

REQUEST FOR PROPOSAL

To: ALL BIDDERS

CTBTO Ref. No.: 2013-0245/DE SAYRAH 
(PLEASE QUOTE ON ALL COMMUNICATIONS)

Attn.: Sales Manager

CTBTO Contact: Shéhan de Sayrah
Tel. No.: +43 (1) 26030-6350
Fax No.: +43 (1) 26030 5948
E-mail: procurement@ctbto.org
Date: 14 Aug 13

Subject:
CISCO 2960S Switches CLFG

Deadline for Submission: 30 Aug 13

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 submit a proposal that meets the requirements of the attached documents.

You are kindly requested to complete and return the acknowledgement form by fax as soon as possible.

If you have any questions you should contact the Procurement Officer indicated above. We look forward to receiving your proposal.

Yours sincerely,



Neris Baez Garcia
Chief, Procurement Section

ACKNOWLEDGEMENT FORM

Solicitation No: 2013-0245 Title: CISCO 2960S Switches CLFG	Closing Date: 30 Aug 13 Vienna Local Time: 17:00
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Procurement Staff: Shéhan de Sayrah

CTBTO Req. No.: 2013-1713

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

A: We shall submit our proposal	
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 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"/> we consider the funds are insufficient to carry out the work required;</div> <div style="margin-bottom: 10px;"><input type="checkbox"/> other (please specify) _____</div>	
Company Name: _____ Contact Name: _____ Email/Tel: _____	

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF PROPOSALS

1. General

The Commission is seeking capabilities, which can supply and deliver the Equipment and provide the Ancillary Services as specified in the attached documentation at a reasonable cost.

Your Proposal shall meet all requirements stated in these Instructions and the Terms of Reference (ToR). You may also present an alternative technical and related cost proposal, which would result in higher performance, better quality and a more economical solution, provided that the required technical performance specifications are fully met.

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 Contract (Annex A)
- (c) The Commission's Terms of Reference (Annex B)
- (d) Bidder's Proposal (Annex C)

2. Documents included in this Request For Proposals (RFP)

This RFP consists of the following documents:

- (a) Letter of Invitation
- (b) Instructions for Preparation and Submission of Proposals
- (c) List of CTBT Member States
- (d) Annexes to the Purchase Order
 - i) The Commission's General Conditions of Contract (Annex A)
 - ii) Terms of Reference (Annex B)
- (e) Statement of Confirmation
- (f) Vendor Profile Form

3. Language of the Proposal

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

4. Format and Submission of the Proposal

- (a) 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 interlineations, 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.
- (b) The Proposal shall be submitted in 1 (one) original and 2 (two) copies, each clearly marked as an "Original Proposal" or "Copy of Proposal." In the event of any discrepancy between the documents, the original shall prevail.

- (c) The Proposal shall be clearly marked as follows:

NAME OF PROJECT: *[Description indicated in Letter of Invitation]*

CLOSING DATE: *[Date indicated in Letter of Invitation]*

CTBTO REF. NO.: *[Number indicated in the Letter of Invitation]*

5. Mailing Address and Closing Date

- (a) The Proposal shall be sent to the following addressee:

Chief, Procurement Section
Room E0524
CTBTO, Vienna International Centre
Wagramerstrasse 5
A-1400 Vienna
AUSTRIA

- (b) The Proposal shall be received by the above-mentioned addressee not later than the closing date indicated in the Letter of Invitation. Alternatively, the Proposal can be submitted by fax at +43-1 26030 5948 or electronically in PDF format at procurement@ctbto.org, provided it is duly signed by an official legally authorized to enter into contracts on behalf of your organization.

6. Contacting the Commission

Except in case of responding to a RFP clarification, you shall not contact the Commission on any matter relating to the Proposal after its submission and until the award of the Purchase Order. Any attempt to influence the Commission in its evaluation of the Proposal or the award decision may result in the rejection of the Proposal.

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), the list of which is attached to this RFP. 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 based on the Commission's Purchase Order. The terms and conditions of payment are as follows:

Goods/Equipment (payment in arrears upon acceptance):

Within 30 days of receipt and acceptance of the goods/equipment and of the following documents:

- (1) Invoice showing the firm fixed price of the equipment/goods, packing, handling, transportation and freight, insurance, customs clearance, if applicable, and local delivery in Vienna, Austria, to the receiving area of the CTBTO within the Vienna International Centre (VIC). The Supplier shall submit the 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 sealed by the Supplier and submitted to payments@ctbto.org. 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;

- (2) Delivery Note acknowledged by VIC Receiving Area staff, showing all the items delivered;
- (3) Acknowledgement Copy of our Purchase Order with Supplier's counter-signature;
- (4) The Supplier's certificate, counter-signed by the Commission, confirming the successful completion of the on-site support for installation and/or training (if applicable); and
- (5) Any other relevant documents.

