

REQUEST FOR QUOTATION

THIS IS NOT AN ORDER

To: ALL BIDDERS

CTBTO Ref. No.: 2025-0079/Rotte
(PLEASE QUOTE ON ALL COMMUNICATIONS)

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

Attn.:

Phone:
Fax:
Email:

Date: 27 May 25

Title of Request: Supply and Delivery of VR Headsets and Accessories for On-Site Inspection Training and Outreach Activities

Deadline for Submission: 03 Jun 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 quote the following items as per conditions listed below.

| Item | Description and Requirements | Quantity | U/M |
|-------------|--|-----------------|------------|
| 1 | VR Headsets and Accessories OSI SnT (see attached Specifications) | 1 | Piece |

When preparing your quotation, 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 quotation.

Yours sincerely,



Stefan Rotte
Procurement Assistant

ACKNOWLEDGEMENT FORM

| | |
|--|---|
| Solicitation No: 2025-0079 Title: Supply and Delivery of VR Headsets and Accessories for On-Site Inspection Training and Outreach Activities | Closing Date: 03 Jun 25 Vienna Local Time: 17:00 |
|--|---|

Procurement Staff: Rotte

CTBTO Req. No.: 10027090

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 proposal | |
| By: _____ <div style="text-align: center; margin-top: 5px;">(date)</div> | Company Name: _____ Contact Name: _____ Email/Tel: _____ |

| | |
|---|--|
| B: We may submit and will advise | |
| By: _____ <div style="text-align: center; margin-top: 5px;">(date)</div> | Company Name: _____ Contact Name: _____ Email/Tel: _____ |

| | |
|--|--|
| C: We will not submit a proposal for the following reason(s) | |
| <div style="margin-bottom: 10px;"> <input type="checkbox"/> our current workload does not permit us to take on additional work at this time; </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> we do not have the required expertise for this specific project; </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> insufficient time to prepare a proper submission; </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> other (please specify) _____ </div> | |
| Company Name: _____ Contact Name: _____ Email/Tel: _____ | |

INSTRUCTIONS TO SUPPLIERS

Request for Quotation No. 2025-0079/ROTTE – Supply and Delivery of VR Headsets and Accessories for On-Site Inspection Training and Outreach Activities

| CONDITIONS | |
|---|---|
| Goods/Services | See Specifications (Annex B) |
| Delivery Terms (INCOTERMS 2020) and Destination | On an as soon as possible basis, DAP (delivered at place, door-to-door) to: CTBTO TeST Centre, Forschungszentrum AIT, Seibersdorf, 2444, Austria Please note that all deliveries must include insurance for the Equipment. |
| Currency | Please quote in EURO or USD |
| The Price | The price quotation shall include the costs of the goods as well as delivery costs, including packing, handling, insurance, shipment, customs clearance, local delivery and installation. The price quotation shall also include costs and expenses incurred by the Supplier 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 contribution, if applicable). |
| Taxes | <p>“Taxes” means all direct and indirect taxes (including value added tax, general sales tax or goods and services tax), assessments, fees, customs duties, liens and charges in as much as they are levied in conclusion or implementation of the purchase order, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission’s official use.</p> <p>(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 Purchase Order in respect of the Goods/Services shall be quoted separately or be separately identified on the Proposal together with information on the nature of the tax and its method of calculation.</p> <p>(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 Purchase Order in respect of the Goods/Services shall be quoted separately or separately identified on the Proposal 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).</p> <p>(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 Purchase Order in respect of the Goods/Services shall be quoted separately or be separately identified on the Proposal 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 Purchase Order.</p> |
| Validity of Quotation | Minimum 90 days as of the Closing Date |

