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TO: All Bidders  
FAO Sales Managers

FROM: Sally Alvarez de Schreiner  
Chief, Procurement Services Section

DATE: 23 January 2025

REF.: RFP No. 2024-0210/RAHMAN 

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**SUBJECT: Amendment No. 1 to RFP No. 2025-0001/RAHMAN:**  
“SnT2025: Event Production for the CTBT: Science and Technology 2025 (Lot 1: Event Production and Branding, Lot 2: Streaming and Lot 3: Content Production)”

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Dear Bidders,

Please find attached Amendment No. 1 to the Request for Proposal (RFP) No. 2025-0001/RAHMAN: “SnT2025: Event Production for the CTBT: Science and Technology 2025 (Lot 1: Event Production and Branding, Lot 2: Streaming and Lot 3: Content Production)”.

- The Attachment 2 - Evaluation Criteria and Method, part of the RFP are hereby replaced with the new attached amended version of these documents (Rev. 23 Jan 2025) (revisions in track changes and highlighted in blue for ease of reference)

Amendment No. 1 is 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 submission deadline on 11 February 2025, 17:00 hours, Vienna (Austria) local time.

Sincerely,



Nodira Alimdjanova  
OIC, Procurement Services Section

**Attachment**

- *Amendment No. 1 to the RFP*

**Attachment 2 - A - Rev 23 Jan 2025**  
**Evaluation Criteria and Method**  
**Event Production for the Snt205 Conference**

**LOT 1 - Event Production and Branding**

No.	Ref No. in TOR	1.QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL
		<b>Requirements for the Contractor (PASS /FAIL)</b>	<b>PASS/FAIL</b>
1	B. 4.3 (1)	The Contractor shall have experience providing technical equipment and production services in the fields of audio, lighting, video and branding for large conferences, conventions or comparable event formats with at least 800 attendees.	PASS/FAIL
		<b>Requirement for the Contractor's Personnel (PASS /FAIL)</b>	<b>PASS/FAIL</b>
2	B. 4.3 (2)	Senior Project Manager shall have experience with supervising the technical production of large conferences, conventions or comparable event formats with at least 800 attendees.	PASS/FAIL
3	2	Compliance with all the time schedule.	PASS/FAIL

**Only bidders who pass all above criteria will be considered for the point system evaluation (2nd stage)**

No.	Ref No. in TOR	2. TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Points		
		Quality of the Proposal	Max Points	Factor	Weighted score
1	B. 4.	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity.	5	1	5
2	B. 4.	Understanding of the scope of work and the responsibilities of the Contractor	5	1	5
3	LOT 1	Completeness of the proposed technical solutions	5	1	5
4	C.	Quality of proposed technical Set Up in Festsaal: Set Decoration incorporating two LED Stage Displays in Festsaal, Show Lightning and Show Special Effects, Video-Set Up	5	2	10
5	D.	Quality of proposed technical Set Up in Prinz Eugen Saal: Video-Set Up, Stage Backdrop	5	2	10
6	E.	Quality of proposed technical Set Up in Forum: Video-Set Up, Stage Backdrop	5	2	10
7	F.	Quality of proposed technical Set Up in Wintergarten: Video-Set Up, Stage Lighting, Stage Backdrop	5	2	10
8	G.	Quality of proposed Branding Solution for e-poster presentation area in Zeremoniensaal	5	2	10
9	H.	Quality of proposed Exhibition Stands in Exhibition Area (Seitenhalle, Gardehalle I & II, Oberes Platzl)	5	1	5
10	I.	Quality of proposed assets in Interactive Area in Gardehalle I: trussing construction incl. Branding, curtain and carpet; LCD- TVs	5	1	5
11	J.	Quality of proposed technical Set Up in Künstlerzimmer: Video Projection, Laptop	5	1	5
12	K.	Quality of proposed technical Set Up in Radetzky Appt. I: Video Projection, Laptop	5	1	5
13	L.	Quality of proposed assets for Foyer and Entrance Area: flags	5	1	5
		<b>Subtotal</b>	<b>65</b>		<b>90</b>
	Ref No. in TOR	Requirements for the Contractor	Max Points	Factor	Weighted score
14	B. 4.3 (1)	The Contractor shall provide references of a minimum of 3 such productions it has supported during the last 2 years.	5	1	5
15	B. 4.3 (3)	Experience working in the Hofburg Palace, Vienna would be desirable	5	0.5	2.5
16	B. 4.3 (4)	The Contractor has experience regarding Delivery and Installation at Hofburg Palace (asset)	5	0.5	2.5
17	B. 4.3 (5)	Experience in supporting scientific events or conferences would be desirable.	5	0.5	2.5
18	B. 4.26	The contractor shall provide appropriate support personel on site during set up, operation and dismantling	5	1	5
		<b>Subtotal</b>	<b>25</b>		<b>17.5</b>
	Ref No. in TOR	Required Experience Contractor's personel	Max Points	Factor	Weighted score
19	B. 4.3 (2)	The Contractor shall provide a CV of the proposed Senior Project Manager and references of a minimum of 3 comparable productions the Senior Project Manager has supervised during the last 2 years.	5	1	5
20	B. 4.27	The Senior Project Manager shall have a good working knowledge of the English language.	5	1	5
		<b>Subtotal</b>	<b>10</b>		<b>10</b>
	Ref No. in TOR	Skills and experience of (key) personnel to be met at the team level	Max Points	Factor	Weighted score
21	3.2	Effective communication skills in English	5	0.5	2.5
		<b>Subtotal</b>	<b>5</b>		<b>2.5</b>
		<b>TOTAL - Technical Evaluation</b>	<b>105</b>		<b>120</b>

