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TO:	ALL BIDDERS	FROM:	Sally Alvarez de Schreiner Chief, Procurement Services Section
DATE:	14 July 2023	REF.:	RFP No. 2023- 0085/THORVALDSDOTTIR 
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SUBJECT:	Clarifications No. 1: RFP No. 2023-0085/THORVALDSDOTTIR "Provision of Audio-Visual Support for 2023-2025 On-Site Inspection Exercises on Call-off Basis"		
		NO OF PAGES INCLUDING COVER AND ATTACHMENTS:	8

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Dear Bidders,

Please find attached **Clarifications No. 1** to queries raised by potential bidders in respect to RFP No. 2023-0085/THORVALDSDOTTIR " *Provision of Audio-Visual Support for 2023-2025 On-Site Inspection Exercises on Call-off Basis*". In response to some of the questions and for further clarity, minor additions to Sections 2 and 3 of the Terms of Reference have been. Kindly refer to the attached **Terms of Reference Revision No. 1** indicating the new texts in red colour and marked in yellow.

Please note that the attached Commission's clarifications and revised Terms of Reference are an integral part of the RFP documents and shall be considered in the preparation and submission of Proposals.

We are looking forward to receiving your Proposal prior to the closing date on 31 July 2023, 17:00 hours Vienna (Austria) local time.

Kind regards



Sally Alvarez de Schreiner  
Chief, Procurement Services Section

Attachment:

- *Questions and Answers – Clarifications No. 1*
- *Term of Refence Revision No. 1 (12 Jul 2023)*

**RFP No. 2023-0085/THORVALDSDOTTIR**

***Provision of Audio-Visual Support for the 2023-2025 On-Site Inspection Exercises on Call-off Basis***

<b>Questions from Bidders</b>	<b>Answers from the Commission</b>
<p><u>Question 1</u> The financial proposal format is indicating person day-rates. For the duration of shoots: “Up to 4 weeks and 5-6 weeks respectively.” Are we meant to budget for filming for 4 &amp; 5-6 weeks respectively (weekdays only, so 5 days a week?)</p>	<p><u>Answer 1</u> Please refer to the requirements stipulated in the Terms of Reference, Section 3. Bidders must indicate the proposed day-rate per person. The indication of the duration of shoots is intended to grant bidders better understanding of the duration of the services as may be called-off. The duration may be up to 4 weeks and/or 5-6 weeks respectively, dependent on the duration of each respective exercise. However, in addition to the person day-rates, bidders are free to offer alternative discounted packages e.g. person-week, etc.</p>
<p><u>Question 2</u> What kind of personnel are required for these durations (e.g a cameraperson/ a photographer and a sound person?) What about editors and other technical staff?</p>	<p><u>Answer 2</u> As specified in Section 6.9 of the Terms of Reference - “The Contractor shall ensure adequate qualified crew members to support with filming, lighting, sound recording etc.”</p> <p>Bidders may list and include the different categories that, based on their experience/expertise, may be applicable for the scope of work.</p>
<p><u>Question 3</u> In the scope it states that the job requires a number of professional services to ”provide audio-visual, photographic, video, editing and other support services relating to the delivery of major exercises.”</p> <p>Could you please clarify what the “other support services” could be?</p>	<p><u>Answer 3</u> Please refer to Section 3 of the Terms of Reference; other support services may include to simulate simple news and press conferences and journalist ‘in field’ interviews during the exercises i.e. act as ‘role players’ to conduct simulated press briefings and interviews of the Commission’s team, etc. The relevant support will be agreed at the time of a FRD.</p>
<p><u>Question 4</u> How do we budget for these staff, equipment and services that are required? Should we add a tab in the financial form for Editor, Photographer, Sound Person, Graphic Designer, Colorist, Sound Designer, etc. and state the day-rates for all these services?</p>	<p><u>Answer 4</u> Yes, bidders can add relevant categories. Attachment 2 (Format of Financial Proposal) includes main elements required, however bidders can add any cost components they consider necessary to complete the services and provide a breakdown on a separate sheet.</p>
<p><u>Question 5</u> How many videos are to be made and what is their length?</p>	<p><u>Answer 5</u> Each of the three major exercises will require the production of a summary video between 10-30 mins in duration to summarize the ‘story’ of the entire exercise. Additionally, the generation of estimated four (4) videos of 1-2 minutes in duration may be required to support the exercise being planned in Vienna in December 2023 which would be pre-recorded in collaboration with the Commission. For clarity, this</p>

