



TO: All Bidders FROM: Ms. Selma Bukvic
OiC, Procurement Services Section

DATE: 28 March 2025 REF.: RFP No. 2025-0030/RICKARD *ly*

EMAIL: n/a EMAIL: procurement@ctbto.org

SUBJECT: **Clarifications No. 1**
RFP No. 2025-0030/RICKARD: CTBTO video platform - video streaming and archive platform

Dear Bidders,

Reference is made to the Request for Proposal No. RFP No. 2025-0030/RICKARD: “CTBTO video platform - video streaming and archive platform” (the “RFP”):

- Please find attached the **Clarifications No. 1** to questions raised by interested Bidders.
- The **Terms of Reference and Instructions for Preparation and Submission of Proposals** documents part of the RFP are hereby replaced with the attached amended version of the documents (*Rev. 28.03.2025*) (revisions are identified in tracked changes and yellow highlighted for ease of reference).
- **The deadline for the submission of proposals is hereby extended from Monday 07 April 2025 to Tuesday 15 April 2025, 17h00 hours, Vienna (Austria) local time.**

Clarifications No. 1 and the revised documents above-mentioned are an integral part of the RFP documents and shall be considered in the preparation and submission of the proposal.

We are looking forward to receiving your proposal prior to the extended submission deadline of **15 April 2025, 17:00 hours, Vienna (Austria) local time.**

Sincerely,

Selma Bukvic
OiC, Procurement Services Section

Attachment

- Clarifications No. 1
- Terms of References – *Rev. 28.03.2025*
- Instruction for Preparation and Submission of Proposal - *Rev. 28.03.2025*
- *Excel sheet in xls format for the Price Schedule Form*

Clarifications No. 1 - questions and answers

#	Bidders' Question	Answer
1	ToR Section 2 Scope of Work Could you expand on "part II -2" to specify what the future requirements are? The RFP states " Implementation of identified future requirements to enhance the overall viewing experience for end users."	In the future the Commission may identify new features that would be required for improving the technical capabilities of the video platform or end-user experience and the contracted party should work with the Commission on developing and implementing such features.
2	ToR Section 4.1 "Volume of Data Backup: ~ 5TB" can you confirm this is sufficient for over 3,000 videos in 5 encoding flavours with multiple audio tracks?	Based on the current information available it is anticipated that 5TB is sufficient for the Commission's backup requirements over the next 5 years.
3	ToR Section 2 Scope of Work Please specify the technical details of all the encoding flavours you require	Multitrack HLS for variable streaming and MP4 for backups, encoded with H.264, audio tracks in mp4a 426x240 ≥20k 640x360 ≥300k 854x480 ≥800k 1280x720 ≥1200k 1920x1080 ≥1700K
4	ToR section 4.2.19.ii the document refers to "Media manipulation such as: thumbnails generation; image cropping and resizing; video trimming, video transitions and bookmarking." How would you like the transitions to work? Would - Fade in and fade out based on event start/stop be suitable?	Standard cut and sometimes fade for VOD would be sufficient.
6	Instructions for preparation and submission of proposals You have provided one document, RFP No. 2025-0030.pdf, but have asked us to fill in Attachment 4: PRICE SCHEDULE FORM which will auto calculate" Please can you provide this file as the PDF cannot auto calculate	Yes, please find attached the xls. document for easy completion. Kindly do not change the formatting.

7	<p>Instructions for preparation and submission of proposals Proposals should include the following “attached Bidder’s Statement, Statement of Confirmation and Vendor Profile Form shall be duly filled-in, signed and submitted together with the Proposal.” These have not been supplied as separate files, is it acceptable for our response to include within the Technical Proposal, or should these be submitted as separate documents? If so, can you provide?</p>	<p>It is acceptable for these documents to be included within the Technical Proposal.</p>
8	<p>Instructions to Bidders - Part 2 Financial Proposal the requirement asks "In presenting the cost for each line item of Services, adequate justification and calculation must be included in the cost and this should be provided on the separate sheet." Can you please provide a template or format guide for the separate sheet.</p>	<p>The justification and calculations, as additional information to the Attachment 4 “Price Schedule Form”) can be presented in a format of your choice.</p>
9	<p>Instructions for preparation and submission of proposals Given the tight timeframe between the question deadline and the proposal submission deadline, we would like to request clarification on when the responses to the questions will be released.</p>	<p>Please refer to the document “Instructions for Preparation and Submission of Proposals” -Revision 28.03.2025, attached to this document</p>
10	<p>ToR Section 3 What is the current video platform in use (please specify the product name)? Is the platform cloud-based or hosted on-premise?</p>	<p>The current video platform is not hosted on-premise.</p>
11	<p>What types of end-user devices are currently supported (desktop, mobile)? Could you please specify the operating systems, browser types, and versions used by the majority of users?</p>	<p>Desktop, Tablet, mobile; Microsoft Edge 123 or higher Firefox 122 or higher Chrome 122 or higher Safari 17.3 or higher Android 12 or higher iOS 14 or higher</p>
12	<p>Are there any existing LAN/WAN optimization technologies in place (e.g., Hive, Kollektive, Multicast)?</p>	<p>The technical team is not aware of any existing optimization technologies. The internal network can support the required load.</p>
13	<p>Are there internal network optimization measures in place to support up to 300 internal users during live streaming events?</p>	<p>Internal network can support this already, we usually have fewer than 100 watchers at any given time, but did have peaks with 200+ watchers and network handled it</p>

