

INVITATION TO BID

THIS IS NOT AN ORDER

To: ALL BIDDERS

CTBTO Ref. No.: 2025-0039/Polonskaya
(PLEASE QUOTE ON ALL COMMUNICATIONS)



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

E-mail: procurement@ctbto.org

Attn.:

Phone:

Fax:

Email:

Date: 25 Mar 25

Title of Request: Total station and ancillary survey equipment

Deadline for Submission: 10 Apr 25

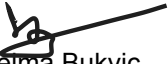
Vienna Local Time: 17:00

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 below.

Item	Description and Requirements	Quantity	U/M
1	Total station & ancillary survey equip	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,


Ms. Selma Bukvic,
OIC, Procurement Services Section

ACKNOWLEDGEMENT FORM

Solicitation No: 2025-0039	Closing Date: 10 Apr 25
Title: Total station and ancillary survey equipment	Vienna Local Time: 17:00

Procurement Staff: Olga Polonskaya

CTBTO Req. No.: 0010026502

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

WITHIN FIVE (5) DAYS

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

by email to
procurement@ctbto.org

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

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

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

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF BIDS

1. General

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

This Invitation to Bid (ITB) is for the supply of the *Total Station and ancillary survey equipment* (hereinafter referred to as the "Goods")

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

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

This ITB consists of the following documents:

- (a) Letter of Invitation
- (b) Instructions for Preparation and Submission of Bid
 - Attachment 1: Technical Compliance Matrix
 - Attachment 2: Price Schedule Form
- (c) Annex A - The Commission's General Conditions of Contract available at this link: [CTBTO General Conditions of Contract](#) and incorporated hereby by reference; and
- (d) Annex B - The Commission's Technical Specifications
- (e) Vendor Profile Form; and
- (f) Statement of Confirmation.

Note: In the event of award, the bid will be incorporated as Annex C of the Purchase Order.

3. Amendment of ITB Documents

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

4. Language of the Bid

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

5. Format and Submission of the Bid

- (a) 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.

- (b) The Bid shall be submitted electronically to procurement@ctbto.org in two separate pdf files, one containing a Technical Bid *without* prices and one containing a Financial Bid *with* prices.

No pricing/financial information shall be included in the Technical Section of the Bid. Note however that a complete list of the items being offered (without the prices) shall be included in the Technical Section of the Bid.

The subject of the email shall contain the following:

ITB No. 2025-0039/Polonskaya_ Total Station and ancillary survey equipment

- (a) The Bid shall be received by the above-mentioned addressee not later than the deadline for submission 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 working 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: ITB No.2025-0039/Polonskaya_ Total Station and ancillary survey equipment - Request for Clarifications

The Commission will make all reasonable efforts to issue the clarifications not later than 3 business days prior to the Closing Date.

Except in the case of responding to a 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 to be rendered under the 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 a firm fixed price on the Commission's Purchase Order. The Contract Price shall be based on firm fixed prices and paid in arrears, subject to satisfactory delivery and acceptance of the good and/or services by the Commission.

9. Content of the Bid

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

The Bid shall be composed of the following separate parts:

I. Technical Bid; and

II. Financial Bid;

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.

Contact Person and Personnel

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

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 purchase order 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 under the Purchase Order which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' manufacturer or producer to supply and service the goods in the country of final destination;

(b) That the Bidder has the financial, technical, and production capability necessary to perform the Purchase Order.

(ii) Expertise of the Company: This section shall provide brief information on the experience of the company, both domestic and international, which are related or similar in nature to the requirements of the ITB.

(iii) In complying with this section, the Bidder assures and confirms to the Commission that the expert being nominated is available to fulfil the demands (setup and training) of the Purchase Order during its stated full term.

Compliance Matrix, Bidder's Statement and Statement of Confirmation

The attached Attachment 1 "Technical Compliance Matrix", Bidder's Statement and Statement of Confirmation shall be duly signed and submitted together with the Bid.

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 Part Number

The Bid shall include the Manufacturer's Part Number of the items proposed.

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

Insurance

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

Delivery Schedule

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

PART II: FINANCIAL BID

The Bid shall be submitting in accordance with Attachment 2 “Price Schedule Form” and shall include prices for all items indicated in the Technical Specifications.