	<p>information is now added in Section 3 of the attached revised Term of Reference.</p>
<p><u>Question 6</u> We are requested to add travel costs to the specified locations in Austria – where do we add this? Do we add tables for TRAVEL to the template?</p>	<p><u>Answer 6</u> Yes, please add tables for any applicable estimated travel to the specified locations. Further, please refer to Notes 4 and 5 of Attachment 2 “Format of Financial Proposal”.</p>
<p><u>Question 7</u> What about other costs that are not listed such as renting of equipment (eg drones) music rights, etc.?</p>	<p><u>Answer 7</u> Bidders can add any cost components they consider necessary to complete the services and provide separate breakdowns.</p>
<p><u>Question 8</u> We are not requested to add accommodation and other costs related to the travels – are we to understand that these will be covered by CTBT separately as per diems? (Daily Subsidiary Allowances?) How much are these?</p>	<p><u>Answer 8</u> Please refer to Note 5 of Attachment 2 “Format of Financial Proposal”. As stated therein, the Contractor would be reimbursed for DSA based on values provided by the International Civil Service Commission (ICSC) at the applicable rate of the time of travel. Please refer to the ICSC website: <a href="https://icsc.un.org/">https://icsc.un.org/</a></p> <p>Bidder shall list (as estimates) all other applicable travel costs that may be relevant for the bidder. Also, please see response to Question 6 above.</p>
<p><u>Question 9</u> Please share some more information about what we are going to be filming and what kind of environment that is in? (eg city/conferences or rural/nature/ difficult terrain).</p>	<p><u>Answer 9</u> Please refer to Section 3 of the Terms of Reference – Deliverables.</p> <p>The activities can be broken down into 4 main groups:</p> <ul style="list-style-type: none"> <li>• Direct Exercise 23 is located on a military barracks and training area (European countryside) in eastern Austria</li> <li>• Table-Top Exercise for Senior Management 24 is a one-day event at a large hotel in Vienna</li> <li>• Build-Up Exercise 24 is located in Hungary in a rural setting of rolling central European countryside</li> <li>• Integrated Field Exercise 25 is likely to be located in a rural area of southern and eastern Sri Lanka in a semi tropical agricultural location</li> </ul>

	In all cases, the Commission will coordinate and collaborate with the Contractor to provide adequate ‘in country’ transport for all activities.
<p><u>Question 10</u> In general, for the video delivery, please advise the approximate length of the videos.</p>	<p><u>Answer 10</u> Please refer to Section 3 of the attached revised Term of Reference – Deliverables:</p> <ul style="list-style-type: none"> <li>• For the exercise injects, 4 videos of 1-2 mins duration each.</li> <li>• For exercise ‘storytelling’ 3 videos (one per exercise) of 10-30 mins duration each (new paragraph added in the attached revised Terms of Reference).</li> </ul> <p>The exact duration will be agreed between the Contractor and the Commission on a case-by-case basis.</p>
<p><u>Question 11</u> Regarding Attachment 4 for Procedure of Submission, we work in MAC OS. Can you let us know how the Commission suggests we meet the requirements.</p>	<p><u>Answer 11</u> Submission is possible from any system using encryptable zipping tool.</p>
<p><u>Question 12</u> Who are the intended target groups and dissemination channels (apart from social media)?</p>	<p><u>Answer 12</u> Please refer to Section 2 of the attached revised Terms of Reference - Scope. The Commission anticipates that all videos should be viewable on YouTube. The target audience is the international scientific and diplomatic community.</p>

## ANNEX B

### TERMS OF REFERENCE REVISION NO. 1 (12 JULY 2023)

#### PROVISION OF AUDIO-VISUAL SUPPORT FOR 2023-2025 ON-SITE INSPECTION EXERCISES ON CALL-OFF BASIS

##### 1. BACKGROUND INFORMATION

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization with its headquarters in Vienna (hereinafter referred to as the “Commission”) is the international organization mandated to establish the global verification system foreseen under the Comprehensive Nuclear-Test-Ban Treaty (CTBT), which is the Treaty banning any nuclear weapon test explosion or any other nuclear explosions. The Treaty provides for a global verification regime, including a network of 321 stations worldwide, a communication system, an International Data Centre and On-site Inspections (OSI) to monitor compliance with the Treaty. More information can be found under [www.ctbto.org](http://www.ctbto.org).

The Commission outlines here the Terms of Reference (hereinafter referred to as the “ToR”) for the Contractor to provide audio visual support for the delivery of a Commission-wide programme of On-Site Inspection exercises (hereinafter referred to as the “Services”) on call-off basis for the CTBTO during the period 2023 and 2025.

##### 2. SCOPE

The Contractor shall provide suitable audio-visual, photographic, video, editing and other support services relating to the delivery of major exercises in a field environment prior to, during and after exercises in cooperation with the Commission’s OSI staff, which is to be held in the period from the effective date of the Contract through 2023-2025.