Soft-/Hardware Support (payment in advance upon invoice):

Within 30 days of receipt of the following documents:

- (1) Invoice showing the firm fixed price of the services for the respective period. 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 sealed by the Supplier and submitted to payments@ctbto.org. 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;
- (2) Any other relevant documents.

Taxes

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 should be submitted to the Commission, in addition to any other supporting documentation.

9. Content of the Proposal

Your Proposal should contain, but not necessarily be limited to, the information described below.

Your proposal should be composed of the following separate parts:

I. **Technical Proposal;** and

II. **Financial Proposal;**

providing, but not limited to, the following information:

PART I: TECHNICAL PROPOSAL

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

Specifications

Your Proposal should include a detailed description of the items proposed and include relevant technical literature. If you feel an important or necessary item should be included in this procurement, you are requested to include these items with a written justification or explanation. Your Proposal should also provide any other relevant issue to which you would like to bring to the attention of the Commission whether or not having cost implications.

The Commission reserves the right to change the required quantities stated in the ToR prior to contract award in consultation with the successful bidder.

Delivery Schedule

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

Manufacturer Support

The goods required in the attached ToR must be supported for at least five years by the manufacturer. In case this requirement cannot be met, bidders are requested to propose equivalent equipment.

Warranties/Guarantees

The content, terms, conditions and cost (if any) of all warranties and guaranties shall be clearly described.

Manufacturer Relationship

Bidders shall provide proof that they are a certified vendor and support partner of the manufacturer of the equipment.

Insurance

Insurance to be included in the Proposal 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.

Sub-Contractors

Your 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. You should provide a statement that your organization shall be fully responsible for the performance of your sub-contractors. All sub-contractors shall be legally established in one of the CTBT states signatories.

Statement of Confirmation and Vendor Profile Form

The attached Statement of Confirmation and Vendor Profile Form should be duly signed and submitted together with your Proposal.

Terms and Conditions

The last page of these instructions shall be completed and be included in your Proposal.

PART II: FINANCIAL PROPOSAL

- (a) Your Proposal shall include a detailed breakdown of the firm fixed price of the equipment/goods, (ancillary) services and delivery, including packing, handling, insurance, transportation and freight, customs clearance (if applicable) and local delivery to Vienna, Austria, to the receiving area of CTBTO.

The delivery terms shall be:

- i) for Austrian companies, DDU Incoterms 2000 (Delivered Duty Unpaid VAT Paid) door-to-door CTBTO, Vienna, Austria;
- ii) for European companies other than Austrian, DDU Incoterms 2000 (Delivered Duty Unpaid) door-to-door CTBTO, Vienna, Austria;

- iii) for all other companies, DDU Incoterms 2000 (Delivered Duty Unpaid VAT Paid) door-to-door CTBTO, Vienna, Austria.

Depending of the country of establishment of the successful bidder, the Commission reserves the right to revise the delivery term prior to contract award.

In presenting the cost for each item, adequate justification and calculation must be included in the cost proposal. All individual costs should be stated in **EURO or US Dollars** and be computed to constitute the total Purchase Order Price.

NOTE: Your Proposal shall provide a trade-in statement specifying at which over-all total value (if any) the items listed below will be traded-in:

- i. Four (4) CISCO Catalyst WS-C2960-48TC-L

- (b) 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 supplier will be informed by the Commission whether tax exemption will occur at source or whether taxes paid by the selected supplier will be reimbursed by the Commission upon submission of the original supporting documentation.

“Taxes” means all direct and indirect taxes (including value added tax [VAT], 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.

(1) For Austrian companies

The price quoted shall be net of taxes. All applicable taxes (including indirect taxes), fees, duties, tariffs and charges payable by the selected Supplier at the conclusion or implementation of the Purchase Order in respect of the goods/equipment and/or 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. Indirect taxes include VAT, general tax or goods and service tax.

(2) For European Union (EU) Companies

The price quoted shall be net of taxes. All applicable taxes (including all indirect taxes other than VAT), fees, duties, tariffs and charges payable by the selected Supplier at the conclusion or implementation of the Purchase Order shall be quoted separately or separately identified on the proposal together with information on the nature of the tax and its method of calculation. Indirect taxes other than VAT include general tax or goods and service tax. Due to the VAT exemption applicable to the Commission, no VAT will be charged to the Commission by the EEC Suppliers under the Purchase Order (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 (including indirect taxes), fees, duties, tariffs and charges payable by the selected Supplier at the conclusion or implementation of the Purchase Order shall be quoted separately or separately identified on the proposal together with information on the nature of the tax and its method of calculation. Indirect taxes include VAT, general tax or goods and service tax.