| | |
|--|---|
| Other Documents | Please submit, jointly with the Quotation, the following other documents: - the Supplier's Statement; and - the Statement of Confirmation. |
| General Conditions | General Conditions of Contract (See Annex A). |
| Privileges & Immunities | Nothing in or relating to the Purchase Order shall be deemed to constitute an express or implied waiver of any Privileges and Immunities of the Commission. |
| Payment Terms | <p>Within 30 days of receipt and acceptance of the goods and of the following documents:</p> <ol style="list-style-type: none"> (1) Invoice(s) showing the firm fixed price of the goods. The Supplier shall submit an invoice in 1 (one) original and 2 (two) copies or electronically, from the Supplier's official e-mail address in PDF format, duly signed and stamped by the Supplier and submitted to Payable_Invoices@ctbto.org. Each invoice shall contain the Contract number (CTBTO and SAP numbers), detailed banking instructions, including the name and address of the Supplier's bank, account number, account holder's name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer. and actual pre-paid transportation and insurance cost (if applicable). (2) Acknowledgement Copy of the Commission's Purchase Order with Supplier's signature; (3) Delivery Notice acknowledged by the designated receiving staff in Seibersdorf, (4) showing all the items delivered; and (5) Any other relevant documents. <p>Applicable Taxes payable by the Supplier and/or its subcontractor(s) 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 Purchase Order, bank statements (or equivalent) showing the exchange rate used for the conversion shall be submitted to the Commission, in addition to any other supporting documentation.</p> |
| OTHER REQUIREMENTS: | |
| Language: All documentation, including Installation and Operating Manuals, shall be in the English language. | |
| Spare Parts: If spare parts are normally delivered with the equipment but are not mentioned in our list, please include in your quotation the minimum quantity required for one year of operation, keeping in mind that their value shall not exceed 10 per cent of the value of the equipment. | |

OTHER INFORMATION

1. The Commission reserves the right to accept or reject supplier's quotation, partially or entirely, and to annul this procurement process at any time prior to award of the Purchase Order, without thereby incurring any liability to the supplier or any obligation to inform the supplier of the grounds for the Commission's action.
2. The supplier shall include in its quotation documentary evidence of its qualifications to perform the Purchase Order which shall establish to the Commission's satisfaction that the supplier has the financial, technical and production capability necessary to perform the Purchase Order in its entirety and to provide spare parts and other necessary on-going services as required.
3. The supplier shall bear all the costs associated with the preparation and submission of the quotation and the Commission shall not be responsible or liable for those costs, regardless of the conduct or outcome of this RFQ.
4. The supplier's price quotation shall be submitted in the English language, together with relevant technical literatures in duplicate, which shall also be in English.
5. The supplier's quotation shall be typed or written in indelible ink and signed by an official legally authorized to enter into contracts on behalf of their organization. The quotation shall not contain any inter-lineation, erasures or overwriting except as necessary to correct errors made by the supplier, in which case such corrections shall be initiated by the person or persons signing the quotation.

The goods and services (if any) to be rendered under the Purchase Order shall have their origin in the States Signatories of the Comprehensive Nuclear-Test-Ban Treaty (CTBT), available at www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#)

6. For purposes of this paragraph, "the origin" means the place from where the materials, goods and/or from which the services are supplied.
7. Before the deadline for submission of the quotations, any request for clarifications relating to the RFQ documents shall be directed in writing exclusively to the Chief, Procurement Services Section, attention to Procurement Staff in charge of this matter referred to in the RFQ cover letter herein. If such requests are addressed to others or if additional information is obtained from others, it may lead to disqualification of the supplier.
8. From the deadline for submission of quotation until the written notification of award, no supplier shall contact the Commission on any matter relating to its quotation, except when responding to a request from the Commission for clarification. Any effort to influence the Commission in its evaluation of the quotation(s) or its award decision shall result in the rejection of the quotation.
9. The Commission shall evaluate the compliance of the quotations with the RFQ requirements. Subject to its technical compliance, the quotations shall be examined for its contractual compliance and commercial acceptability. Based on the mentioned evaluation, the Commission will determine the quotation which is the "least costly technically acceptable". Deviation, if any, from the Commission's terms and conditions might be a factor in the decision of award.
10. In case of an award, the following documents shall govern the Purchase Order and in case of discrepancies or inconsistencies, the documents to prevail shall be given precedence in the following order:
 - The Commission's Purchase Order;
 - The Commission's General Conditions of Contract (Annex A);
 - Specifications (Annex B)
 - The Supplier's Quotation (Annex C).

