below:

$$X = \text{Max Available Points} * Y/Z$$

Legend:

X= points to be assigned to the offer being evaluated

Y= price of the lowest priced, technically compliant offer

Z= price of the offer being evaluated

The weight of the technical and financial components is **60%** and **40%** respectively.

The Contract will be awarded to the bidder(s) obtaining the highest combined score resulting from the technical and financial evaluations, subject to contractual and commercial acceptability.

MODEL CONTRACT

(52xxxxx0000)

between

THE PREPARATORY COMMISSION

FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY

ORGANIZATION

and

NAME OF CONTRACTOR

for

**PROVISION OF FIELD CLOTHING, FOOTWEAR, EQUIPMENT, AND
ACCESSORIES ON A CALL-OFF BASIS**

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

March 2025

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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 **[Name of Contractor]** (hereinafter referred to as the “Contractor”), having its principal office located at **[address]** (both hereinafter individually referred to as the “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 Technical Specifications.

“**Annex C**” means the Contractor’s Bid dated.....

“**Contract**” means this document, its Annexes, FRD and any further modifications or such further documents as may be expressly incorporated in this Contract by the Parties in accordance with Clause 22 (Contract Amendment) below.

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

“**FRD**” means a Formal Request for Delivery 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.

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

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

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

“**Services**” means services provided by the Contractor under this Contract as requested by the Commission under FRDs.

“**Taxes**” shall mean 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/or 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 Field Equipment and Personal Protection Equipment on a call-off basis, as and when required by the Commission.

3. ENTRY INTO FORCE AND DURATION OF THE CONTRACT

3.1 The Contract shall enter into force upon the date of the last signature by the authorized representatives of the Parties and shall be valid for 3 (three) years thereafter and until the Parties fulfill all their obligations hereunder.

3.2 The Commission has the option, but not the obligation, to extend the Contract for a duration of 2 (two) years under the same terms and conditions as those of this Contract. The optional extension will be implemented through a written notification to the Contractor by the Commission.

4. RESPONSIBILITIES OF THE CONTRACTOR

4.1 The Contractor shall supply the Goods and provide the Services as specified in Annex B and Annex C.

4.2 The Contractor shall provide qualified English-speaking personnel as necessary to perform the Work under this Contract. The key persons shall be available for possible tasks related to the Work throughout the duration of the Contract period. Any replacement of the key personnel shall be made in accordance with Clause 7 of Annex A.

5. FORMAL REQUESTS FOR DELIVERY

5.1 General provisions

(a) During the Contract duration the Commission will issue individual FRDs based on the firm fixed unit prices of the Goods and/or fixed unit rates for the Services reflected in Annex C, and if applicable, estimated delivery costs.

(b) Each FRD shall be valid until its successful completion by the Contractor and acceptance by the Commission of the Work performed.

(c) The FRD shall specify, as applicable, the required Work, Goods to be supplied and/or Services to be delivered, details of the consignee (name, address and contact information), ship-to address, shipping instructions, required delivery date and place, notification party(ies) and any other relevant information.

(d) The Commission may revise the FRD as and when it may deem necessary.

- (e) The Commission makes no commitment under the Contract to call-off any specific quantities of Goods and/or Services specified in Annex B.
- (f) The Commission may, from time-to-time, need to purchase accessories or essential items that do not form part of the list of equipment in Annex C to the Contract. To this end, the Commission may request from the Contractor a quote for an item or items that are not contained in Annex C. The Contractor shall provide this information within seven (7) days of the Commission's request.
- (g) The Commission may issue FRDs in accordance with this Clause 5, which may include the item or items in question. Such items, which may be purchased through FRDs and which do not form part of Annex C, shall henceforth be incorporated by reference into the list of prices in Annex C (hereinafter referred to as the "List of Prices"). The prices for such above mentioned items shall be firm and fixed from the date of issuance of the relevant FRD including such item(s) and henceforth remain valid in accordance with Clause 12 below and Annex C, until the expiry of the Contract.
- (h) Once an item or items is or are ordered pursuant to paragraphs (f)-(g) above and not later than one (1) month after the relevant FRD is issued, the Contractor shall submit to the Commission an updated catalogue Price List including the items "incorporated by reference" through FRDs.
- (i) In the event of any inconsistencies between the List of Prices and the FRD issued, the relevant FRD shall prevail.