		properly. The streams should be available in variable quality and downgrade if any network impediments occur.
14	Contract duration Could you confirm the expected contract duration? Is it indeed a three-year engagement?	As per the draft Model Contract paragraph 4, the expected maximum duration of the Contract is up to five (5) years.
15	ToR Section 4.2.14 Which languages are required for live translation? Are all six UN official languages (Arabic, Chinese, English, French, Russian, Spanish) expected to be supported?	Yes, all 6 official languages through 6 different audio channels, and we have the "Floor" channel which has the original audio of whatever is spoken on the podium.
16	ToR Section 4.2.14 Will live interpretation be provided by human interpreters, or are AI-based/live translation software solutions expected?	Only human interpreters for now.
17	Instructions for preparation and submission of proposals Should CVs be submitted as part of the proposal? If so, for which roles specifically?	You are requested to refer to the document "Instructions for Preparation and Submission of Proposals" PART I TECHNICAL PROPOSAL for details on the documents to be submitted.
18	ToR Section 4.2.22 Migration Can you provide the total number of videos to be migrated, along with the overall file size in terabytes (TB)?	~3,100 videos with ~8.5TB in total size.
19	ToR Section 4.1 What are the estimated storage requirements over a 12-month period?	Current estimation is ~150GB/year at most, for now.
20	ToR Section 4 How many concurrent streams should the platform be able to support?	Usually, the Commission has only one (1) live stream.
21	ToR Section 7.2 Do you require a member of the suppliers team to be on support stand-by monitoring all livestream events?	Note that such Services, as required, will optionally be requested, after issuing separate Formal Request for Delivery (FRD), as per Section 7.2 of the ToR.
22	ToR Section 4.2.25 What workflow do you envisage for the automatic creation of Playlists, please can you describe the steps for how this should work?	Automatically create VOD episodes when uploading videos in bulk based on the alphanumeric sorting of the files being uploaded.

23	ToR Section 4.2.14 Is it possible to indicate whether the video file includes all audio tracks, or if the meeting is split across multiple video files by language?	Backed up video files have all the audio tracks. Streams are HLS for variable streaming quality, audio tracks are in mp4a.
24	Is metadata available, and if so, in which format will it be provided?	Meeting/Video metadata is available on the Video Platform and sent via http requests to the ECS applications. On the backed storage it's in json format and associated with the videos .
25	Could you provide a sample media file along with the corresponding metadata?	Only official session videos have the proper quality flavors, encoding and multi-language audio and those are not for public viewing. Sharing any other video, like our Merry Christmas videos would not be of much help.
26	ToR Section 4.2.3 We are not aware of a common streaming protocol named Apple HSD. Do you perhaps refer to the already deprecated streaming protocol Adobe HDS? Otherwise, could you please elaborate on what "Support for Apple HSD" entails?	Please see revised Term of Reference, Rev 28.03.2025 attached to this document.

TERMS OF REFERENCE (*Rev. 28.03.2025*)

For the Provision of a Video Streaming and Archiving Platform

Table of Contents

1. INTRODUCTION	3
2. SCOPE OF WORK	3
3. OBJECTIVES	ERROR! BOOKMARK NOT DEFINED.
4. CURRENT TECHNOLOGY PLATFORM	4
5. REQUIREMENTS FOR THE VIDEO PLATFORM	5
5.1 TECHNICAL SPECIFICATIONS - SYSTEM REQUIREMENTS	5
5.2 FUNCTIONAL REQUIREMENTS	6
6. CONTRACTOR'S REQUIREMENTS	8
6.1 RISK MANAGEMENT:	8
7. ORGANIZATION OF THE WORK	8
DESIGN WORKSHOP	8
IMPLEMENTATION OF THE POC.....	8
8. OPTIONAL SERVICES	9
IMPLEMENTATION OF THE PRODUCTION SYSTEM	9
9. CONSULTING SERVICES	9
10. METHODOLOGY APPROACH	9
11. OWNERSHIP AND INTELLECTUAL PROPERTY RIGHTS	9
12. WORK LOCATION	10
13. RESOURCES PROVIDED BY THE COMMISION	10
14. SUPPORT AND MAINTENANCE REQUIREMENTS	10