- The Bid shall include fixed costs of the equipment/goods, packing and handling, insurance, transportation and freight, customs clearance (if applicable) and local delivery to CTBTO TeST Centre (Austrian Institute of Technology (AIT)), 2444 Seibersdorf, Austria. The delivery terms shall be DAP (Delivered At Place; Incoterms 2020) door-to-door CTBTO, Seibersdorf, Austria.
The Bid shall also include all travel costs related to setup and training.
- In presenting the cost for each item, adequate justification and calculation must be included in the cost Bid. All individual costs shall be stated in EURO or USD and be computed to constitute the total PO 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 PO award.

Indirect Taxes

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.

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. 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.

12. Correction of Errors

Instructions for preparation and submission of Bids for Supply and Delivery of Equipment

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. Evaluation of the Bid

- (a) Subject to the conformance of the Technical Bid to the requirements of the Terms of Reference, the Financial Bid shall be evaluated as follows:
 - (i) contractual compliance;
 - (ii) commercial acceptability.
- (b) The Commission, based on the evaluation method given above, will determine the Bid which is the “least costly technically acceptable Bid”.

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 PO under this ITB.

The Commission reserves the right, as it deems appropriate, to award to a single bidder, to award to multiple bidders in any combination or not to award to any of the bidders as a result of this ITB.

15. Modification and Withdrawal of the Bid

Bidders may modify or withdraw their Bids after 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 without the consent of the Commission.

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 Invitee(s).

17. 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.

18. 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.

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.

BIDDER'S STATEMENT
PLEASE STATE BELOW & SUBMIT WITH BID

Delivery Time:

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

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

For one year period For a period of

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

For a two year period For a period of

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

State country of origin or assembly of all items quoted:

Quantity discount and early payment discount (if any):

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

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

Confirmation that the bidder has reviewed the Commission's 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:

Technical Compliance Matrix

#	Requirements in line with the Specification	Compliance (Yes/No)	Comments (Bidder to provide cross reference with the Bid and a summary of compliance)
SCOPE			
1	TS16 Total Station: <ul style="list-style-type: none"> • Accuracy with prism: 1 mm + 1.5 ppm • Power search: Yes • Target aiming range with GRZ122 prism: 1,000m • Target locking range with GRZ122 prism: 1,000m • Range with prism: > 2km • Weight: < 5.8kg • Lithium-ion battery for the TS16 total station × 2 • Multi-bay charger for TS16 total station batteries × 1 • The total station shall be compatible with: <ul style="list-style-type: none"> ○ AP20 Autopole ○ CS20 field controller 		
2	AP20 Survey poles with tilt compensation:		

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	<p>AP20 Autopole with pole height and tilt measurement capability × 2, and shall be:</p> <ul style="list-style-type: none"> ○ Compatible with TS16 total station ○ Compatible with CS20 field controller ○ IP67 rating ● Battery for AP20 Autopole × 4 ● Pole: GLS51 with stub for AP20 Autopole × 1 ● Pole: GLS54 mini pole with stub for AP20 Autopole × 1 ● GRZ122 prism × 2 		
3	<p>Leica CS20 rugged field controller:</p> <ul style="list-style-type: none"> ● Compatible with: <ul style="list-style-type: none"> ○ Leica GS18T GNSS RTK rover unit ○ Leica TCRP1205 total station and ○ Leica TS16 total station ● 5" WVGA touch display ● 4GB eMMC Flash Memory ● 2GB SDRAM ● SD card slot ● 4G GSM/UMTS/LTE module ● QWERTY keypad and stylus 		

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	<ul style="list-style-type: none"> • GEB334 Li-Ion battery 10.8V/3450mAh × 2 • Charger for GEB334 batteries EU adapter • SD memory card 1GB • Pole holder clamp and holder for CS20 • Leica Captivate license for CS20 controller with the following configuration: <ul style="list-style-type: none"> ○ Measure and stakeout ○ Staking and measuring of points relative to a line, arc or polyline 		
4	<p>Setup and Training (in line with section 2.4 of the Spec)</p> <p>The Contractor shall provide one expert to:</p> <ul style="list-style-type: none"> • Setup the equipment described in sections 2.1-2.3 of the Spec • Conduct bespoke training in English for a group of no more than three Commission staff members for one (1) day. • Setup and training shall be held at: The CTBTO TeST Centre, Seibersdorf, Austria 		
QUALIFICATION REQUIREMENTS TO THE CONTRACTOR			
	<ul style="list-style-type: none"> • The Contractor shall be an authorized sales partner of the manufacturer; and • The Contractor shall be an authorized service partner of the 		

