

## REQUEST FOR QUOTATION

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THIS IS NOT AN ORDER

To: ALL BIDDERS

CTBTO Ref. No.: **2011-0293/ALEKA**  
(PLEASE QUOTE ON ALL COMMUNICATIONS)

Attn.: Sales Manager

CTBTO Contact: Fanaye Aleka  
Tel. No.: +43 (1) 26030-6350  
Fax No.: +43 (1) 26030 5948  
E-mail: [procurement@ctbto.org](mailto:procurement@ctbto.org)  
Date: 17 Oct 11

**Title of Request:**

Supply, delivery and installation of 2 (two) HP Proliant BL460c G7 Server Blades including support and maintenance

Deadline for Submission: 07 Nov 11

Vienna Local Time: 17:00

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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	Supply, delivery and installation of 2 (two) HP Proliant BL460c G7 Server Blades including support and maintenance services in accordance with attached Terms of Reference (Annex B)	2	Each

When preparing your quotation, please follow the attached instructions.

We are looking forward to receiving your quotation.

Yours sincerely,

  
Martin Dischendorfer  
Procurement Officer

**ACKNOWLEDGEMENT FORM**

<b>Solicitation No:</b> 2011-0293	<b>Closing Date:</b> 07 Nov 11
<b>Title:</b> Supply, delivery and installation of 2 (two)	<b>Vienna Local Time:</b> 17:00

**Procurement Staff:** Fanaye Aleka

**CTBTO Req. No.:** 2011-1941

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

**WITHIN FIVE (5) DAYS**

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

**by telefax**  
**+43-1-26030-5948**

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

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

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

## INSTRUCTIONS TO BIDDERS

<b>OTHER REQUIREMENTS:</b>	
Electricity:	
Volt: Europe standard	Hz: Europe standard phase AC: Europe standard
Language:	
LCD display, Operating System and 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.	

<b>CONDITIONS</b>	
Delivery Terms (INCOTERMS 2000) and Destination	<i>(1) For Austrian Companies</i>
	♦ DDU (delivered duty unpaid, VAT paid), door-to-door delivery to CTBTO, Vienna International Centre (VIC), Vienna, Austria.
	<i>(2) For EU and Non-EU Companies</i>
	♦ DDU (delivered duty unpaid), door-to-door delivery to CTBTO, Vienna International Centre (VIC), Vienna, Austria.
	Please note that all deliveries must include insurance for the equipment/goods.
The Price	The price quotation shall include the costs of supply and delivery of the goods and installation, support and maintenance services as well as fixed costs, including delivery, packing, handling, insurance, shipment, customs clearance and local delivery to Vienna International Centre, Wagramer Strasse 5, P.O. Box 1200, A-1400, CTBTO's C-1, Computer Centre, Vienna, Austria.  Please include other relevant requirements, e.g. installation and commissioning, testing, training, etc.
Currency	Please quote in EURO or US\$ only.

Taxes	<p>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 will be reimbursed by the Commission upon submission of the original supporting documentation. <b>"Taxes"</b> 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><i>(1) For Austrian companies</i></p> <p>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><i>(2) For European Union (EU) Companies</i></p> <p>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><i>(3) For Non-EU Companies</i></p> <p>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>
Insurance	Insurance to be included in the quotation 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 bidder and the Commission.
Validity of Quotation	Minimum 90 days
General Conditions	General Conditions of Contracts (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/services and of the following documents:</p> <ol style="list-style-type: none"> <li>(1) Invoice(s) showing the firm fixed price of the goods/services and actual supply, delivery and installation costs (door-to-door) the CTBTO's C-1, Computer Centre, Vienna, Austria. The Supplier shall submit the invoice(s) in 1 (one) original and 2 (two) copies or electronically, from the Supplier's official e-mail address in PDF format, duly signed and sealed by the Supplier and submitted to <a href="mailto:payments@ctbto.org">payments@ctbto.org</a>. Each invoice shall contain 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);</li> <li>(2) Air Way Bill and Packing List (if applicable);</li> <li>(3) A copy of the invoice(s) from the forwarding agent supporting the actual delivery</li> </ol>

	<p>costs indicated on the Supplier's invoice (if applicable);</p> <ul style="list-style-type: none"> <li>(4) Delivery Notice acknowledged by VIC Receiving Area staff, showing all the items delivered;</li> <li>(5) Acknowledgement Copy of the Commission's Purchase Order with Supplier's signature;</li> <li>(6) A copy of the documents reporting the result of equipment Acceptance Testing, approved and counter-signed by the Commission and/or the end-user (if applicable);</li> <li>(7) The Supplier's certificate, counter-signed by the Consignee/end-user, confirming the successful completion of the on-site support for installation and/or training (if applicable); and</li> <li>(8) Any other relevant documents.</li> </ul> <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 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>
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## OTHER INFORMATION