**EVALUATION METHOD:**

1. Technical Evaluation:

The technical evaluation process will be done in two stages:

1) **Stage 1:** Technical proposals will first be evaluated against the mandatory requirements outlined in section 1 above, on a PASS/FAIL basis.

Compliance with all mandatory requirements is required in order to pass stage 1 of the technical evaluation and to be further considered for stage 2 of the evaluation process;

2) **Stage 2:** The technical proposals that have passed stage 1 of the technical evaluation process, will be evaluated against the weighted criteria set forth in the evaluation matrix above.

In order to pass this stage, bidders must obtain **a minimum point of 63 and or minimum score of 72** and in accordance with the scoring table indicated below:

**TABLE 2**

Points	Scoring
0	Unsatisfactory - Response incomplete, inadequate and/or non-responsive to the criterion. Bidder does not clearly understand the criterion.
1 - 2	Weak - Does not meet the minimum technical, functional, or performance related criterion.
3	Good - Meets the minimum requirements of the criterion.
4	Very good - Exceeds the criterion in some areas.
5	Excellent - Exceeds the criterion in all areas.

2. Financial and commercial evaluation

Once the technical evaluation is finalized, the financial offers of the technically compliant bidders will be evaluated in accordance with the formula given below:

$$X = \text{Max Available Points} * Y/Z$$

Legend:

X= points to be assigned to the offer being evaluated

Y= price of the lowest priced, technically compliant offer

Z= price of the offer being evaluated

The weight of the technical and financial components is **60% and 40% respectively**, subject to contractual and commercial acceptability.

The Contract will be awarded to the bidder who receives the highest combined score resulting from the technical and financial evaluations, **subject to contractual and commercial acceptability.**