5.2 Delivery Terms

5.2.1. Unless otherwise instructed in the FRD or authorized by the Commission in writing, the following shall apply in respect to the delivery of the Goods under the Contract:

- (a) The Contractor represents that it shall arrange for the most cost-effective means for the delivery of the Goods to the specified destination.
- (b) The trade and shipping terms applicable under the Contract shall be door-to-door "DAP (delivered at place)" to CTBTO TeST Centre, 2444 Seibersdorf, Austria, based on INCOTERMS (International Commercial Terms) 2020.
- (c) The Contractor shall be responsible for all shipping arrangements, including customs clearance and local transportation of the Goods to the final delivery address as specified in the FRD.
- (d) As soon as possible prior to effecting the shipment, the Contractor shall send to the consignee a detailed delivery schedule and the shipping documentation, such as flight number and date, airway bill and consignment details (content, weight and dimension of the package). The FRD may require that actual shipment is effected only after an authorization from the consignee is obtained.

5.2.2. Delivery shall always be made in full and in accordance with each FRD. Partial delivery (i.e. delivery not completed per each FRD) is not acceptable without prior written consent by the Commission.

5.3 Required Delivery Date

The Goods shall be received by the consignee within the required date specified in the FRD, or within a longer period, if so agreed by the Commission.

5.4 Title and Risk

Unless stipulated otherwise, title to any Goods supplied by the Contractor or provided by the Commission shall be transferred to the consignee upon the delivery of the Goods to the final destination. A note of acceptance of the Goods shall be obtained by the Contractor from the consignee.

6. 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 it shall perform the Work in the best way and in the most expeditious and economical manner consistent with the requirements of the Contract.

7. INSURANCE

7.1 The Contractor shall provide appropriate insurance, as specified in Clause 9 of Annex A.

7.2 In addition, the Contractor shall, without limiting its own or the Commission's obligations and responsibilities under this Contract, provide and thereafter maintain insurance with respect of the Goods from the date of their receipt by the Contractor from the manufacturer until receipt by the delivery party at the final destination. For this purpose, Global insurance shall be arranged with a single insurance company on an as-arranged basis at the same rate of insurance premium for the execution of each FRD. It shall be in an adequate amount to cover the full replacement cost plus an additional sum of ten percent (10%) of such replacement cost to cover any additional cost of, and incidental to, the rectification of loss or damage, including professional fees; the insurance shall cover the Contractor against all losses or damages from whatsoever cause arising from the execution of this Contract, from its signature until its successful completion. The insurance referred to in this Clause shall be in the name of the Contractor and the Commission shall be named as an additional insured party.

8 WARRANTY

The provisions of Clause 28 of Annex A shall apply to the Goods and/or Services and Work performed by the Contractor.

9 PERMITS, NOTICES, LAWS AND ORDINANCES

9.1 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. This shall include, but not be limited to, work permits, visa, or similar documents.

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

9.3 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.

10. PROTECTION OF PERSONS AND PROPERTY

10.1 The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programmes in connection with the Work.

10.2 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 persons on the Commission's or the Station's premises, as applicable, who may be affected thereby;
- (ii) property of the Commission or the Station, as applicable.

10.3 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.

10.4 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.

10.5 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.

10.6 The Contractor shall be responsible for the prevention of accidents on the Commission's or the Station's premises, as applicable, during the execution of the Work.

10.7 In any emergency affecting the safety of persons or property, the Contractor shall promptly act to prevent threatened damage, injury and loss.