- (c) Note that clear and detailed explanations would enable us to evaluate the Proposal promptly and proceed with fewer requests for clarifications/justifications in a later stage. This is also a factor influencing the award decision.

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. Evaluation of the Proposal

(a) The technical evaluation shall include the following evaluation criteria:

- (i) compliance of the equipment with the technical specifications;
- (ii) supplier's qualifications;
- (iii) delivery schedule.

(b) Subject to the technical acceptability of the Technical Proposal as specified above, the Financial Proposal shall be evaluated as follows:

- (i) contractual compliance;
- (ii) commercial acceptability.

(c) The Commission, based on the evaluation method given above, will determine the Proposal, which is the "least costly technically acceptable".

12. Correction of Errors

The Commission will check your 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. Validity of the Proposal

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

14. Negotiations of the Proposal

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

15. Modification and Withdrawal of the Proposal

You may modify or withdraw your Proposal 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 Proposal. The Proposal may not be modified subsequent to the closing date without the consent of the Commission.

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

17. Costs of preparation and submission of the Proposal

Your organization shall bear all the costs associated with the preparation and submission of its 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.

SUPPLIER'S STATEMENT

PLEASE STATE BELOW & SUBMIT WITH PROPOSAL

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 a one-year period ☐ For a period of

Warranty period applicable (it should be for a minimum of 24 months, starting from the date of receipt of equipment/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 the supplier's 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.

Included in this proposal : Yes ☐ No ☐

Your confirmation that you have reviewed our General Conditions of Contract, the Licence Agreement (if attached), the End User Disclaimer (if attached), the payment terms, and agree 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's State Signatories (Member States).

Yes ☐ No ☐ Not applicable ☐

Remarks:

Supplier's Name:

Name & Title of Contact Person:

Signature & date:

CTBTO Member States

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

General Conditions of Contract

1. DEFINITIONS

- (a) In these general conditions of contract the terms beginning with a capital letter shall have the meaning as defined in the Contract.
- (b) "Services" means all services to be rendered under the Contract.
- (c) "Goods" shall mean all goods, equipment, materials and/or other supplies to be provided under the Contract.
- (d) "Taxes" shall mean all direct and indirect taxes (including value added tax, general sales tax or goods and services tax), assessments, fees, customs duties, liens and charges in as much as they are levied in conclusion or implementation of the Contract, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission's official use.

2. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the Commission. Neither the Contractor and any subcontractor, nor their personnel shall be considered to be an employee or an agent of the Commission.

3. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of the Contract or any part thereof, or any of the Contractor's rights, claims or obligations under the Contract except with the prior written consent of the Commission.

4. SUBCONTRACTING

In the event the Contractor requires the services of one or more subcontractors, the Contractor shall obtain the prior written approval and clearance of the Commission for such subcontractor(s). The Commission's approval of a subcontractor shall not relieve the Contractor of any of his obligations under the Contract, and the terms of any subcontract shall be subject to and in conformity with the provisions of the Contract.

5. SOURCE OF INSTRUCTIONS

- (a) The Contractor shall neither seek nor accept instructions from any authority external to the

Commission in connection with the performance of its obligations under the Contract. The Contractor shall refrain from any action which may adversely affect the Commission and shall fulfil its commitments with the fullest regard to the interests of the Commission.

- (b) While present at the Commission's premises, personnel of the Contractor shall, at all times, obey and conform to all requests and instructions of the Commission's officials and the United Nations Security Staff.

6. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for the performance under the Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local customs and conform to a high standard of moral and ethical conduct.

7. ASSIGNMENT OF PERSONNEL

- (a) The Contractor shall not replace or withdraw any personnel referred to in the Contract for the performance of the Services without the prior written approval of the Commission or unless requested by the Commission.
- (b) Prior to assignment, replacement or withdrawal of personnel for the performance of the Services, the Contractor shall submit to the Commission for its consideration, the curriculum vitae or detailed justification to permit evaluation by the Commission of the impact which such assignment, replacement or withdrawal would have on the Services.
- (c) In the event of withdrawal of personnel, all costs and additional expenses resulting from the replacement, for whatever reasons, of any of the Contractor's personnel shall be for the account of the Contractor. Such withdrawal shall not be considered as termination in part or in whole of the Contract.

8. CONFLICT OF INTEREST

No employee, officer, adviser, agent and/or subcontractor of the Contractor assigned to perform Services under the Contract shall engage, directly or indirectly, in any business, profession or occupation connected or related to the Services or Goods to be provided under the Contract if this constitutes a conflict of interest.

