





TO: All Bidders

DATE: 21 March 2024

FROM: Sally Alvarez de Schreiner
Chief, Procurement Services Section

REF.: RFQ No. 2024-0057/STOMOV 


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SUBJECT: Clarifications No. 1 – RFQ 2024-0057/STOMOV
Animated videos explaining CTBTO's International Monitoring System (IMS)

Dear Bidders,

Please find attached Clarifications No. 1 related to queries raised by bidders in respect to the Request for Quotation (RFQ) No. 2024-0057/STOMOV pertaining to the “*Animated videos explaining CTBTO's International Monitoring System (IMS)*”.

Please note that Clarifications No. 1 are an integral part of the RFQ documents and shall be taken into consideration in the preparation and submission of Quotation.

We are looking forward to receiving your bid prior to the submission deadline on **25 March 2024, 17:00 hours, Vienna (Austria) local time.**

Kind regards


Sally Alvarez de Schreiner
Chief, Procurement Services Section

Attachment:

- *Questions and Answers - Clarifications No. 1*

Item#	Question	Answer
1	The duration of each video is up to 3 min. We can provide a fixed price or price per second. The price per second may potentially save you costs if the videos are shorter than 3 min. We can also provide you with both options, please just let us know what you prefer.	You may provide both options.
2	Do you want a listing of every single price or one total price for everything? Listing the single prices can also save you costs if the videos are shorter.	Please provide individual prices, as a breakdown of costs, and the total price.
3	Do the scripts have to be adapted or are they already finalized?	Due to the technical nature of the work to be illustrated in the animations the PTS has written scripts, but they can be adjusted/adapted within reason if this would help the flow of the piece.
4	What specific items must be insured?	In case of physical delivery of the videos, they must be insured (door-to-door delivery).
5	Is the Kick-off meeting in-person or online? Is it possible to have the Kick-off meeting in the first week of April?	It could be online or in-person if the vendor would make themselves available to meet in Vienna (Austria) at no cost to the Commission. Subject to the results of this procurement process, a kick-off meeting may be possible in the first weeks of April.
6	Is in this proposal only the usage rights included or also the editing rights?	Editing rights as well so all files must be provided to the Commission upon completion. Having said this, depending on what software is used, it is unlikely that the Commission will do its own edits after the pieces are finalized.
7	Should the video only contain animation, or is it possible to use stock footage?	Stock footage is permissible if it fits the style and aesthetic we’re looking for.
8	Some tenders have a maximum price limit on their terms and conditions. Is this the case here?	You may provide both options (firm fixed price and maximum price).