



TO: All Bidders

FROM: Selma Bukvic
Procurement Officer, Team Leader

DATE: 1st November 2023

REF: RFQ 2023-0165/Poggio *DP*

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SUBJECT: **Extension of RFQ deadline and Clarifications No. 1 to RFQ 2023-0165/Poggio -“Redevelopment of Multimedia Elements for E-Learning Modules”**

Dear Bidders,

Please find attached Clarifications No. 1 related to queries raised by bidders in respect to RFQ 2023-0165/Poggio “*Redevelopment of Multimedia Elements for E-Learning Modules*”.

Furthermore, **the deadline for the submission of quotations is hereby extended to Monday, 13 November 2023, 17:00h Vienna (Austria) local time.**

Please note that Clarifications No. 1 are an integral part of the RFQ documents and shall be considered in the preparation and submission of proposals.

We are looking forward to receiving your quotations prior to the extended deadline on Monday, 13 November 2023, 17:00h Vienna (Austria) local time.

Kind regards

Selma Bukvic 
Procurement Officer, Team Leader

Attachment:

- *Question and Answer - Clarifications No. 1*

Item#	QUESTIONS	ANSWERS
1	Is it acceptable a proposal to recreate the full module if deemed to be more cost effective?	The proposal shall respond to the requirements specified in Term of Reference
2	Is there any template for submitting the financial proposal?	<p>There is no fix template. The quotation shall allow to clearly understand the applicable costs and the total price.</p> <p>Please refer to the “<i>Instructions to Bidders</i>” and to the relevant requirements:</p> <p>The price quotation shall include the <u>total firm fix price</u> for the Services.</p> <p>Please use the attached “Sample of Price Schedule” for reference.</p> <p>The price quotation shall include costs and expenses incurred by the Supplier for the full and proper performance of all obligations under the purchase order (including travel, allowances, management and remuneration of the personnel, national income tax, medical, insurance and social security contribution, if applicable).</p>
3	Are the technical and the financial proposal required to be submitted separately or can be submitted together?	They can be submitted together. Kindly ensure that it is clearly specified the technical part and the financial part including applicable fees, costs and total price. Please do not include costs information in the technical description, as this might complicate the evaluation process.
4	The contracting authority requires that the bidder includes documentary evidence of its financial, technical and production capability as part of the bid. Which kind of documentation is required?	There is no fix requirement. Bidders are invited to provide sufficient information to establish their capability to perform the work.
5	Please clarify what is expected from bidders concerning the insurance provision of the RFQ	Kindly refer to the Annex A – General Condition of Contract – Clause 9
6	Do you require a bank guarantee for the work?	No bank guarantee is required.
7	Please clarify the Technical Evaluation Criteria and Method listed in Attachment 1 of the RQF. It is unclear what requirements are linked to the Contractor and which are directly linked to Contractors staff.	Kindly consult Section 7 in the Terms of Reference for the requirements that the Contractor must meet to be eligible for the project. The Contractor is expected to demonstrate the capacity to meet these requirements either internally or by engaging third parties.
8	What kind of references to previous similar projects should be provided?	Bidders are expected to provide a list of previous projects, with company names and web site links (if available) for review.
9	Do you require a quote only for section 4.1 of the Terms of Reference, and then a second quote for when the work will be defined?	No. The quotation shall cover the entire work as described in the Annex B -Terms of References.

10	Is it possible to know the available budget for this project?	No. Currently the rules of the CTBTO do not allow to disclose the available budget for tender purposes.
11	We are an international company located outside Europe. Which rules applies to participate to the tender?	Please refer to the Instructions to Bidders, Other Information, Section 6. “The Goods/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.”
12	Please clarify the meaning of “Country of Origin” for the required services	For the case of services (as per the current one) it refers to the country where the contractor has its officially registered office. This applies also to subcontractors or any third party engaged for the work.