9. INSURANCES

- (a) The Contractor shall provide and thereafter maintain appropriate insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with the Contract.
- (b) The Contractor shall provide and thereafter maintain insurance against all risk in respect of its property and any equipment used for the execution of the Contract.
- (c) The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death, bodily injury, loss of and damage to property arising from any operations carried out by the Contractor in performing its obligations in connection with the Contract or from operation of any vehicles, boats, airplanes and other equipment owned or leased by the Contractor or its agents, servants, employees or subcontractors.
- (d) Except for insurance mentioned in paragraph (a), the insurance policies under this clause shall:
 - (i) Name the Commission as additional beneficiary;
 - (ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the Commission.
- (e) The Contractor shall, upon request, provide the Commission with satisfactory evidence of the insurance required under the Contract.
- (f) Any amounts not insured, not recovered from or not claimed by the insurer shall be borne by the Contractor.
- (g) Information concerning reduction of coverage shall be furnished by the Contractor to the Commission with at least thirty (30) days prior written notice.
- (h) The Contractor undertakes that provisions to the same effect as the provisions in sub-clauses (a) through (c) above will be inserted in all subcontracts made in performance of the Contract, except sub-contracts exclusively for furnishing Goods.

10. EMCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file in any public office or on file with the Commission against any monies due or to become due for any Services or Goods provided under the Contract, or by reason of any other claim or demand against the Contractor.

11. OBSERVANCE OF THE LAW

- (a) The Contractor shall comply with all laws, ordinances, rules and regulations, including but not limited to health, environmental and labour laws bearing upon the performance of its obligations under the terms of the Contract.
- (b) In particular, the Contractor shall comply with the labour laws of the country in which the Services or Goods are to be furnished providing for benefits covering injury or death in the course of employment.

12. CONFIDENTIALITY

- (a) All technical, financial or other documentation and data the Contractor compiled for or received from the Commission under the Contract shall be treated as confidential and shall be delivered only to the Commission's authorized officials on completion of the Services or as requested by the Commission.
- (b) Either Party acknowledges that all knowledge and information concerning the other Party that may be acquired in connection with the performance of its obligations under the Contract, including but not limited to, any information relating to its operations and procedures, are confidential and proprietary information of the other Party and it shall receive such confidential and proprietary information of the other Party in confidence and shall not disclose or permit disclosure of any such knowledge or information to any person and/or entity without the prior written consent of the other Party.
- (c) The Contractor shall not, at any time, use such confidential information to its own advantage.
- (d) The restrictions on confidentiality shall not apply to the information which:
 - (i) presently is in the public domain;
 - (ii) hereafter becomes part of the public domain without the other Party's fault;
 - (iii) was in the possession of the other Party at the time of the disclosure, as shown by written evidence;
 - (iv) is disclosed to the other Party at any time hereafter by a third Party.
 - (v) is required to be disclosed to governing bodies, or to governmental authorities to the extent required by law or to obtain needed authorization to perform the Contract or pursuant to reporting requirements imposed by those governing bodies or the government of the State of the Contractor.
- (e) These obligations do not lapse upon satisfactory completion of the Services, delivery of the Goods or termination of the Contract by the Commission.

13. LANGUAGES, WEIGHTS AND MEASURES

Unless otherwise specified in the Contract, the English language shall be used by the Contractor in all written communications to the Commission with respect to the Services or Goods to be provided and all documents procured or prepared by the Contractor. The Contractor shall use metric units, except when otherwise specified in the Contract.

14. PUBLICITY

- (a) The Contractor shall not advertise or otherwise make public the fact that it is providing or has provided Services and Goods for the Commission. Also, the Contractor shall not, in any manner whatsoever, use the name, emblem or official seal of the Commission or any abbreviation of the name of the Comprehensive Nuclear-Test-Ban Treaty Organization in connection with its business or otherwise.
- (b) These obligations do not lapse upon satisfactory completion of the Services, delivery of the Goods or termination of the Contract.

15. OFFICIAL NOT TO BENEFIT/CONTINGENT FEES

- (a) The Contractor warrants that:
 - (i) No person or selling agency has been employed or retained by it to solicit or secure the Contract upon an agreement or understanding for a commission, percentage, brokerage, contingent fee or retainer, except regular employees or bona fide and officially established commercial or selling agencies maintained by the Contractor for the purpose of securing business;
 - (ii) No official or servant or retired employee of the Commission who is not a regular employee of the Contractor, has been or shall be admitted by the Contractor to any direct or indirect benefit arising from the Contract or the award thereof.
- (b) In case of breach by the Contractor of the warranties referred to in previous clauses, the Commission shall have the right to deduct from the Contract Price, or otherwise recover from the Contractor, the full amount of any such commission, percentage, brokerage, contingent fee or retainer so paid.