The quotation shall be submitted in writing to the email address below:

procurement@ctbto.org

Suppliers shall take note of the attached price schedule instructions when submitting the quotation.

Should there be items on our list that you cannot include in the quotation, we would appreciate you marking them, and returning the information to us, together with the names of any potential supplier(s) known to you. Please do this even if you cannot submit a quotation for any of the items and kindly don't forward the RFQ to any other parties without our knowledge.

Please confirm, within 3 working days, the receipt of this RFQ and your confirmation whether you will submit a quotation by the closing date mentioned herein.

Attachments:

- 1) Annex A The Commission's General Conditions of Contract, incorporated herein by reference available at this link: [Microsoft Word - CTBTO General Conditions of Contract 08-10-2021_final_clean.docx](#);
- 2) Annex B The Commission's Technical Specifications
- 3) CTBT State Signatories, (the list is available on the CTBTO website at www.ctbto.org under Status of Signatures and Ratifications | CTBTO).
- 4) Statement of Confirmation
- 5) Vendor Profile Form

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

A Supplier 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.

| SUPPLIER'S STATEMENT PLEASE STATE BELOW & SUBMIT WITH QUOTATION | |
|---|--|
| 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 a 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 (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 supplier 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 <input type="checkbox"/> No <input type="checkbox"/> | |
| Confirmation that the supplier has reviewed the Commission's Payment Terms and General Conditions of Contract and agreed to all terms and conditions. <div style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></div> | |
| 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), available at www.ctbto.org under Status of Signatures and Ratifications CTBTO . <div style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/></div> | |
| Remarks: | |
| Name: Name & Title of Contact Person: Signature & date: | |

SAMPLE OF PRICE SCHEDULE

1. The Price Schedule must provide a detailed cost breakdown for each item. Delivery costs, and other estimated costs (e.g. customs duties, VAT, etc.) shall be quoted separately.
2. Technical descriptions for each proposed item must provide sufficient detail to allow the Commission to determine compliance of Bid with specifications as per Terms of Reference and/or Technical Specifications of this RFQ.
3. Currency: Please quote in USD or EUR.
4. **The format shown below shall be used in preparing the price quotation. The format uses a specific structure that may or may not be applicable but is indicated to serve as an example only.**

| Price Schedule: RFQ for Goods/Equipment | | | | | |
|--|---|------|------|---------------|---------------------|
| Item No. | Description of Item | Qty. | Unit | Cost per Unit | Total Cost per item |
| 1 | Item 1 Description | 12 | EA | | |
| 2 | Item 2 Description | 1 | LOT | | |
| 3 | Shipment | 1 | LOT | | |
| | Item X | | | | |
| | Item Y | | | | |
| | Item Z | | | | |
| | | | | | |
| | EQUIPMENT TOTAL | | | | |
| | | | | | |
| | OTHER COSTS (if any) | | | | |
| | | | | | |
| | SUBTOTAL | | | | |
| | | | | | |
| | Estimated Delivery Costs* | | | | |
| | Estimated Taxes, if applicable* | | | | |
| | | | | | |
| | GRAND TOTAL (Free House, DDU or DDP as per the RFQ) | | | | |

SAMPLE ONLY

Signature of Supplier:

Date:

***Note:**

1. Please show costs for delivery and taxes separately.
2. Delivery costs shall include packing, handling, insurance, shipment, custom clearance and local delivery to final destination.
3. Applicable taxes, when authorized prior to the award of the order, will be reimbursed by the Commission on the basis of actual amounts paid and documented.