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	<p>manufacturer and shall be able to provide maintenance service for purchased equipment.</p>		
WARRANTY			
	<p>The Contractor shall provide warranty for a period of two (2) years. Warranty shall include complete replacement of equipment provided by the Contractor, which at any time during the warranty period, due to manufacturing faults or poor workmanship does not meet at least one requirement of the Specification.</p>		
FIRMWARE MAINTENANCE AND ONLINE SUPPORT			
	<p>All firmware shall be maintained and supported for a period of 3 years. This maintenance shall cover:</p> <ul style="list-style-type: none"> • All upgrades to firmware; and • Online support for equipment and firmware including access to online Leica tutorials and email/phone access to technical support in English. 		
TIMEFRAME REQUIREMENTS			
	<p><u>Delivery of all equipment</u> described in sections 2.1-2.3 - DAP 2020 (door-to door) at CTBTO TeST Centre, Seibersdorf, Austria - No later than two (2) months after the Purchase Order is signed</p> <p><u>Setup and training</u> as described in section 2.4 - CTBTO TeST Centre, Seibersdorf, Austria - Parties to confirm a date but not later than 30 days after receipt of all equipment</p>		

Attachment 2: Price Schedule Form for ITB 2025-0039				
TOTAL STATION AND ANCILLARY SURVEY EQUIPMENT				
Item	Description	Quantity	Unit Cost please specify currency ____	Total Cost please specify currency ____
1	Leica TS16 total (in line with section 2.1 of the Spec)	1		
	Accessories/parts			
	Lithium-ion battery for the TS16 total station	2		
	Multi-bay charger for TS16 total station batteries	1		
2	Leica AP20 Autopoles with tilt compensation capability (in line with section 2.2 of the Spec)	2		
	Accessories/parts			
	Battery for AP20 Autopole	4		
	Pole: GLS51 with stub for AP20 Autopole	1		
	Pole: GLS54 mini pole with stub for AP20 Autopole	1		
	GRZ122 prism	2		
3	Leica CS20 rugged field controller (in line with section 2.3 of the Spec)	1		
	Accessories/parts			
	GEB334 Li-Ion battery 10.8V/3450mAh	2		
4	Warranty for two (2) years (in line with section 4 of the Spec)	1		
5	Equipment setup and Training (in line with section 2.4 of the Spec)	1		
6	Firmware maintenance and online support for three (3) years (in line with section 5 of the Spec)			
7	Delivery cost (DAP, Incoterms 2020) door-to-door to CTBTO TeST Centre, Seibersdorf, Austria			
8	Any other costs (please specify)	1		
Total Price in USD/EUR * (DAP, door-to-door, excluding taxes**)				

* Specify either EUR or USD

** Please see the Instructions for Preparation and Submission of Bids about any applicable taxes (“Type of Contract and Payment” and “Content of the Bid – Part II: Financial Bid”)

Annex B

Technical Specification

**TOTAL STATION AND ANCILLARY SURVEY
EQUIPMENT**

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 (hereinafter referred to as “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 (hereinafter referred to as “OSI”) to monitor compliance with the Treaty. More information can be found under www.ctbto.org

The purpose of an On-Site Inspection (hereinafter referred to as the “OSI”) is to clarify whether a nuclear weapon test explosion or any other nuclear explosion has been carried out in violation of Article I of the CTBT and to the extent possible, gather any facts which might assist in identifying any possible violator.

The Technical Specification define the technical framework of the procurement of a Leica TS16 total station and ancillary survey equipment.

2 SCOPE

The scope of the procurement envisages the supply of hardware as described in sections 2.1 – 2.3 and training services as described in section 2.4.