16. INTELLECTUAL PROPERTY AND OTHER PROPRIETARY RIGHTS

- (a) Except to the extent the Contractor has granted a license to the Commission, the Commission, shall be entitled to all intellectual property, including but not limited to copyrights, patents and trademarks, with regard to products, documents or other materials which bear a direct relation to or are produced or collected under the Contract. The Contractor shall take all necessary steps, prepare and process all necessary documents and assist in securing such property rights and transferring them to the Commission and/or to the government where the Services or Goods are to be provided, in compliance with the requirements of the applicable law.
- (b) The Contractor declares that it does not know of any intellectual property rights of third parties, which might be infringed in the execution of the Contract. Should, contrary to the Contractor's expectation, claims be raised against the Commission charging it with infringement of intellectual property rights, the Contractor shall hold harmless the Commission and shall indemnify it to the full extent of any damages or awards arising from such claims. This obligation of the Contractor shall continue to be in full force and effect up to the expiration of such intellectual property rights.
- (c) The Commission shall give the Contractor due notice in writing of any charges of infringement brought against the Commission and of the filing of any suit for infringement of intellectual property rights of third parties due to the execution of the Contract, and, without prejudice to the immunity enjoyed by the Commission as an international organization from every form of legal process, including enforcement and execution, the Commission shall give the Contractor the opportunity to defend the Commission against the said suit at its discretion and shall not,

without the Contractor's consent in writing, make any admission or consent to any claim of any third party, which might be prejudicial to the Contractor's position.

17. DEFAULT BY THE CONTRACTOR

- (a) In case the Contractor fails to fulfil its obligations and responsibilities under the Contract and provided the Contractor has not remedied such failure(s) within thirty (30) days of having been given written notification by the Commission of the nature of the failure(s), the Commission may, at its entire discretion and without prejudice to its right to withhold payment(s), hold the Contractor in default under the Contract.
- (b) When the Contractor is thus in default, the Commission may, by giving written notice to the Contractor, terminate the Contract as a whole or such part or parts thereof in respect of which the Contractor is in default. Upon such notice, the Commission shall have the right to seek completion, at the Contractor's expense, of that part or those parts of the Contract with respect to which the Contractor is in default.
- (c) The Contractor shall, in this case, be solely responsible for any reasonable costs of completion of the Services and/or delivery of Goods, including such costs, which are incurred by the Commission over and above the originally agreed Contract Price.

18. WITHHOLDING OF PAYMENT

- (a) The Commission may withhold any payment to the Contractor or, on account of subsequently discovered evidence, nullify the whole or part of any payment approval theretofore given, to such an extent as may be necessary to protect the Commission from loss under the Contract on account of:
 - (i) The Contractor's failure to carry out its obligations or to make adequate progress with the obligations, except for failure arising out of force majeure;
 - (ii) The Contractor's failure to remedy unsatisfactory performance, when such failure has been drawn to his attention by the Commission;
 - (iii) The Contractor's failure to submit on time the reports required.
- (b) The withholding by the Commission of any interim payment shall not affect the Contractor's obligation to continue performance of his obligations under the Contract.
- (c) No interest shall accrue on payments eventually withheld by the Commission in application of the stipulations of this paragraph.

19. LIQUIDATED DAMAGES

Subject to Clause 20 below (force majeure), if the Contractor fails to deliver any or all of the Services and/or Goods within the latest time period(s) specified in the Contract, the Commission may, without prejudice to its other remedies under the Contract, deduct from the Contract Price as liquidated damages, a sum equivalent to 0.2 per cent of the portion of the Contract Price for the delayed Services and/or Goods for each working day of

delay until actual performance, up to a maximum of sixty (60) working days. The recovery by the Commission of proven damages shall not be excluded.

20. FORCE MAJEURE

- (a) Force majeure as used herein shall mean acts of God, industrial disturbances, acts of the public enemy, civil disturbances, explosions and any other similar cause of equivalent force not caused by nor within the control of either party and which neither party is able to overcome.
- (b) As soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the Commission of such force majeure if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract.
- (c) In this event, the following provisions shall apply:
 - (i) The obligations and responsibilities of the Contractor under the Contract shall be suspended to the extent of its inability to perform them and for as long as such inability continues;
 - (ii) The term of the Contract shall be extended for a period equal to the period of suspension taking, however, into account any special conditions which may cause the time for completion of the obligations to be different from the period of suspension;
 - (iii) If the Contractor is rendered permanently unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under the Contract, the Commission shall have the right to terminate the Contract on the same terms and conditions as are provided for in the Termination Clause of the Contract, except that the period of notice may be seven (7) days instead of thirty (30) days;
 - iv) For the purpose of the preceding sub-clause, the Commission may consider the Contractor permanently unable to perform in case of any period of suspension in excess of ninety (90) days. Any such period of ninety (90) days or less shall be deemed temporary inability to perform.