10.8 The Contractor shall promptly remedy all damage and loss to any property, referred to in Clause 10.2 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 Clause 10.2 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.

11. 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 Work is 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 Work.

12. PRICES

12.1 The firm fixed unit prices of the Goods and/or fixed unit rates for the Services in Annex C and approved in a FRD (for items added by reference in accordance with Clause 5.1 above) (hereinafter referred to as the “Prices”) shall be firm and fixed and held unchanged for the duration of the Contract as per Clause 3 above and shall exclude any applicable Taxes, fees, duties and charges owed by the Contractor in respect to the Goods and/ or Services at the conclusion or implementation of this Contract.

12.2 The Prices 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.

12.3 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 issued FRD without the prior written consent of the Commission and a formal written amendment to this FRD.

12.4 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 13.2 (d) below.

OR

No Taxes are applicable under this Contract.

13. PAYMENT TERMS

13.1 Upon satisfactory completion of each FRD the Contractor shall submit the following supporting documentation to the Commission for payment:

- (a) Original invoice submitted in accordance with Clause 13.2(a) below reflecting the actual costs;
- (b) Delivery note countersigned by the consignee listing the Goods delivered and confirming their receipt and acceptance;
- (c) Copy of the airway bill or bill of lading showing the date of the flight or shipment, if applicable;
- (d) Copy of the carrier’s invoice supporting the actual shipping costs on the Contractor’s invoice;

- (e) Copy of the certificate of transportation insurance;
- (f) Certificate of origin, if applicable;
- (g) Documentation referred to in Clause 13.2 (d) below supporting any Taxes paid; and
- (h) Any other documentation that might be required under the applicable FRD.

13.2 General Payment Provisions

- (a) 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 original invoice, provided that the Work has been satisfactorily completed and has been accepted by the Commission.
- (b) 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.
- (c) The Contractor shall submit an invoice electronically, from the Contractor's official e-mail address in PDF format, duly signed and sealed by the Contractor and submitted to the Commission's email address specified under Clause 23 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.
- (d) 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.

14. MARKET FLUCTUATION

14.1 The unit prices of the Goods and unit rates for the Services shall be held fixed for the entire duration of the Contract. If the prices increase for reasons not under the control of the Contractor (e.g. Goods supplied by a third party), or the Goods become unavailable, the Contractor shall propose to the Commission, for its approval, a replacement item with equivalent specifications to honor the firm fixed unit price. In the event that an equivalent Good at the fixed unit price cannot be identified, the Contractor shall notify the Commission as soon as possible.

14.2 If the market price of the Goods decreases, the Contractor shall enable the Commission to enjoy the benefit, either by proposing a more efficient replacement item or a lower unit

price in accordance with the market price for the Commission's approval. If, however, the market price increases, the agreed firm fixed unit price shall be maintained with the agreed configuration/specifications.

15. 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.

16. DELAYS AND EXTENSION OF TIME

16.1 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 22 below for such reasonable time as the Commission may determine.

16.2 Any request for extension of the time for reasons referred to in Clause 16.1 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.

17. 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.

18. ENTIRE AGREEMENT

This Contract represents the final agreement in respect of the Goods and/or Services and shall supersede all prior agreements and representations between the Parties in this respect. Annexes A to C and the FRDs shall constitute integral parts of this Contract and shall be of full force and effect.

19. 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 Technical Specifications (Annex B);
- (iv) the Contractor's Bid (Annex C);
- (v) the relevant FRD.

20. 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.

21. 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.

22. CONTRACT AMENDMENT

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

23. TRANSMISSION OF NOTICES AND OTHER DOCUMENTS

Notices, invoices, reports and other documentation under the Contract shall be delivered or sent to the relevant Party at the following address (or such 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 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 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 invoices and payments related enquiries:

Payments@ctbto.org

(b) The Contractor:

Name:

Address:

Tel:

Email:

24. EFFECTIVENESS

24.1 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 electronic communication, when retrievable by the Commission in document form.