1. INTRODUCTION

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the “Commission”) is the international organization based in Vienna (Austria) setting up the global verification system foreseen under the Comprehensive Nuclear-Test-Ban Treaty (hereinafter referred to as the “CTBT”), which is the Treaty banning any nuclear weapon test explosion or any other nuclear explosion. The Treaty provides for a global verification regime, including a network of stations worldwide, a communications system, an International Data Centre, and on-site inspections to monitor compliance. More information about the Commission can be found at www.ctbto.org.

The Commission hosts live video streams for internal and public events to staff, member states and/or the scientific community. Video recordings are then provided to external channels and internal applications.

The Commission is now seeking to establish a contract for the Provision of Video Streaming and Archiving Platform with improved technical capabilities, maintainability and support in accordance with these Terms of Reference.

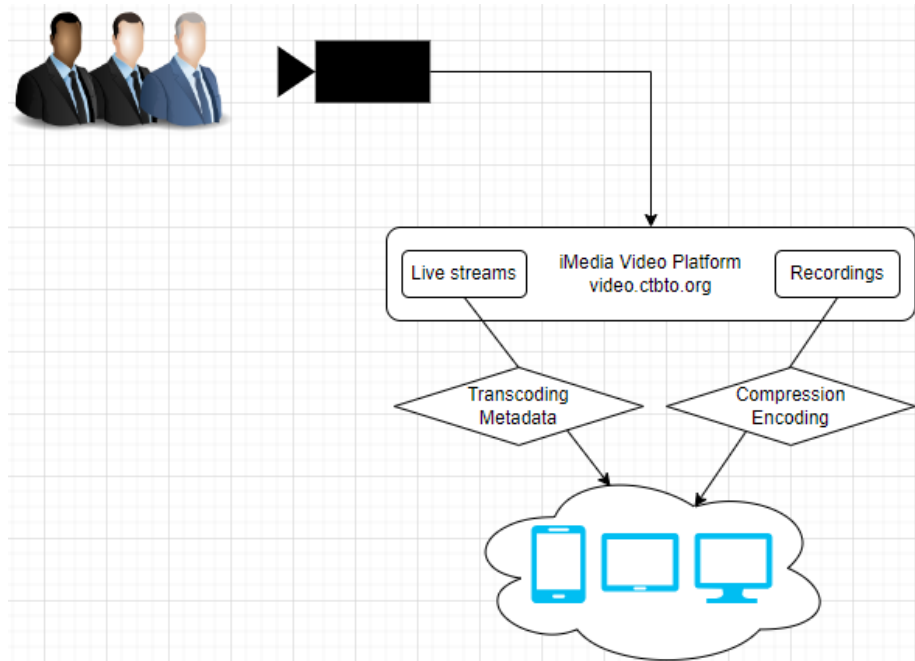
2. SCOPE OF WORK

The objective of this contract is to provide the Commission with access to a suitable, modern video streaming and archiving platform that meets current and future requirements. The selected platform shall support high-quality live streaming and on-demand video playback while ensuring scalability, security, and reliability. The contracted solution shall be also designed in a way to evolve with technological advancements and user needs, ensuring long-term sustainability and value for the Commission. The scope of work includes, but is not limited to, the following:

