

**CLARIFICATIONS NO.1 – ATTACHMENT 1
ITB NO. 2023-0037 FOR PROVISION OF EQUIPMENT AND
TECHNICAL SUPPORT FOR VIDEO RECORDING AND BRANDING FOR THE CTBTO SCIENCE AND
TECHNOLOGY CONFERENCE 2023**

No.	QUESTIONS FROM THE BIDDERS	CLARIFICATIONS PROVIDED BY THE COMMISSION
1	Unfortunately, the invitation to tender does not specify exactly when the dismantling is to take place, so please specify this period	<p>Please refer to the Technical Specifications Section 2 “Date and Location of the Conference”, which specifically states that the date of dismantling is on 23 June 2023 and be guided accordingly.</p> <p>At the same time, specific hourly time schedule for dismantling at Hofburg on 23 June 2023 is yet to be finalised. The Venue is to be cleared by 23:00 on Friday, 23 June 2023. Considering the Conference programme, dismantling may start as follows:</p> <p>PARTERRE: may begin approx. 13:00 pm in all areas except the main entrance area</p> <p>MEZZANIN: may start at approx. 17:00 pm.</p> <p>The Commission will inform the Contractor well in advance of the precise specific hourly time schedule for dismantling at Hofburg on 23 June 2023.</p>
2	The projectors requested in various rooms, have a resolution of 16:10 but the video sources are native HD 16:9, therefore the question is: will there be a background film for it?	No background is required nor planned for. Please be guided accordingly.
3	The times for dismantling are not specified, because also 23 June the conference times are specified until 23:00 - Please let us know the time for dismantling.	Please see Item No. 1 and be guided accordingly.
4	Will there be any catering for the technicians who are supervising the project, or do you want a buy out here?	All individuals with authorised access to the SnT2023 Conference will have access to meals provided by the Caterer for the event.

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5	How should the handover for the recordings take place?	<p>Please refer to the Technical Specifications Section 4 Scope of Work Sub-section 4.4 (2) (d) d.v., which specifically states that the <i>recordings will be uploaded to video sharing platforms after each session ends and two copies of the recordings will be provided to the Commission on external hard disk drives</i> and be guided accordingly.</p> <p>The Contractor shall provide two external hard drives with all the recordings from every room - recordings of the remote meeting, which is the same as the live stream, as well as recordings from each camera. This is important because the live stream is only showing one camera image at a time.</p>
6	The sound for the recording will be provided by the Hofburg? How will the signal be handed over?	The Contractor shall provide all video recordings with audio. As Hofburg audio engineers manage the audio recordings, the Contractor shall obtain the audio from the Hofburg audio Engineer(s).