21. INSOLVENCY AND BANKRUPTCY

Should the Contractor be insolvent, adjudged bankrupt, or should the Contractor make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Contractor's insolvency, the Commission may, without prejudice to any other right or remedy it may have under the terms of the Contract, terminate the Contract forthwith by giving the Contractor written notice of such termination.

22. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless and defend at its own expense the Commission, its officers, agents, servants and employees from and against all suits, claims, demands and liability of any nature or kind, including cost and expenses arising out of acts or omissions

of the Contractor or its employees or subcontractors in the performance of the Contract. This requirement shall extend, inter alia, to claims or liabilities in the nature of workers' compensation and to claims or liabilities pertaining to intellectual property rights. The obligations under this clause do not lapse upon termination of the Contract.

23. AMICABLE SETTLEMENT

The parties shall use their best efforts to settle amicably through negotiation any dispute, controversy or claim arising out of, or relating to, the Contract or the breach, termination or invalidity thereof. If the parties cannot reach such amicable settlement through negotiations, the matter shall first be referred to conciliation, by a request by either party for conciliation procedures. The conciliation shall take place in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Conciliation Rules then prevailing, or according to such other procedure as may be agreed between the parties, within a time period of ninety (90) days. There shall be one conciliator. The conciliation shall be in Vienna, Austria, and it shall be conducted in the English language.

24. ARBITRATION

- (a) In the event of a failure to reach an amicable settlement in accordance with Clause 23 above (amicable settlement), any dispute arising out of the interpretation or application of the terms of the Contract or any breach thereof shall be settled in accordance with the arbitration rules established by UNCITRAL as at present in force. The number of arbitrators shall be one. The arbitration shall be in Vienna, Austria, and it shall be conducted in the English language.
- (b) The arbitrator shall take into account the internationally recognized general principles of commercial transactions. The arbitrator shall have no authority to award punitive damages, nor to award interest in excess of five (5) per cent, and any such interest shall be simple interest only. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

25. PRIVILEGES AND IMMUNITIES

Nothing in or relating to the Contract shall be deemed a waiver of any of the privileges and immunities of the Commission and its employees.

25(a). TAX EXEMPTION

In principle, the Commission is exempt from all Taxes. Since the arrangement under which such exemption is respected varies from country-to-country, the Contractor shall collaborate with the Commission to achieve Tax exemption at source or to pursue reimbursement of Taxes paid by the Commission, as the case may be.

26. TERMINATION

The Commission may terminate the Contract in whole or in part, and at any time, upon thirty (30) days' notice of

termination to the Contractor. In the event such termination is not caused by the Contractor's negligence or fault, the Commission shall be liable to the Contractor for payment in respect of Services already satisfactory accomplished or Goods delivered and accepted and in conformity with the terms of the Contract, for necessary terminal expenses of the Contractor, and for the cost of such urgent work as is essential and as the Contractor is asked by the Commission to complete. The Contractor shall keep expenses at a minimum and shall not undertake any forward commitment from the date of receipt of the Commission's notice of termination.

27. GOODS

In the event that the Contract requires the Contractor to supply Goods, the following clauses shall apply in addition to the above.

28. WARRANTY

- (a) The Contractor warrants that the Goods, including packaging, conform to the specifications for the Goods ordered under the Contract and are fit for the purpose for which such Goods are ordinarily used and for purposes expressly made known to the Contractor by the Commission, and are new and free from defects in design, workmanship and materials.
- (b) This warranty shall remain valid for twenty-four (24) months after the Goods or any part thereof have been delivered and accepted, whichever is later, unless the Contractor has granted a longer period. Should the Commission transfer the title of the Goods to a third party during the warranty period, the right to enjoy the warranty shall be transferable to the new title-holder.
- (c) If, during the warranty period mentioned in Sub-clause (b) above, the Goods or any part thereof are found to be defective or not in conformity with the specifications under the Contract, the Contractor shall, upon notification, promptly and at its own expense correct all such defects and non-conformities. If these defects and non-conformities cannot be corrected, the Commission shall have the right, at the Contractor's expense, to either demand replacement of the defective item, or receive appropriate reimbursement, or have the defective item repaired or otherwise procured from a third party.

29. INSPECTIONS AND TESTS

- (a) The Commission shall have the right to inspect and/or to test the Goods to confirm their conformity to the technical specifications. The technical specifications shall specify what inspections and tests the Commission requires.
- (b) The inspections and tests may be conducted on the premises of the Contractor or its subcontractor(s), at a point of delivery designated by the Commission and/or at the Goods' final destination. The Contractor shall give all reasonable facilities and assistance-including drawings and production data-to the Commission at no charge to the Commission.