24.2 A communication given under Clause 24.1 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 in Vienna, Austria:

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 TECHNICAL SPECIFICATIONS

ANNEX C: THE CONTRACTOR'S BID

TECHNICAL SPECIFICATIONS

PROVISION OF FIELD CLOTHING, FOOTWEAR, EQUIPMENT, AND ACCESSORIES ON A CALL-OFF BASIS

1. INTRODUCTION

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

2. BACKGROUND INFORMATION

PTS exercises play an integral role in efforts to build up the on-site inspection (OSI) element of the verification regime to ensure it will be fully operational upon entry into force of the treaty as well as reinforce its significant role in the international framework of nuclear non-proliferation and disarmament. The On-Site Inspection Programme for 2022-2026 outlines a series of ambitious OSI exercises designed to progressively test, validate and demonstrate enhanced OSI capabilities. It also includes the conduct of an Integrated Field Exercise (IFE) developed to illustrate the application of OSI techniques, mechanisms, systems and procedures in an integrated manner and provide a platform to review policy, operational, operations support, logistical and technical capabilities from a holistic, cross-cutting perspective.

Although the current need of the Commission is to primarily meet and fulfill a requirement to outfit participants for the IFE taking place in a tropical environment, it is also expected that a range of goods and services will be required to meet the Commission’s needs for future exercises, trainings, events and operations covering a diverse array of environments. Therefore, the scope of services available to the Commission should be guided by, but not limited to, the requirements set out in these Technical Specifications.

3. SCOPE

The Contract (hereinafter referred to as the “Call-off Contract”) for the delivery of Field Clothing, Footwear, Equipment, and Accessories (hereinafter referred to as “Goods”) shall be for initial period of (3) three years with one optional extension of (2) years.

The Commission anticipates that, based on the Call-off Contract, orders may be placed for up to the quantity specified in these Technical Specifications. The Commission, however, makes no commitment to purchase any specific quantity or make purchases at any specific time during the contract period;

nevertheless, the Contractor shall be able to supply Goods/Services as and when requested by the Commission based on the unit prices Contractor proposed.

The Goods/Services shall be called off by the Commission through individual Formal Request of Delivery (hereinafter referred to as “FRD”), issued by the Commission to the Contractor, specifying the requested Goods/Services as ordered.

4. GENERAL REQUIREMENTS

In this section, the Commission outlines the types and specifications of the Goods it expects to require:

- 4.1 Availability of a broad range of Field Clothing, Footwear, Equipment and Accessories suitable for a range of climates, in particular, tropical, hot and humid conditions. The Goods shall be appropriate for wearing in these conditions and for conducting strenuous work and activities in these conditions.
- 4.2 The Goods shall be produced and manufactured using advanced material technology such as Polartec, Primaloft, Bluesign, YKK, Cordura, Thinsulate, 3M, Ortholite, or similar, as relevant and applicable.
- 4.3 The Goods shall allow for freedom of a range of movements and be hard wearing with material and internal seams which limit chafing.
- 4.4 A range of manmade and natural materials shall be available to provide sweat-wicking aiding cooling but also allowing a degree of ‘personal preference’ for those wearing it.
- 4.5 The Goods shall be suitable for wearing underneath additional clothing for work activities in extreme cold conditions and allow for breathability and sweat wicking and/or natural fibres.
- 4.6 The Contractor shall provide availability of the Goods in a wide range of sizes on a unit basis of up to 150-200 male and female participants in a following scale:
 - a range of both men and women clothing sizes from XS to at least XXL (based on the standardized European size chart); and
 - a range of shoe sizes (based on the standardized European shoe size chart) from 36 to at least 46.
- 4.7 The Contractor shall provide availability in a wide range of colours for the polos, t-shirts, base layers, sweatshirts/hoodies and possibly jackets ,including but not limited to :

Color	Color sample	RAL Color reference or equivalent
Turquoise Blue		RAL 5018
Ruby Red		RAL 3003
Yellow Orange		RAL 2000
Fern Green		RAL 8004
Signal Grey		RAL 7004
Pastel Violet		RAL 4009

Pure White		RAL 9010
Beige		RAL 1001
Chestnut Brown		RAL 8015
Black		RAL 9005

- 4.8 Optional Requirement: The Contractor shall provide the possibility to brand and embroider certain Goods with the name and logo of the Commission and wording specified by the Commission, if requested in the relevant FRD.