1. The Commission reserves the right to accept or reject bidder'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 bidder or any obligation to inform the bidder of the grounds for the Commission's action.
2. The bidder 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 bidder 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 bidder 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 bidder'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 bidder'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 bidder, in which case such corrections shall be initialled by the person or persons signing the quotation.
6. 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), the list of which is attached to this RFQ. 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 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 bidder.
8. From the deadline for submission of quotation until the written notification of award, no bidder 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:
  - (a) The Purchase Order
  - (b) The Commission's General Conditions of Contracts (Annex A)
  - (c) Terms of Reference ( Annex B), if applicable
  - (d) The bidder's quotation (Annex C), if applicable

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

Chief, Procurement Section  
CTBTO PrepCom, Vienna International Centre  
Wagramerstrasse 5, P.O. Box 1200  
A-1400 Vienna, Austria  
Tel. No. +43-1-26030-6350  
Fax No. +43-1-26030-5948  
Email [procurement@ctbto.org](mailto:procurement@ctbto.org)

Bidders 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 bidder(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 **5 working days**, the receipt of this RFQ and your confirmation whether you will submit a quotation by the closing date mentioned herein.

<b>BIDDER'S STATEMENT</b> <b>PLEASE STATE BELOW &amp; SUBMIT WITH PROPOSAL</b>
Delivery Time:
Shipping weight (kg) and Volume (m <sup>3</sup> ) – 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 <b>minimum of 24 months</b> , 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):
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 : <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Confirmation that the bidder has reviewed the Commission's General Conditions of Contract, the Commission's Model License Agreement (if attached), the Commission's General Conditions for Goods (if attached), Draft Contract (if attached), and the Special Conditions (if attached), and agreed to all terms and conditions.</b>  <div style="text-align: center;"> <b>Yes</b> <input type="checkbox"/>    <b>No</b> <input type="checkbox"/> </div>
<b>Remarks:</b>  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).  <div style="text-align: center;"> <b>Yes</b> <input type="checkbox"/>    <b>No</b> <input type="checkbox"/>    <b>Not applicable</b> <input type="checkbox"/> </div>
<b>Remarks:</b>  <b>Name:</b>  <b>Name &amp; Title of Contact Person:</b>  <b>Signature &amp; date:</b>



## 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 EURO or US\$ only.
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
	Item 1				
	Item 2				
	Item X				
	Item Y				
	Item Z				
	EQUIPMENT TOTAL				
	OTHER COSTS (if any)				
	SUBTOTAL				
	Estimated or Firm Fixed Delivery Costs*				
	Estimated Taxes, if applicable*				
	GRAND TOTAL (Free House, DDU or DDP as per the RFQ)				

SAMPLE ONLY

Signature of Bidder:

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.
4. Make it clear that the quoted charge is an estimate, by indicating "Estimate" or "Approx." or "Firm Fixed"
5. Estimated costs (other than taxes) shall mean that the Commission shall pay the actual cost, not to exceed the estimate by more than ten (10) percent, in the event of an order.

**Please be informed that all open competitive tenders of the CTBTO are available on the Web.**

**For more information, please visit <http://www.ctbto.org/procurement>**

# **Terms of Reference**

## **Supply, Delivery and Installation of Two HP ProLiant BL460c G7 Server Blades Including Support and Maintenance**

### **1. Introduction**

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO) maintains a Microsoft Windows based network supporting the office automation needs of the Organisation (i.e. e-mail, documents generation, printing, file-sharing, and application-based information system services). In order to reduce the power consumption and heat dissipation and to free up space in the data centre the existing servers are currently moved to a blade system infrastructure.

The Organisation wishes to buy two (2) HP ProLiant BL460c G7 Server Blades to provide the hardware for adding VMware Servers in the WI-DMZ.

### **2. General Design of the Blade System Infrastructure**

The blade system infrastructure is based on two HP c7000 Enclosures in order to provide the necessary high redundancy and availability. These Enclosures have two redundant Ethernet pass-through modules and one redundant FC pass-through module each. The two HP BL460c server blades will be distributed in these two Enclosures and function as VMware vSphere ESXi servers (the PTS already has the necessary VMware licenses).