- (c) Should any inspected or tested Goods fail to conform to the technical specifications, the Commission reserves the right to reject them and the Contractor shall either replace the rejected Goods or make all alterations necessary to meet specification requirements free of cost to the Commission.
- (d) The Commission's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at the point of delivery designated by the Commission or at the Commission's offices, shall in no way be limited or waived by reason of the Goods' having previously been inspected, tested and passed by the Commission.
- (e) Nothing in this Section on Inspections and Tests shall in any way release the Contractor from any warranty or other obligations under the Contract.
- (f) All equipment/material supplied under the Contract may be subject to pre-shipment inspection by a third party to be specified by the Commission. The Contractor is not liable for cost of this inspection.

30. PACKING

The Contractor shall comply or ensure compliance with the following provisions concerning packing:

- (a) The Goods shall be packed as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit.
- (b) In the case of a cross-border shipment, the Goods shall have appropriate export packing. If necessary, all cases/crates must be wrapped inside with heavy-duty plastic lined paper, should be steel-strapped and must be able to withstand tough handling. Skids for truck handling are imperative if the gross weight is more than 30 kilograms.
- (c) The consignment shall be marked and shipped as per address shown on the Purchase Order Form.
- (d) Neither partial delivery nor transshipment shall be made unless specifically agreed by the Commission in writing.
- (e) Each case/crate/package shall carry a consecutive number, dimensions, volume, and weight (i.e. Case No. X of Y cases, A x B x C cm, E m3, D Kg.) and shall be marked as follows:

EQUIPMENT FOR
THE PREPARATORY COMMISSION FOR THE
COMPREHENSIVE NUCLEAR-TEST-BAN
TREATY ORGANIZATION.

[point of delivery]

PURCHASE NO. _____
GROSS WEIGHT _____
NET WEIGHT _____

- (f) Markings shall be done with weatherproof materials. All non-containerized Goods shall be shipped below deck.
- (g) Each case/crate/carton shall carry (outside) a copy of the packing list describing the contents of the case/crate/carton. Outside Case No. 1 should be

attached with invoice covering the actual delivery. The accompanying papers must be made out in the English language.

- (h) Prior to delivery, a fax (or a letter by courier service) shall be sent to the consignee, if any, advising of the following:
- ◆ purchase order/Contract number;
 - ◆ waybill number or equivalent reference number of the shipment (if any);
 - ◆ number of boxes/cartons/crates/etc.;
 - ◆ estimated time of departure (ETD);
 - ◆ point of departure and name of freight carrier;
 - ◆ estimated time of arrival (ETA) to final destination.
- (i) The following documents shall be enclosed with the shipment in case of shipping by air:
- ◆ airway bill;
 - ◆ proforma or commercial invoice;
 - ◆ packing list.
- (j) The above documents are indispensable and must reach the consignee, if any, on time to permit customs clearance and in order to avoid demurrage charges.

31. DELIVERY AND TRANSPORTATION

- (a) Delivery of the Goods shall be made by the Contractor in accordance with the terms specified in the Contract, and the Goods shall remain at the risk of the Contractor until delivery has been completed.
- (b) Transport of the Goods to the port of discharge or such other point in the country of destination and/or forwarding to the consignee, if any, (door-to-door) specified in the Contract shall be arranged and paid for by the Contractor and the cost thereof shall be included in the Contract Price.

32. TAKE-OVER/HAND-OVER

Upon successful completion of delivery or of installation and a testing and evaluation period, as specified in the Contract, responsibility for the Goods will be handed over to the consignee or other designated entity.

33. EXPORT LICENCES

If an export licence or any other governmental authorization is required for the Goods, it shall be the obligation of the Contractor to obtain such licence or governmental authorization. In the event of failure to obtain such licence or authorization within reasonable time, the Commission may declare the Contract null and void.

34. SPARE PARTS

In accordance with the Contract, the Contractor may be required to provide any or all of the following materials and notifications pertaining to spare parts manufactured and/or distributed by the Contractor:

- (a) Such spare parts as the Commission may choose to purchase from the Contractor, provided that the Contractor is not relieved of any warranty obligations under the Contract;
- (b) In the event of termination of production of the spare after delivery of the Goods:
- (i) advance notification to the Commission of the pending termination, in sufficient time to permit the Commission to place a final order;
 - (ii) following such termination, furnishing at no cost to the Commission, the blueprints, drawings and specifications of the spare parts, if and when requested.

35. UNITED NATIONS CONVENTION ON CONTRACTS FOR THE INTERNATIONAL SALE OF GOODS

Questions concerning matters arising under the Contract, but not settled in it, shall be settled in conformity with the United Nations Convention on Contracts for the International Sale of Goods (Vienna, 1980), which shall be applicable to the Contract. The applicable language version of the Convention shall be the version in which the Contract is written.