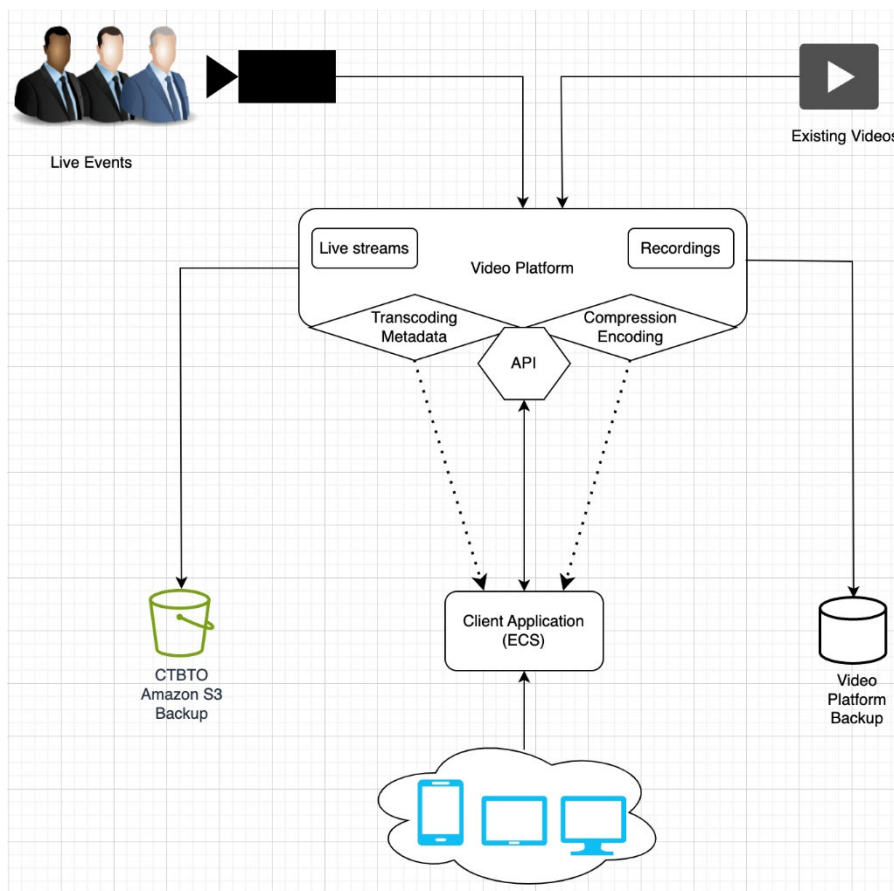
- Deployment of a robust and user-friendly video streaming, management and archiving platform.
- Compliance with current industry standards for video encoding, streaming protocols, and accessibility.
- Continuous system updates and maintenance to ensure optimal performance, security, compatibility with emerging technologies and minimize potential downtime.
- Implementation of identified future requirements to enhance the overall viewing experience for end users.
- Improving video management tools for technical staff, streamlining content organization, video metadata, video viewing and download.
- Simplification and automation of technical workflows to reduce manual interventions.
- Implementation of access controls and content restrictions as required.

3. CURRENT TECHNOLOGY PLATFORM

The current video platform service has the capability to create and host remote live video events with video transcoding and customizable video metadata. Finished live streams are automatically compressed and encoded to be stored in the video recordings archive and provisioned to allow client applications.



4. REQUIREMENTS FOR THE VIDEO PLATFORM



The Contractor shall provide an integrated Software-as-a-Service solution for all media services, including live streaming, Video on Demand (VOD), storage, comprehensive and flexible exposed Application Programming Interface (API) with prompt on-demand support (hereinafter referred to as the “Platform”) for the entire contract period. This could be in the form of an already built-in platform solution to manage media streaming and archiving with yearly subscription renewal possibilities meeting the requirements of these Terms of Reference.

4.1 Technical Specifications - System Requirements

Internal Audience	~ 300
External Audience	Live streaming shall support between 50 and 5000 clients.
Volume of Data Backup	~ 5TB Video Files
Number of existing Video On Demand (VOD) videos	The VOD service shall support an existing catalogue of about 3,000 videos.
Videos created per Year / Volume	~ 200 / ~ 1TB Up to 200 Live Streams are transmitted each year, each of which shall be added to the VOD catalogue.
Volume of Streaming Data per Meeting	~ 500 GB

Table 1: System Requirements

* NOTE: Each Live Stream and VOD Video usually covers a morning or afternoon session of about 3 hours, but sessions can be significantly longer or shorter.

4.2 Functional Requirements

Considering the current architecture and the needs of the end-users, the following section is a comprehensive list of the main features the new video Platform shall address.

Live Streaming

- 4.2.1 The Platform shall provide a streaming engine to stream live events of the Commission.
- 4.2.2 The Platform shall allow each source file to be ingested and transcoded into multiple flavors i.e. files with different and adaptive bitrates, dimension and quality.
- 4.2.3 The main requested formats are: Apple HLS, RTMP, **Apple HSD** and Microsoft Smooth Streaming.
- 4.2.4 The Platform shall provide the option to stream videos branded with the Commission's watermark logo.
- 4.2.5 The Platform shall provide a REST API that Commission built-in-house applications will call:
 - to signal the start and end of streaming events; and
 - to mark cue points.