2.1 TS16 Total Station

The Contractor shall supply **one (1)** Leica TS16 total station with the following specifications:

- Accuracy with prism: 1 mm + 1.5 ppm
- Power search: Yes
- Target aiming range with GRZ122 prism: 1,000m
- Target locking range with GRZ122 prism: 1,000m
- Range with prism: > 2km
- Weight: < 5.8kg
- Lithium-ion battery for the TS16 total station × 2
- Multi-bay charger for TS16 total station batteries × 1
- The total station shall be compatible with:
 - AP20 Autopole

- CS20 field controller

2.2 AP20 Survey poles with tilt compensation

The Contractor shall supply **two (2)** Leica AP20 Autopoles with tilt compensation capability as well as ancillary equipment, as detailed below:

- AP20 Autopole with pole height and tilt measurement capability × 2, and shall be:
 - Compatible with TS16 total station
 - Compatible with CS20 field controller
 - IP67 rating
- Battery for AP20 Autopole × 4
- Pole: GLS51 with stub for AP20 Autopole × 1
- Pole: GLS54 mini pole with stub for AP20 Autopole × 1
- GRZ122 prism × 2

2.3 CS20 control unit

The Contractor shall supply **one (1)** Leica CS20 rugged field controller with the following specifications:

- Compatible with:
 - Leica GS18T GNSS RTK rover unit
 - Leica TCRP1205 total station and
 - Leica TS16 total station
- 5" WVGA touch display
- 4GB eMMC Flash Memory
- 2GB SDRAM
- SD card slot
- 4G GSM/UMTS/LTE module
- QWERTY keypad and stylus
- GEB334 Li-Ion battery 10.8V/3450mAh × 2
- Charger for GEB334 batteries EU adapter
- SD memory card 1GB

- Pole holder clamp and holder for CS20
- Leica Captivate license for CS20 controller with the following configuration:
 - Measure and stakeout
 - Staking and measuring of points relative to a line, arc or polyline

2.4 Setup and training

The Contractor shall provide one expert to:

- Setup the equipment described in sections 2.1-2.3
- Conduct bespoke training in English for a group of no more than three Commission staff members for one (1) day.

The Commission can provide reasonable logistical support and adequate training facilities including a training room and standard equipment (such as beamer, flipchart and whiteboard). Any additional equipment may be requested by the Contractor two (2) weeks prior to the commencement of the training and will be provided if owned by the Commission.

The expert shall be fluent in English and have more than 2 years of experience working with the TS16 or similar Leica total stations.

2.4.1 Training content

The training shall consist of:

- An overview of equipment – as supplied
- Practical training in the use of the equipment including:
 - Application of control software
 - Basic maintenance and instrument care that could be undertaken by the Commission
- Data export from the CS20 and import and manipulation in Leica desktop software.

2.4.2 Location

Setup and training shall be held at:

The CTBTO TeST Centre, Seibersdorf, Austria.

3 QUALIFICATION REQUIREMENTS TO THE CONTRACTOR

- The Contractor shall be an authorized sales partner of the manufacturer; and
- The Contractor shall be an authorized service partner of the manufacturer and shall be able to provide maintenance service for purchased equipment.

4 WARRANTY

The Contractor shall provide warranty for a period of two (2) years. Warranty shall include complete replacement of equipment provided by the Contractor, which at any time during the warranty period, due to manufacturing faults or poor workmanship does not meet at least one requirement of the Specification.

5 FIRMWARE MAINTENANCE AND ONLINE SUPPORT

All firmware shall be maintained and supported for a period of 3 years. This maintenance shall cover:

- All upgrades to firmware; and
- Online support for equipment and firmware including access to online Leica tutorials and email/phone access to technical support in English.

6 TIMEFRAME REQUIREMENTS

Event	Location (if any)	Dates
Delivery of all equipment described in sections 2.1-2.3	DAP 2020 (door-to door) at CTBTO TeST Centre, Seibersdorf, Austria	No later than two (2) months after the Purchase Order is signed
Setup and training as described in section 2.4	CTBTO TeST Centre, Seibersdorf, Austria	Parties to confirm a date but not later than 30 days after receipt of all equipment

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

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

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

STATEMENT OF CONFIRMATION

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

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

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

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

Name (print): _____

Signature: _____

Title/Position: _____

Place (City and Country): _____

Date: _____

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