#### **2.1. Detailed Description of the Necessary Hardware, Software and Work**

- **HP ProLiant BL460c G7 Server Blade**

Quantity: Two (2)

- HP ProLiant BL460c G7 Server Blade;
- Six-Core Intel Xeon Processor X5670 (2,93GHz, 12M L3 Cache, 95 Watts, DDR3-1333, HT, Turbo 2/2/3/3);
- HP 16GB PC3-10600R 2x8GB 2Rank Memory;
- Six-Core Intel Xeon Processor X5670 (2,93GHz, 12M L3 Cache, 95 Watts, DDR3-1333, HT, Turbo 2/2/3/3) (this is the second processor);
- HP 16GB PC3-10600R 2x8GB 2Rank Memory (this is the memory for the second processor);
- Embedded P410i (SAS Array Controller);
- HP 256MB P-Series Cache Module with battery (for SA P212ZM or P410ZM Controllers);
- HP 300Gb 6G Hot Plug 2.5 SAS Dual Port 10k rpm Enterprise Hard Drive;
- HP 300Gb 6G Hot Plug 2.5 SAS Dual Port 10k rpm Enterprise Hard Drive (this is the second HDD);
- RAID 1 drive set;
- 2 Embedded 1Gb/10Gb Multifunction Network Adapters;
- HP BLc NC382m Nic Adapter (Dual Network adapter) ;

- HP BLc QLogic QMH2562 8Gb, Fibre Channel Host Bus Adapter;
- HP iLO Advanced Blade 1 Server License with 1year 24x7 Technical Support and Updates;
- Integrated Lights-Out 2 (iLO2) Standard Blade Edition (integrated on motherboard); and
- HP Care Pack 5-year, 4-Hour, 13x5 BL4xxc Server Blade hardware Support – electronic.

### **3. Delivery and Installation**

- The Supplier shall be responsible for complete setup and installation of the hardware (without installation of the operating system).
- The Supplier shall deliver all equipment to CTBTO Computer Centre at C-1, Vienna, Austria. However, the Supplier shall in advance contact and agree actual delivery date with CTBTO personnel.
- The Supplier shall remove all packing material prior to entering the Computer Centre.
- The Supplier shall provide a detailed delivery plan.
- The Supplier shall provide a proof of vendor/manufacture relationship.
- The Supplier shall provide a single point of contact for maintenance and support services.

### **4. Additional Information**

All Microsoft Operating Systems and other applications licenses shall be provided by the PTS CTBTO.

All communications shall be in English.

## STATEMENT OF CONFIRMATION

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

- a) Possesses the legal status and capacity to enter into legally binding contracts with the Commission for the supply of equipment, supplies, services or work.
- b) Is not insolvent, in receivership, bankrupt or being wound up, and not under administration by a court or a judicial officer, and that it is not subject to the suspension of its business or legal proceedings for any of the foregoing reasons.
- c) Has fulfilled all its obligations to pay taxes and social security contributions.
- d) Has not, and that its directors and officers have not, within the last five years been convicted of any criminal offense related to professional conduct or the making of false statements or misrepresentations as to their capacity or qualifications to enter into a procurement or supply contract.
- e) That the Commission, in the event that any of the foregoing should occur at a later time, will be duly informed thereof, and in any event, will have the right to disqualify the firm/organization from any further participation in procurement proceedings.
- f) That the Commission shall have the right to disqualify the firm/organization from participation in any further procurement proceedings, if it offers, gives or agrees to give, directly or indirectly, to any current or former staff member of the Commission a gratuity in any form, an offer of employment or any other thing of service or value, as an inducement with respect to an act or a decision of, or a procedure followed by, the Commission in connection with a procurement proceeding.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Place (City and Country): \_\_\_\_\_

Date: \_\_\_\_\_

### CTBTO Member States

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

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

1. Name of Company:	
---------------------	--

2. Street Address:

3. Telephone:	
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P.O. Box :	
City:	

4. Fax	:	
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Zip Code :	Country:
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5. E-Mail :	
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6. Contact Person:	Title:	
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Title:	
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7. Legal Status (e.g. Partnership, Private Limited Company, Government Institution)	
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9. Year Established:
10. Gross Annual Turnover (US\$m)*:

9. Number of Employees:	
11. Annual Export Turnover (US\$m)*:	

12. Type of Business/Products:	Manufacturer	<input type="checkbox"/>
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Sole Agent <input type="checkbox"/>	Supplier <input type="checkbox"/>
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13. Type of Business/Services/Work: Engineering ☐ Civil Work ☐ Governmental Institution ☐

14. References (your main customers, country, year and technical field of products, services or work): \*\*

15. Previous Supply Contracts with United Nations Organizations (over the last 3 years)**		
Organization:	Value in US\$ Equivalent:	Year:

Organization:	Value in US\$ Equivalent:	Year:
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16. Summary of any changes in your company's ownership during the last 5 years:	
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\* 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.

**\*\*Please provide supplementary documentation on these items.**

**\*\*Please provide supplementary documentation on these items.**

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

Product/Service/Work #

Product/Service/Work Description


Questionnaire completed by:

18. Name:

Title:

Signature:

Date:

19. Evaluated By:

FOR CTBTO USE ONLY

Initials

Date:

20. Updated By:

Initials

Date:

21. Remarks:

22. Vendor Registration Number Allocated:

Not Accepted: ☐

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

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 including support and maintenance