14 May 2013

ANNEX B

TERMS OF REFERENCE

CISCO Catalyst 2960S Switches (C/L/F/G Building)

A. INTRODUCTION

The Preparatory Commission for the Nuclear-Test-Ban Organisation (hereinafter referred to as “the Commission”) has the need to install additional floor switches in recently refurbished conference areas of the C-building and to replace several switches in the L-, F- and the G-building of the Commission’s Headquarters located at the Vienna International Centre (VIC), in Vienna, Austria.

B. SCOPE OF WORK

The Supplier shall provide new CISCO switches as listed below under “Hardware” and provide all services as specified under “Delivery, on-site installation and testing”.

1. Hardware

- i. Four (4) switches CISCO Catalyst 2960S 24 GigE, 4 x SFP LAN Base (WS-C2960S-24TS-L) with IOS level 12.2(58)SE2 or higher including a Power Cord Europe (CAB-ACE).
- ii. Five (5) switches CISCO Catalyst 2960S 48 GigE, 4 x SFP LAN Base (WS-C2960S-48TS-L) with IOS level 12.2(58)SE2 or higher including a Power Cord Europe (CAB-ACE).
- iii. Four (4) GigabitEthernet SFP LC connectors (part number GCL-SX-MM==).

2. Delivery, on-site installation and testing

The Supplier shall provide full delivery, on-site installation and testing of the switches at the Commission’s Headquarters. Installation shall take place at five different conference and office locations inside the VIC.

For compatibility with the CISCO ISE operated by the Commission, IOS level 12.2(58)SE2 is mandatory for all delivered switches. The Supplier shall upgrade the IOS accordingly, if necessary.

Hardware delivery to the VIC Receiving Area shall be arranged by the Supplier during the official opening hours of the Receiving Area which are Monday to Friday 8:00 – 12:00 and 13:00 – 16:00.

In-house delivery from the VIC Receiving Area to the destination racks shall be taken care of by the Commission.

In case the Supplier wishes to conduct any configuration and testing work with the new hardware outside the VIC, all required additional transport arrangements have to be taken care of by the Supplier and will fall under their sole responsibility.

CISCO switch configuration files will be made available to the Supplier in advance upon award of the contract. Switch configurations will need minor adaptations due to model changes and/or different IOS levels. The Supplier shall take care of the necessary modifications and shall make sure that a configuration is implemented on the new hardware, which is functionally identical to the provided configuration files.

In co-operation with the Commission the Supplier shall plan for the installation process in a way so that minimal disruption of services is guaranteed. As a method of installing replacement switches, it is suggested that each new switch be connected to the respective old switch so that network connections can be moved within less than one minute of disconnection. This procedure shall be repeated for each of the four replacement switches separately.

Physical installation work shall be scheduled separately for the five different locations and shall take place on workdays only (Tuesday – Thursday) between 9:00 and 18:00 hours in the C, F and the G-building, and after 18:00 hours in the two locations of the L-building (one switch each).

All preparation work as well as loading and adapting the configuration files can take place in advance.

Before the actual installation of the new hardware the Supplier shall label all fibre links/patch cables which will be re-located. Installation itself shall start with the physical installation of the already configured new equipment in standard 19" network racks, powering-up of the equipment and testing of all relevant functions together with the Commission. Re-patching of operational end device copper links will be the final step of the installation process, which is relevant at the four replacement switches only.

A detailed configuration and installation schedule shall be submitted by the Supplier after the contract has been signed. This schedule has to be approved by the Commission before the actual hardware delivery and installation can commence.

3. Trade-in

The Commission has the following items available for a trade-in, as the respective devices will no longer be used after replacement:

- i. Four (4) CISCO Catalyst WS-C2960-48TC-L

The Supplier shall provide a trade-in statement specifying at which over-all total value (if any) the items listed above will be traded-in (physically and/or commercially) within the framework of this project.

C. CONTRACTOR QUALIFICATION

The Contractor shall be able to provide documentary evidence of long-term experience with the installation and configuration of CISCO catalyst switches and qualify as CISCO Silver or CISCO Gold Partner.

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: _____

VENDOR PROFILE FORM (VPF) – FOR PRODUCTS/SERVICES/WORK					
1. Name of Company:					
2. Street Address:			3. Telephone:		
P.O. Box : City:			4. Fax :		
Zip Code : Country:			5. E-Mail :		
6. Contact Person:			Title:		
7. Legal Status (e.g. Partnership, Private Limited Company, Government Institution)					
8. Year Established:			9. Number of Employees:		
10. Gross 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"/>					
13. Type of Business/Services/Work: Engineering <input type="checkbox"/> Civil Work <input type="checkbox"/> Governmental Institution <input type="checkbox"/>					
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.