**Attachment 2 - B**  
**Evaluation Criteria and Method**  
**Event Production for the SnT205 Conference**

**LOT 2 - Streaming**

No.	Ref No. in TOR	1.QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL		
		<b>Requirements for the Contractor (PASS /FAIL)</b>	<b>PASS/FAIL</b>		
1	B. 4.41 (1)	The Contractor shall have experience providing technical equipment and production services in the fields of audio, lighting, video and branding for large conferences, conventions or comparable event formats with at least 800 attendees.	PASS/FAIL		
		<b>Requirement for the Contractor's Personnel (PASS /FAIL)</b>	<b>PASS/FAIL</b>		
2	B. 4.41 (2)	Senior Project Manager shall have experience with supervising the streaming production of live events or broadcasts with comparable magnitude and shall have a very good working knowledge of the English language.	PASS/FAIL		
3	B. 4.41 (3)	Technical Streaming Producer shall have experience with live events or broadcasts with comparable magnitude as SnT2025	PASS/FAIL		
4	2	Compliance with all the time schedule.	PASS/FAIL		
<b>Only bidders who pass all above criteria will be considered for the point system evaluation (2nd stage)</b>					
No.	Ref No. in TOR	2. TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Points		
		<b>Quality of the Proposal</b>	Max Points	Factor	Weighted score
1	LOT 2	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity.	5	1	5
2	A and C	Understanding of the scope of work and the responsibilities of the Contractor	5	1	5
3	LOT 2	Completeness of the proposed technical solutions ( <b>proposed plan</b> )	5	1	5
4	D.	Compatibility of the plan with Commission's asset, e.g. with conference platforms (preferably Indico and Superevent) and WebEx, as set out in the TOR	5	2	10
5	D.	Quality of proposed Streaming Plan	5	2	10
6	E.	Quality of proposed technical Set Up for Streaming: Equipment	5	1	5
7	E.	Quality of proposed technical Set Up for Streaming: Support	5	1	5
<b>Subtotal</b>			<b>35</b>		<b>45</b>
		<b>Requirements for the Contractor</b>	Max Points	Factor	Weighted score
8	B. 4.41 (1)	The Contractor shall provide references of a minimum of 3 such productions it has supported during the last 2 years.	5	1	5
9	B. 4.41 (4)	The Contractor shall provide samples in electronic form of works comparable to the Work described under this LOT as reference of qualification	5	1	5
10	B. 4.41 (5)	Experience working in Hofburg Palace, Vienna, would be desirable	5	0.5	2.5
11	B. 4.41 (6)	Experience regarding Delivery and Installation at Hofburg Palace would be desirable.	5	0.5	2.5
12	B. 4.41 (7)	Experience in supporting scientific events or conferences would be desirable.	5	0.5	2.5
<b>Subtotal</b>			<b>25</b>		<b>17.5</b>
		<b>Required Experience Contractor's personnel</b>	Max Points	Factor	Weighted score
13	B. 4.41 (2)	The Contractor shall provide a CV of the proposed Project Manager and references of a minimum of 3 comparable productions the Project Manager has supervised during the last 2 years.	5	1	5
14	B. 4.41 (3)	The Contractor shall provide a CV of the proposed Technical Streaming Producer and references of a minimum of 3 comparable projects the Technical Streaming Producer has supported during the last 2 years.	5	1	5
<b>Subtotal</b>			<b>10</b>		<b>10</b>
		<b>Skills and experience of (key) personnel to be met at the team level</b>	Max Points	Factor	Weighted score
15	3.2	Effective communication skills in English	5	0.5	2.5
<b>Subtotal</b>			<b>5</b>		<b>2.5</b>
<b>TOTAL - Technical Evaluation</b>			<b>75</b>		<b>75</b>

**EVALUATION METHOD:**

1. Technical Evaluation:

The technical evaluation process will be done in two stages:

- 1) **Stage 1:** Technical proposals will first be evaluated against the mandatory requirements outlined in section 1 above, on a PASS/FAIL basis. Compliance with all mandatory requirements is required in order to pass stage 1 of the technical evaluation and to be further considered for stage 2 of the evaluation process;
- 2) **Stage 2:** The technical proposals that have passed stage 1 of the technical evaluation process, will be evaluated against the weighted criteria set forth in the evaluation matrix above. In order to pass this stage, bidders must obtain **a minimum point of 45 and or minimum score of 45**, and in accordance with the scoring table indicated below:

**TABLE 2**

Points	Scoring
0	Unsatisfactory - Response incomplete, inadequate and/or non-responsive to the criterion. Bidder does not clearly understand the criterion.
1 - 2	Weak - Does not meet the minimum technical, functional, or performance related criterion.
3	Good - Meets the minimum requirements of the criterion.
4	Very good - Exceeds the criterion in some areas.
5	Excellent - Exceeds the criterion in all areas.

2. Financial and commercial evaluation

Once the technical evaluation is finalized, the financial offers of the technically compliant bidders will be evaluated in accordance with the formula given below:

$$X = \text{Max Available Points} * Y/Z$$

Legend:

- X= points to be assigned to the offer being evaluated
- Y= price of the lowest priced, technically compliant offer
- Z= price of the offer being evaluated

The weight of the technical and financial components is **60% and 40% respectively**, subject to contractual acceptability.