Integration

- 4.2.6 Live Stream and VOD Video viewers shall not be shown branding or content not issued by the Commission.
- 4.2.7 Live Streams and VOD Videos shall be viewable in standard HTML video player.
- 4.2.8 The Platform shall support live streams which are recorded and transmitted using standard video streaming tools, such as OBS.
- 4.2.9 The Platform shall support live stream start/stop notifications via Web Hooks or similar technology.
- 4.2.10 It shall be possible to create Live Stream placeholders in advance of each planned event.
- 4.2.11 The Platform shall provide an API with the following features:
 - Create a Live Stream;
 - List Scheduled Live Streams;
 - List VOD Videos; and
 - Search VOD Videos by date and/or title.

Availability

- 4.2.12 Live Streams and VOD Videos shall be available for viewing in all countries.
- 4.2.13 VOD Videos shall be available at all times.

Audio Video Format

- 4.2.14 As well as the language spoken in the room, events are interpreted into six (6) languages. The Platform shall support Live Streams and VOD Videos with up to seven (7) user selectable audio channels.
 - a) Live Streams are currently recorded in Full HD resolution (16/9, 1920x1080). The Platform shall support this resolution.
 - b) Some older VOD recordings are in an older 4/3 low resolution video format which shall also be supported.
 - c) Live Stream and VOD Video playback shall adapt the video and audio quality according to available bandwidth.

Video Hosting and Video on Demand

- 4.2.15 Videos and live streams shall be accessible from every member state of the Commission.
- 4.2.16 The Platform shall provide a high level of security and access controls.
- 4.2.17 Data shall not be accessible without the proper level of authorization.

- 4.2.18 The Platform shall protect Live Streams and VOD Videos from unauthorized access. Access shall be granted via tokens or other industry standard mechanism.
- 4.2.19 The Platform shall provide the possibility of configuring different user profiles, roles and workflows. Different user profiles shall be responsible for defining their own workflow(s) and for managing their content and its distribution. The Platform shall also provide the following options:
- i. Customization of metadata, since internal applications are using specific subset of metadata that must be maintained.
 - ii. Media manipulation such as: thumbnails generation; image cropping and resizing; video trimming, video transitions and bookmarking.
 - iii. Styles and branding services.
 - iv. Basic editing of recorded Live Streams shall be possible when they are added to the VOD service, this shall include trimming the start/end of the recording.
- 4.2.20 The Platform shall provide an administrative user interface with the following features:
- i. Create a Live Stream;
 - ii. List Scheduled Live Streams;
 - iii. List VOD Videos;
 - iv. Search VOD Videos by date and/or title;
 - v. View active Live Streams and preview VOD Videos;
 - vi. Basic Video Editor;
 - vii. VOD Video Upload; and
 - viii. Convert recorded Live Streams into VOD Videos.
- 4.2.21 The Platform shall allow exposing data via REST API to manage content, embed videos (via a native HTML 5 player) and search across the library. Moreover, REST API shall be used to integrate video content on other internal applications. The Platform shall provide analytics and insights to measure quality of service, audience engagement and audience geographic distribution.

Migration

- 4.2.22 The Platform shall host future and past videos, supporting their distribution and adapting them to the device of the viewers. The Contractor shall provide tools for migration or migrate videos stored on current contractor's platforms, and of metadata from current contractor's database to the new system.

Audio Tracks Management

- 4.2.23 The Platform shall provide the possibility to ingest and manage videos recordings linked to multiple audio tracks (specifically different language audio tracks) and its native player shall allow users to switch to another audio track (language) while watching a video. The Platform shall allow the use of multiple audio tracks not only for Video on Demand but also during a live streaming event.

Disaster Recovery

- 4.2.24 The Contractor shall demonstrate that the Platform has a reasonable disaster recovery strategy. VOD Videos should be automatically replicated to a file backup service such as Amazon S3 operated by the Commission.

Bulk upload and automatic creation of "Playlists"

- 4.2.25 The Platform shall provide the possibility to upload videos in bulk and eliminate repetitive tasks and group those videos into an entity like a "playlist" to indicate that those videos should be viewed together in a continuous manner.

5. CONTRACTOR'S REQUIREMENTS

The Contractor shall have directly related and uninterrupted record of at least three (3) years of experience in providing same or similar services. The Contractor shall demonstrate that their platform has a strong and secure architecture, is well-rated and known on the market, has several users (at least ~1000) around the world, and is actively maintained and updated. Previous experience with other international organizations is preferred.

5.1 Risk Management

The Contractor shall provide a thorough risk assessment plan at the commencement of the contract to identify potential risks that could impact the successful execution of the implementation activities outlined in this Terms of Reference (ToR). Risks may include, but are not limited to, technical challenges, changes in project requirements/scope, resource constraints, schedule delays, integration difficulties, and third-party software dependencies. The risk assessment plan should be consistently updated, aligning with the delivery of project milestones or significant accomplishments.

