



TO: All Bidders

DATE: 26 February 2024

TEL. NO.:

EMAIL:

FROM: Ragna Bjork Thorvaldsdottir
Procurement Officer

REF.: RFQ 2024-0041/ THORVALDSDOTTIR

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SUBJECT: **Clarifications No. 1 – RFQ 2024-0041/THORVALDSDOTTIR**

Dear Bidders,

Please find attached Clarifications No. 1 related to queries raised by bidders in respect to RFQ 2024-0041/THORVALDSDOTTIR concerning Video Production Services for 2024 OSI

Please note that Clarifications No.1 is 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 bid prior to the submission deadline on **04 March 2024 17:00 hours, Vienna (Austria) local time.**

Ragna Bjork Thorvaldsdottir
Procurement Officer

Attachment:

- *Question and Answer - Clarifications No. 1*

Item#	Question	Answer
1	<p>On the filming schedule, it says 2-3 days, or 3-4 days. Firstly, are these days consecutive or can they be separated? Meaning f.ex., filming 1 day then a break for 1 day and then another day shoot?</p>	<p>The Commission plans for consecutive filming days.</p>
2	<p>As it is not decided whether it is 2-3 days or 3-4 days, how do you want us to quote?</p>	<p>Please quote daily person-rate for designated number of staff</p>
3	<p>How many hours does the Commission foresee of filming per day? At the end of every day, are we returning to base (Vienna) or overnighting on location?</p>	<p>The Commission estimates production phase activities to take roughly 4 – 6 hours on the filming days. The breakdown of filming for each module is as follows:</p> <ol style="list-style-type: none"> 1. In-Field Operations Support – filmed entirely at the CTBTO TeST Centre in Seibersdorf. CTBTO staff will return to Vienna every day after filming. 2. ECM – ERT – one day of filming in Seibersdorf, 2 – 3 days of filming at field location next to Seibersdorf, or at another location a maximum of 60km from Seibersdorf. CTBTO staff will return to Vienna every day after filming. 3. Visual Observation – one day of filming in Seibersdorf, two days of filming at location in Bratislava vicinity (Pezinok area), TBC. CTBTO staff return to Vienna after Seibersdorf filming. CTBTO staff return to Vienna after filming in Bratislava is TBC.
4	<p>Audio recording of SME - what does that entail? An audio recording device to record SME in the field or in a studio back at base? Please provide some details.</p>	<p>This should be a “talking head” style video recording that is captured in the field. There is no requirement for audio studio.</p>
5	<p>Initial edit - we assume E-learning producer will guide us on what elements for rough cut they will need and that is all we do, as finishing the final edit will be done by them. Please confirm that our understanding is correct.</p>	<p>Correct, please refer to ToR Section 2, and Section 3 for the details.</p>
6	<p>Do we have the other exact locations? (referred only to as in vicinity of Vienna or Bratislava)</p>	<p>Seibersdorf, Austria at the CTBTO TeST Centre and in the Pezinok area, just outside of Bratislava (TBC).</p>