The Commission anticipates that all videos should be viewable on YouTube. The target audience is the international scientific and diplomatic community.

##### 3. DELIVERABLES

- Still and Video Image Capture of OSI Exercises in a field setting both within Austria and other wider locations to an agreed schedule for each event as per the following schedule:

- Directed Exercise 23 during September 2023 (Up to 4 weeks) - in Burgenland, Austria.
  - Table Top Exercise for Senior Management 24 (1 Day) - in Vienna, Austria.
  - Build-Up Exercise 24 (Approx 2-3 weeks in duration) - Location to be determined.
  - Integrated Field Exercise 25 (Approx 5-6 weeks in duration) - Location to be determined.
- Include the use of a small drone for capture of aerial imagery.
  - Editing of captured footage post event and providing to the Commission to agreed timelines.
  - Generate **estimated four (4)** short (1-2 min) pieces of video as required to support ‘exercise play’ as injects.
  - **Each of the three major exercises above will require the production of a summary/”storytelling” estimated three (3) videos between 10-30 mins in duration to summarize the ‘story’ of the entire exercise.**
  - Simulate simple news and press conferences and journalist ‘in field’ interviews during the exercises.
  - Editing of audio-visual material after the event and final production of a short video in a range of formats: including short videos suitable for publication directly on social media channels (e.g. YouTube, Twitter, etc), other formats suitable for embedding within CTBTO public-information material to an agreed schedule for each major event.
  - Conduct interviews of exercise participants for post exercise publicity and promotion to be included in the post event footage.
  - In collaboration with the Exercise Management Team, provide drone footage of exercise activities to a pre-agreed schedule.
  - Add music, visual effects, color correction, sound mixing and sound synchronization, graphics and other post-production work to ensure logical sequencing and smooth flow of the end-product as may be requested by the Commission.

#### **4. ORGANIZATION OF WORK**

The Commission will initiate the Work in the form of Formal Requests for Delivery (FRD). These FRDs will be the basis for initiating Work, specifying the exact scope of Work, the deliverables, acceptance, invoicing, and payment of any Services performed by the Contractor.

##### 4.1 Initiating Work

- (a) The Commission will provide the description of the Work to be performed in writing to the Contractor and the Contractor shall respond with an estimate of the number of person-days required to complete the Work and a delivery date. After acceptance of the estimate and delivery date, the Commission will issue the FRD to the Contractor.

- (b) Prior to issuing a FRD, the Commission and the Contractor shall also agree on the place of work (on-site/off-site).
- (c) Each FRD shall be based on one (1) or more of the tasks described in section 3 above.
- (d) The Contractor shall perform Work only after receipt of the FRD.

#### 4.2 Completion and Acceptance

At the end of a particular Work under the FRD, the Contractor shall submit to the Commission the deliverables within the period of performance stated in the respective FRD.

### 5. **TERM OF CONTRACT**

The Commission shall have the right, but not the obligation, to call-off Work in the form of FRDs during the Call-off Period. The volume of Work under the Call-off Period will be limited to 140 person-days within the Contract period. This is an upper limit only, and the Commission reserves the right, at its sole discretion, to call-off less person-days or no person-days at all.

### 6. **CONTRACTOR'S REQUIREMENTS**

6.1 The Contractor shall have demonstrated excellent technical capacities (state of art filming equipment) to ensure high quality production.

6.2 Minimum of five (5) years of operating in the field of corporate video production out of which the minimum of three (3) years shall be with experience working with international organizations, NGOs or international corporations.

6.3 A minimum of two (2) projects of similar scope and scale within the past 24 months. Contact names of references and telephone numbers as well as summaries of these projects are required.

6.4 Demonstrated technical competence in the field of corporate video production.

6.5 Experience in covering more than two (2) technical related projects will be considered an asset.

#### **Contractor's Key personnel, equipment and production**

6.7 The Contractor's key personnel/project manager assigned for the execution of the Services, shall have a minimum of five (5) years' experience in the field of corporate video production and proficient command of and efficient communication skills in the English language, all as supported by CVs. An extensive experience shall be considered an asset.

6.8 The Contractor shall ensure that all required equipment is available at the respective location and test equipment before the scheduled filming dates.

6.9 The Contractor shall ensure adequate crew members to support with filming, lighting, sound recording etc.

6.10 The Contractor shall ensure that the videos produced are of high quality and meet the objectives outlined.

## **7. DELIVERY TERMS AND WORK SCHEDULE**

All Services shall be delivered by the agreed schedule for each respective event and to the CTBTO, Vienna International Centre, PO Box 1200, 1400, Vienna, Austria, between September 2023 and until 31 December 2025, as may be requested by the Commission.