Upon the project's satisfactory completion, the Contractor is obligated to conduct a final review of the initially identified risks. Risks that have been effectively mitigated or did not materialize should be officially closed, accompanied by appropriate documentation. The insights gained from the risk management process should be methodically documented and shared with the client, thereby contributing to the knowledge repository for forthcoming similar projects.

6. ORGANIZATION OF THE WORK

6.1 Design Workshop

The Contractor shall conduct a workshop not later than two (2) weeks following contract signature. The purpose of this workshop shall be to develop the final design for the service, the final project plan, and an initial acceptance test plan, which eventually shall be implemented by the Contractor and the Commission's specialists. This final documentation shall be prepared within two (2) weeks after the workshop and shall be approved in writing by the Commission before the Contractor commences preparation of the Proof of Concept (PoC) environment.

6.2 Implementation of the PoC

After the Design workshop the Contractor shall implement the PoC together with the Commission's specialists according to the prepared project plan. The PoC will be time-bound for a maximum of four (4) weeks. The purpose of the PoC is to demonstrate that the Contractor's platform meets the requirements of the Commission. During the PoC, the Contractor shall:

- a) Revise the Project's acceptance test plan;
- b) Execute the acceptance test plan on the PoC environment; and
- c) prepare and provide detailed technical documentation and report on the PoC.

This report shall be used to review and finalize the System design, the Project plan and acceptance test plan that shall be used in the implementation and evaluation of the solution in production, provided that the PoC has been completed successfully.

The PoC shall be deemed to have been completed successfully after:

- a) the evaluation of the PoC using the agreed acceptance test plan;
- b) the review of the submitted documentation, as required in this ToR; and
- c) the commissioning and written authorization of the implementation of the PoC by the Commission.

7. OPTIONAL SERVICES

7.1 Implementation of the production system

Following the successful completion of the PoC, the Commission shall have the right to request for the implementation of the production system through a Formal Request for Delivery (FRD) in accordance with the Contract.

After the FRD has been processed completely, the Contractor together with the trained specialists shall:

- install the System in production;
- Migrate from the existing platform;
- Execute the acceptance test plan in production;
- Provide a detailed final report and technical documentation of the final System; and
- Provide maintenance and support services and consultancy services.

7.2 Consulting services

To support the Commission's staff in performing tasks related to this project, the Contractor may be required to provide experienced consultants on-site at the Commission's premises in Vienna, Austria. The Commission may request up to twenty (20) person-days per year for consulting services, during the execution of the services to perform work related to the new video platform, such as customizations, software development or consulting. For the first contractual year the consulting days (20) will be firm and committed by the Commission. For the subsequent four (4) years the consulting days (up to 20) will optionally be requested, after issuing separate Formal Request for Delivery (FRD).

8. METHODOLOGY APPROACH

The project shall start by means of a kick-off meeting no later than two (2) weeks after entry into force of the contract. An Agile approach will be applied to follow a timeline based on deliverables and priorities. The overall timeframe planned is three (3) months to go live with the new Platform. Sub-deliverables such as content migration and ad-hoc small customization as described in Section 4.2 will be planned together with the Contractor at the kick-off meeting to be delivered within a three (3) month period, from the project's kick-off meeting.

9. OWNERSHIP AND INTELLECTUAL PROPERTY RIGHTS

Except for pre-existing intellectual property rights (e.g. licensed third-party components), the Commission will retain ownership of and intellectual property rights in any deliverable created or developed by the Contractor. It is the responsibility of the Contractor alone to ensure that the Commission will be able to use all deliverables without infringing pre-existing property rights (e.g. proper licenses for all third-party components for use by the Commission). The Commission will also retain all rights to all videos and data uploaded to the platform.

10. WORK LOCATION

The Contractor may conduct the work at their premises (off-site). When deemed necessary the Commission has the right to request on-site consultancy.

When previously agreed with the Commission, consulting services may be executed remotely. The Contractor is only expected to perform the work on-site at CTBTO headquarters, in Vienna, Austria, when deemed necessary and requested by the Commission.

11. RESOURCES PROVIDED BY THE COMMISSION

The Commission will make qualified staff available to provide assistance and will cooperate in responding to information requests from the Contractor in order to allow the Contractor to carry out the Work. The Commission will make all necessary documentation and source-code available to the Contractor which is required for the performance of the Work. All other resources are to be provided by the Contractor.

12. SUPPORT AND MAINTENANCE REQUIREMENTS

The Contractor shall ensure resolution to incidents and/or requests submitted by the Commission within the following timeframes:

- Within 1 working day for issues classified as High priority (affect the availability of the service for most users).
- Within 5 working days for issues classified as Medium priority (affect the availability of most features for multiple users).
- Within 10 working days for issues classified as Low priority (affect the availability of minor features for a small number of users).