5. COMMON TYPES OF GOODS REQUIRED

CTBTO Req Nr	Category	Item Description	UOM	Estimated total annual quantity (all sizes)
5.1	Under clothing	Base Layer crewneck/zip. Long sleeved. Natural fibre. Men's & women's. e.g. Base Layer Merino Crewneck, Base Layer Merino Half Zip	EA	50 - 100
5.2	Under clothing	Base Layer. Long sleeved crewneck/zip. Manmade fibre. Men's & women's. e.g. Base Layer Crewneck, Base Layer Half Zip	EA	50 - 100
5.3	Under clothing	Base Layer. Short sleeved. Manmade fibre. Men's & women's. e.g. Base Layer T-Shirt, Technical T-Shirt	EA	50 - 100
5.4	Under clothing	Base Layer. Short sleeved. Natural fibre. Men's & women's. e.g. T-shirt, Active Base Layer T-Shirt	EA	50 - 100
5.5	Under clothing	Base Layer. Vest/Bra, Women's. e.g. Merino Lightweight Bra	EA	20 - 40
5.6	Outer clothing	Polo Shirt. Natural fibre. Men's & women's. e.g. Classic Polo	EA	50 - 100
5.7	Outer clothing	Polo Shirt Manmade fibre. Men's & women's	EA	50 - 100

CTBTO Req Nr	Category	Item Description	UOM	Estimated total annual quantity (all sizes)
		e.g. Technical Polo		
5.8	Outer clothing	Sweatshirt/Hoodie with minimum 1 pocket Zip/half-zip/non-zip. Natural/manmade fibre. Men's & women's e.g. Sweatshirt, Hoodie, Zip Hoodie, Half Zip Sweatshirt, Half Zip Hoodie	EA	50 - 100
5.9	Waterproof clothing	Waterproof Coats & Jackets. Men's & women's.	EA	50 - 100
5.10	Waterproof clothing	Waterproof Trousers. Waterproof Rain Trousers. Men's & women's.	EA	50 - 100
5.11	Headgear	Waterproof Hat. e.g. Sou'wester type	EA	50 - 100
5.12	Trousers	Field Trousers. Natural fibre mix. Blend. Men's & women's. e.g. Work/Cargo Trousers	EA	50 - 100
5.13	Trousers	Field Trousers. Manmade fibre mix blend. Men's & women's. e.g. Work/Cargo Trousers/Zip-off trousers	EA	50 - 100
5.14	Footwear	Field Socks, Manmade/natural fibre mix blend. Men's & women's. e.g. Light merino socks, Summer socks	PAIR	
5.15	Footwear	Field Boots. <u>EN ISO 20345 for safety footwear</u> Suitable for wearing for prolonged periods of time in hot, humid conditions, including tropical / jungle terrain. Safety protection for toes from dropped equipment, and protection to the sole / shank of the boot from penetrating objects. Mid-to-high level ankle support.	PAIR	50 – 100