Annex B

Supply and Delivery of VR Headsets and Accessories for On-Site Inspection Training and Outreach Activities

Specifications

Introduction:

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the “Commission”) operates a global verification regime to monitor compliance with the Comprehensive Nuclear-Test-Ban Treaty (CTBT). It provides timely data, assessments and other products and services to Signatory States of the Treaty. More information can be found on: www.ctbto.org.

Scope:

The Contractor shall deliver following items to enhance On-Site Inspection training and outreach activities using virtual reality. The items shall meet the listed requirements and quantities:

| Item | Quantity |
|---|---|
| 1. Meta Quest 3 (512 GB) | 6 |
| 2. Meta Quest 3 Elite Strap with Battery or equivalent aftermarket alternative: a. Form factor: head strap with attached battery b. Battery capacity: 7.68V/2330mAh/17.9Wh | 6 |
| 3. Meta Quest 2 Elite Strap with Battery (for use with Meta Quest 2 headsets owned by the CTBTO) or equivalent aftermarket alternative: a. Form factor: head strap with attached battery b. Battery capacity: 7.68V/2330mAh/17.9Wh | 6 |
| 4. USB-C to USB-C cable (with USB-A adapter) featuring an articulating magnetic plug adapter for Meta Quest headsets. Supports USB Power Delivery up to 60W (5V/3A, 9V/2A) for sustained headset operation while charging. The USB-C end includes a 90° articulating magnetic tip for easy breakaway to protect the headset’s USB-C port from accidental pulls. Reinforced braided cable for durability. a. 2m cable b. 3m cable. | 12 x 2m cable 12 x 3m cable |
| 5. Powered USB 3.0 hub with at least 6 USB (USB-C is preferred) plugs to enable rapid charging of VR headsets. Must support simultaneous charging of 6 headsets at fast charging speed. | 2 |
| 6. Stand for Meta Quest 3 headset and controllers, white colour, in a vertical configuration. | 6 |
| 7. VR headset hygiene accessories: a. Disposable antibacterial face mask non-adhesive with ear straps ¹ b. Head covering for VR headset ² . | 1500 pieces of each type of accessories – a & b |

Items shall be delivered as soon as possible to:

CTBTO TeST Centre
Forschungszentrum AIT
Seibersdorf, 2444
Austria

¹ Example: <https://xonevo.com/en/hygiene/108-disposable-protections-virtual-reality-headset.html>

² Example: <https://xonevo.com/en/hygiene/321-batch-100-head-hair-protection-helmet-virtuel-reality-vr.html>

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) | | |
| 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)** <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Organization: Value in US\$ Equivalent: Year: </div> <div style="display: flex; justify-content: space-between;"> Organization: Value in US\$ Equivalent: Year: </div> | | |
| 16. Summary of any changes in your company's ownership during the last 5 years: | | |

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

| | |
|---|----------------------------------|
| 17. List of Products/Services/Work offered: | |
| Product/Service/Work # | Product/Service/Work Description |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| | | | |
|--|--------|------------|-------|
| 18. This section shall be <u>signed and stamped</u> by an official legally authorized to enter into contracts on behalf of your organization: | | | |
| Name: | Title: | Signature: | Date: |

| | |
|--|--|
| Bank Details Bank Name: Bank Address: Exact Account Holder Name: | Beneficiary Details Beneficiary Name: <small>(exactly as stated on bank statements)</small> IBAN: <small>(if applicable)</small> Account number: SWIFT/BIC: ABA/Sort Code: |
|--|--|

| |
|--|
| Additional Details <small>(if applicable)</small> Correspondent bank: Correspondent account number: Correspondent SWIFT/BIC: Tax Identification Number: |
|--|

| | | |
|---------------------------|----------|-------|
| FOR CTBTO USE ONLY | | |
| Evaluated By: | Initials | Date: |
| Updated By: | Initials | Date: |
| Remarks: | | |

* 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.