13. PENALTIES

The breach of any of the service levels defined in this document and/or in the corresponding service levels defined by the manufacturer shall entitle the Commission to a fine of 0.5% (half of a percent) of the cost of the Services.

The penalty amount shall be deducted from the Contractor's invoices pertaining to the support services, if applicable.

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF PROPOSALS (Rev. 28.03.2025)

1. General

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

This Request for Proposal (RFP) is for the provision of services as described in the Terms of Reference for the “Provision of Video Streaming and Archiving Platform”.

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

2. Documents included in this RFP

This RFP consists of the following documents:

- 1) Letter of Invitation;
- 2) These Instructions for Preparation and Submission of Proposals with its Attachments:
 - Attachment 1: Procedure for Submission of Electronic Offers in 2 sealed files;
 - Attachment 2: Evaluation Criteria and Method;
 - Attachment 3: Minimum Content of Technical Proposal and Technical Compliance Matrix; and
 - Attachment 4: Financial Bid - Price Schedule Form.
- 3) Vendor Profile Form;
- 4) Statement of Confirmation.
- 5) List of CTBT State Signatories available at www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#) and incorporated hereby by reference;
- 6) The Commission’s Model Contract and its Annexes;
 - o Annex A - The Commission’s License Agreement;
 - o Annex B - The Commission’s General Conditions of Contract, available at [CTBTO General Conditions of Contract 08-10-2021 final.docx](#) and incorporated hereby by reference;
 - o Annex C - The Commission’s Terms of Reference

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

3. Amendment of RFP Documents

At any time prior to the closing date for submission of Proposals, the Commission may, for any reason, modify the RFP documents by amendment. The Commission may consider

extending the deadline in order to allow adequate time for considering the modifications in the preparation of the Proposal.

4. Language of the Proposal

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

5. Format and Submission of the Proposal

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

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

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

The Proposal 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 RFP as soon as possible after receipt of the solicitation documents, but in any case, no later than **seven (7) business days prior to the Closing Date**. No requests for clarifications will be entertained after this time. Questions will only be accepted via e-mail sent to:

E-mail: procurement@ctbto.org
Subject: 2025-0030/RICKARD - Request for Clarifications

The Commission will make all reasonable efforts to issue the clarifications not later than ~~seven (7)~~ five (5) business days prior to the Closing Date.

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

7. Eligible Goods and Services

The goods and services (if any) to be rendered under the Contract/Purchase Order 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 firm fixed unit prices Call-off Contract based on the attached Model Contract. The terms and conditions of payment for services are described in the attached Model Contract.

9. Preparation of the Proposal

The Proposal shall contain, but not necessarily be limited to, the information described below.

The Proposal shall be composed of the following separate parts:

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

PART I: TECHNICAL PROPOSAL

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

1. Point of Contact

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

2. Documents Establishing the Eligibility and Qualifications of the Bidder

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

3. Bidder's Statement, Statement of Confirmation and Vendor Profile Form

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

4. Description of Services

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

- (i) A detailed description of the proposed solution and inclusion of any relevant technical literature.
- (ii) The completed document "Attachment 3 Bidder Technical Compliance Matrix" duly filled in. Note that this document is a high-level compliance matrix only. Bidders shall provide sufficient evidence to demonstrate competence and compliance with the requirements.
- (iii) A detailed technical document demonstrating how your proposed solution delivers each of the Technical Requirements and Functional Requirements, in the order outlined in the Terms of Reference (ToR) document section 4;
- (iv) A description of the proposed maintenance and support services, to address the ToR section 12;
- (v) Evidence to support that the Contractor meets the experience requirements, as detailed in ToR Section 5;
- (vi) A draft risk plan addressing the requirements in ToR section 5.1; and
- (vii) Any other relevant issue which the Bidder would like to bring to the attention of the Commission whether or not having cost implications.

5. Qualifications

Documentary evidence of the Bidder's and the project personnel's qualifications to provide the Services meeting the requirements in ToR section 4, which shall establish to the Commission's satisfaction that the Bidder has technical capability necessary to perform the Contract and other necessary ongoing services as required.

6. Commission's Inputs

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

7. Sub-Contractors

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

Instructions for preparation and submission of Proposals – Request for Services

www.ctbto.org under [Status of Signatures and Ratifications | CTBTO.](#))

8. Work permits and Visas

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

9. Delivery Schedule

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

PART II: FINANCIAL PROPOSAL

The Financial Proposal shall be prepared in **United States Dollars or Euro** and shall breakdown, separately, the costs for each task required by the Terms of Reference in accordance with **Attachment 4 (Price Schedule Form)**.