The Contract will be awarded to the bidder who receives the highest combined score resulting from the technical and financial evaluations, **subject to contractual and commercial acceptability.**

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**Attachment 2 - C  
Evaluation Criteria and Method  
Event Production for the Snt205 Conference**

**LOT 3 - Content Production**

No.	Ref No. in TOR	1.QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL
		<b>Requirements for the Contractor (PASS /FAIL)</b>	<b>PASS/FAIL</b>
1	B. 4.56 (1)	The Contractor shall have experience graphic designs and video content for events and broadcasts.	PASS/FAIL
		<b>Requirement for the Contractor's Personnel (PASS /FAIL)</b>	<b>PASS/FAIL</b>
2	B. 4.56 (2)	Senior Project Manager shall have experience with producing and supervising live events or broadcasts with comparable magnitude and shall have a very good working knowledge of the English language.	PASS/FAIL
3	B. 4.56 (3)	Show Caller shall have experience with live events or broadcasts with comparable magnitude	PASS/FAIL
4	B. 4.56 (4)	Streaming (Broadcast) Producer shall have experience with live events or broadcasts with comparable magnitude	PASS/FAIL
5	2	Compliance with all the time schedule.	PASS/FAIL

**Only bidders who pass all above criteria will be considered for the point system evaluation (2nd stage)**

No.	Ref No. in TOR	2.TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Points		
			Max Points	Factor	Weighted score
1	LOT 3	Extent to which all aspects of the ToR have been addressed in sufficient detail and clarity.	5	1	5
2	A	Understanding of the scope of work and the responsibilities of the Contractor	5	1	5
3	LOT3	Completeness of the proposed content services	5	1	5
		<b>Subtotal</b>	<b>15</b>		<b>15</b>
		<b>Requirements for the Contractor</b>	<b>Max Points</b>	<b>Factor</b>	<b>Weighted score</b>
4	B. 4.56 (1)	The Contractor shall provide references of a minimum of 3 such productions it has supported overall during the last 2 years.	5	1	5
5	C	Quality of assets-proposal for graphic content for branding and set decoration (proposed resources, suggested workflow)	5	2	10
6	C	Quality of provided comparable samples for graphic content for branding and set decoration	5	1	5
7	D	Quality of assets-proposal for video content for live show (proposed resources, suggested workflow)	5	2	10
8	D	Quality of provided comparable samples for video content for live show	5	1	5
9	E	Quality of assets-proposal for content support for live streaming (proposed resources, quality of comparable samples)	5	2	10
10	E	Quality of provided comparable samples for content support for live streaming	5	1	5
11	F	Quality of assets-proposal for event documentation and on-site footage (proposed resources, quality of comparable samples)	5	2	10
12	F	Quality of provided comparable samples for event documentation and on-site footage	5	1	5
		<b>Subtotal</b>	<b>45</b>		<b>65</b>
		<b>Required Experience Contractor's personnel</b>	<b>Max Points</b>	<b>Factor</b>	<b>Weighted score</b>
13	B. 4.56 (2)	The Contractor shall provide samples or examples in electronic forms of works comparable to the Work described under this LOT as reference of qualification.	5	1	5
14	B. 4.56 (3)	The Contractor shall provide a CV of the proposed Senior Project Manager and references of a minimum of 3 comparable projects the Senior Project Manager has supervised during the last 2 years.	5	1	5
15	B. 4.56 (4)	The Contractor shall provide a CV of the proposed Show Caller and references of a minimum of 3 comparable projects the Show Caller has supported during the last 2 years.	5	1	5
16	B. 4.56 (5)	The Contractor shall provide a CV of the proposed Streaming (Broadcast) Producer and references of a minimum of 3 comparable projects the Streaming (Broadcast) Producer has supported during the last 2 years.	5	1	5
		<b>Subtotal</b>	<b>20</b>		<b>20</b>
		<b>Skills and experience of (key) personnel to be met at the team level</b>	<b>Max Points</b>	<b>Factor</b>	<b>Weighted score</b>
17	3.2	Effective communication skills in English	5	0.5	2.5
		<b>Subtotal</b>	<b>5</b>		<b>2.5</b>
		<b>TOTAL - Technical Evaluation</b>	<b>85</b>		<b>102.5</b>

**EVALUATION METHOD:**

1. Technical Evaluation:

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- 2) Stage 2: The technical proposals that have passed stage 1 of the technical evaluation process, will be evaluated against the weighted criteria set forth in the evaluation matrix above.

In order to pass this stage, bidders must obtain a minimum point of 51 and or minimum score of 63.5 and in accordance with the scoring table indicated below:

**TABLE 2**

Points	Scoring
0	Unsatisfactory - Response incomplete, inadequate and/or non-responsive to the criterion. Bidder does not clearly understand the criterion.
1 - 2	Weak - Does not meet the minimum technical, functional, or performance related criterion.
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