
TO: ALL BIDDERS

DATE: 19 July 2023

TEL. NO.:

EMAIL:

SUBJECT: Clarifications No. 2: RFP No. 2023-0085/THORVALDSDOTTIR
"Provision of Audio-Visual Support for 2023-2025 On-Site Inspection Exercises on Call-off Basis"

FROM: Sally Alvarez de Schreiner
Chief, Procurement Services Section

REF.: RFP No. 2023-0085/THORVALDSDOTTIR

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NO OF PAGES INCLUDING COVER AND ATTACHMENTS: 5

Dear Bidders,

Please find attached Clarifications No. 2 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*", included a revised Acknowledgement Form.

Please note that the attached Commission's clarifications are an integral part of the RFP documents and shall be considered in the preparation and submission of Proposals. Former clarifications have been greyed out.

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. 2 - Question 13*
- *Corrected Acknowledgement Form*

RFP No. 2023-0085/THORVALDSDOTTIR

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

Questions from Bidders	Answers from the Commission
<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 & 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>

	information is now added in Section 3 of the attached revised Term of Reference.
<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: https://icsc.un.org/</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"> • Direct Exercise 23 is located on a military barracks and training area (European countryside) in eastern Austria • Table-Top Exercise for Senior Management 24 is a one-day event at a large hotel in Vienna • Build-Up Exercise 24 is located in Hungary in a rural setting of rolling central European countryside • 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

	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"> • For the exercise injects, 4 videos of 1-2 mins duration each. • For exercise ‘storytelling’ 3 videos (one per exercise) of 10-30 mins duration each (new paragraph added in the attached revised Terms of Reference). <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>
Clarifications No. 2	
<p><u>Question 13</u> We noticed that the deadline for this solicitation is indicated as 31 July 2023 whereas the date indicated on the Acknowledgement Form is 19 July 2023. Which one is correct?</p>	<p><u>Answer 13</u> The deadline for this solicitation is 31 July 2023. Please refer to the corrected Acknowledgement Form attached herewith accordingly.</p>

ACKNOWLEDGEMENT FORM

Solicitation No: 2023-0085	Closing Date: 31 Jul 23
Title: Call Off Contract for the Provision of Audio-Visual Support for the On-Site Inspection Exercises, 2023-2025.	Vienna Local Time: 17:00

Procurement Staff: Thorvaldsdottir

CTBTO Req. No.: 0010022249

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

WITHIN FIVE (5) DAYS

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

by email to
procurement@ctbto.org

A: We shall submit our proposal

By: _____
(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)

___ 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;
___ other (please specify) _____

Company Name: _____
Contact Name: _____
Email/Tel: _____