In presenting the cost for each line item of Services, adequate justification and calculation must be included in the cost and this should be provided on the separate sheet. 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.

(1) *For Austrian companies*

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

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

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

(3) *For Non-EU Companies*

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

10. Completeness and Correctness of the Proposal

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

11. Validity of the Proposal

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

12. Correction of Errors

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

13. Evaluation of the Proposal and Award

- (a) The Commission will conduct the evaluation based on the criteria and method specified in Attachment 2 “Evaluation Criteria and Method”.
- (b) The Commission reserves the right, as it deems appropriate, to award to a single bidder, to award to multiple bidders in any combination or not to award to any of the bidders as a result of this RFP.

14. Negotiations of the Proposal and Award

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

15. Modification and Withdrawal of the Proposal

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

16. The Commission’s Right to Reject the Proposal

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

17. Costs of preparation and submission of the Proposal

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

18. Proprietary Information

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

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

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.

BIDDER'S STATEMENT PLEASE FILL THIS FORM & SUBMIT WITH THE BID
Delivery Time:
Shipping weight (kg) and Volume (m ³) – if applicable:
List of recommended consumables and spares including prices and details on local availability, if applicable (please tick): <input type="checkbox"/> For one year period <input type="checkbox"/> For a period of
Warranty period applicable (it shall be for a minimum of 24 months , starting from the acceptance of the goods/services by the Commission) – please tick below: <input type="checkbox"/> For a two year period <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/>
Confirmation that the Bidder has reviewed the Commission's Model Contract, License Agreement and General Conditions of Contract and agreed to all terms and conditions. Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
Remarks:
Name:
Name & Title of Contact Person:
Signature & date:

RFP 2025-0030/RICKARD
Provision of Video Streaming and Archiving Platform
Attachment 4: PRICE SCHEDULE FORM

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

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

ToR #	Item	Unit	Quantity	Unit Price (EUR or USD)	Total Price (EUR or USD)
6.1	Design Workshop	One-off lump sum	1		0.00
6.2	Implementation of Proof of Concept (PoC)	One-off lump sum	1		0.00
<i>Other</i>	<i>Other items</i>	<i>Unit</i>	<i>Quantity</i>	<i>Price</i>	<i>Price</i>
<i>Other</i>	<i>Other items</i>	<i>Unit</i>	<i>Quantity</i>	<i>Price</i>	<i>Price</i>
<i>Other</i>	<i>Other items</i>	<i>Unit</i>	<i>Quantity</i>	<i>Price</i>	<i>Price</i>
Total Price in EUR or USD (DAP, door-to-door, excluding taxes**)					

OPTIONAL ITEMS					
ToR #	(OPTIONAL) Items	Unit	Quantity	Unit Price (EUR or USD)	Total Price (EUR or USD)
7.1	(Optional) Implementation of the production system	One-off lump sum	1		0.00
ALL	(Optional) Yearly subscription renewal for the platform solution.	Per Year	5		0.00
7.2	(Optional) On-site Consulting Services (maximum of 20 days per year, for five (5) years)	Daily rate fixed for contract duration	80		0.00
<i>Other</i>	<i>Other</i>	<i>Unit</i>	<i>Quantity</i>	<i>Price</i>	<i>Price</i>
<i>Other</i>	<i>Other</i>	<i>Unit</i>	<i>Quantity</i>	<i>Price</i>	<i>Price</i>
<i>Other</i>	<i>Other</i>	<i>Unit</i>	<i>Quantity</i>	<i>Price</i>	<i>Price</i>

Instructions

Understand the Columns:

Item: This column lists the items that need to be priced.

Description: This column provides a detailed description of each item, as per the ToR.

Unit: This column specifies the unit of measurement for each item (e.g., Lump Sum, Per Inspection, Per Year).

Quantity: This column indicates the quantity required for each item.

Unit Price (EUR or USD): This column is where you will input the price per unit for each item.

Total Price (EUR or USD): This column will automatically calculate the total price based on the unit price and quantity.

Input Unit Prices:

For each item, enter the unit price in the Unit Price (EUR or USD) column. Ensure that the price is in EUR or USD.

Specify either EUR or USD

** Please see the Instructions for Preparation and Submission of Bids about any applicable taxes

Verify Total Prices:

The Total Price (EUR or USD) column will automatically calculate the total price by multiplying the unit price by the quantity.

Verify that the calculations are correct.

Kindly provide the cost breakdown on the separate sheet.