CTBTO Req Nr	Category	Item Description	UOM	Estimated total annual quantity (all sizes)
		Men's & women's. e.g. Composite-toe safety above ankle/mid-ankle boots, Waterproof aluminium-toe safety above ankle/mid-ankle boots.		
5.16	Accessories	Identity Card Holder. Able to clip to clothing/belt.	EA	100
5.17	Accessories	Belts & Braces. e.g. Web Belt with Plastic Buckle, Webbing Belt, Suspenders	EA	50 - 100
5.18	Accessories	Accessory pockets/attachments for trousers and belts.	EA	50 - 100
5.19	Accessories	Bags & Backpacks. e.g. Small holdall bag, Duffel Bag various sizes 50L/70L/90L/120L, Daysack/Backpack, Waist bag/Hip bag	EA	50 - 100
5.20	Accessories	Hat, Cap, Beanie, Natural/manmade fibre. UV protection. e.g. Sun hat/Sun hat with UV protection, Sun cap/Sun cap with UV protection, Beanie, Light Fleece Beanie, Merino Beanie	EA	50 - 100
5.21	Clothing For Sun Protection	Shirts, Long Sleeve, men's & women's	EA	50 - 100
5.22	Clothing For Sun Protection	Hoodie/Top. Lightweight. Men's & women's. e.g. Sun protection light Hoodie, Sun protection, Half-Zip Shirt	EA	50 - 100
5.23	Clothing For Sun Protection	Neck Protection/Gaiter. Sun protection neck gaiter.	EA	50 - 100

6. ADDITIONAL GOODS

The range of available field clothing is vast, and the types of environments in which the Commission may utilise the clothing have dramatic variances according to its mission. Further, clothing is a fast-evolving industry with a continuous supply of new products and variations. The Contractor shall therefore provide the Commission with access to the latest ranges of clothing and different field clothing options where available. To this end, the Commission may request from the Contractor a quote for an item or items that are not contained in Section 5 above. The Contractor shall provide this information within seven (7) days of the Commission's request. The Commission may issue FRD's which may include the item or items in question in accordance with the provisions of the Contract.

7. SPECIALIZED STANDARDS AND MARKING

All Goods shall conform to European CE Standards, shall be CE marked, and shall be intended to prevent health risks that can happen during exposure to cold heat, fire, rain, limited visibility and similar.

8. DOCUMENTATION

8.1 The Contractor shall ensure all Goods are provided with the manufacturer's documentation, including certificates of compliance with the standards specified in this specification.

8.2 In the case Goods are not certified, the Contractor shall provide a statement from the manufacturer concerning the quality of the Goods and the intended use and limitations.

9. WARRANTY

The Contractor shall provide a Warranty period of at least (2) years on all Goods. During the Warranty period, the Contractor shall be responsible for any defects in material and workmanship.

10. DELIVERY TERMS AND WORK SCHEDULE

All Goods shall be delivered to an agreed schedule as requested by the Commission in the respective Formal Request for Delivery (FRD).

10.1 Lead Time:

A target lead time shall be as soon as possible but shall not exceed (6) weeks. Lead time shall be defined for each FRD separately and shall be based on DAP (Incoterms 2020) Austria.

10.2 The Commission shall inspect and/or test any or all item of the delivered goods to confirm their conformity to the contract. If the goods fail to meet the specifications, the Contractor shall take immediate steps to remedy the deficiency or replace the defective goods to the satisfaction of the Commission.

10.3 Unless otherwise required by the Commission, ordered Goods shall be delivered in full on a Delivered at Place (DAP) basis (Incoterms 2020) door-to-door to the CTBTO, TeST Centre, 2444 Seibersdorf, Austria, or to the CTBTO Preparatory Commission, Vienna International

Centre, 1400 Vienna, Austria as directed by the Commission, and as specified in the applicable FRD.

- 10.4 The Goods shall be packed in accordance with international standards that are applicable for the shipment of this kind of Goods. The Goods shall be packed in a waterproof protective package.

11. CONTRACTOR REQUIREMENTS

- 11.1 The Contractor has a proven track record of successfully fulfilling similar requests within at least the last five (5) years.
- 11.2 The Contractor must be able to meet small-batch and large-scale orders.
- 11.3 The Contractor shall ensure that all communication and documentation to the Commission shall be in the English language, submitted in electronic format.

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>

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.

