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LSH 

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TO: ALL BIDDERS FROM: Courtney Linley  
DATE: 1 September 2020 REF.: RFP No. 2020-0099/STOMOV  
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EMAIL: EMAIL: procurement@ctbto.org  
SUBJECT: Technical editing and documentation support services on a call-off basis  
Clarification No.1 re RFP No. 2020-0099/STOMOV

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Dear Bidders,

Please find attached the responses to queries raised by potential bidders in respect to Request for Proposal No. 2020-0099 "Technical editing and documentation support services on a call-off basis".

Please take the responses into account in the preparation and submission of your Proposal.

We look forward to receiving your quotation on or before the deadline of 18 September 2020, 17:00 CET.

Best regards,



Courtney Linley  
Chief, Procurement Section

## TECHNICAL EDITING AND DOCUMENTATION SUPPORT SERVICES ON A CALL-OFF BASIS

**Question:**

1. *How has this project work been done to date?*

**Answer:**

Both in-house and external resources have been used in the past.

**Question:**

2. Has this work been previously commissioned under another contract? If so, who is the incumbent?

**Answer:**

This information is not required for the purpose of responding to the Request for Proposal.

**Question:**

3. Will the content to be edited be written by native English speakers or non-native-English speakers?

**Answer:**

The content may be written by native-English or non-native-English speakers.

**Question:**

4. What variety of English should be used for editing? US English or UK English?

**Answer:**

The Commission has an editorial manual which should be followed (ToR 3.3.4). The system of spelling in the latest edition of The Concise Oxford English Dictionary should be followed with some exceptions specified in the manual.

**Question:**

5. What standard style guides are used in addition to the house style guides?

**Answer:**

In addition to the editorial manual (ToR 3.3.4), a draft style guide for operating procedures (ToR 3.3.5) is under development. The Contractor may be requested to provide input and advice on this guide (ToR 3.3.2).

**Question:**

6. When is the anticipated contract award date?

**Answer:**

The contract will be awarded after the entire procurement process is completed.

**Question:**

7. When is the expected project start date?

**Answer:**

The project can start as soon as the contract is awarded.

**Question:**

8. Are there special requirements for how documents shall be transferred between CTBTO and contractor? For example, email, Drop Box, etc.

**Answer:**

Documents (deliverables) must be in electronic form as described in ToR 3.4. The method of transferring electronic deliverables is described in ToR 3.9.

## **TECHNICAL EDITING AND DOCUMENTATION SUPPORT SERVICES ON A CALL-OFF BASIS**

### **Question:**

9. What is the expected cadence of RFD?

### **Answer:**

If the Bidder is asking how frequently will FRDs be issued, this is difficult to forecast. In any case the total volume of work will not exceed that specified in ToR 3.10.

### **Question:**

10. What is the average number and types of documents included in an RFD? What is the average length in terms of pages and word count per various document type?

### **Answer:**

This is difficult to forecast. For indicative planning only, a procedure may be between 1000–3000 words and between 5-30 pages including standard tables, cover pages and figures. An FRD may cover a set of between 3-6 related procedures.

### **Question:**

11. Will any embedded images, graphs and diagrams be in a format other than Microsoft Word/Office?

### **Answer:**

It is not foreseen to link (embed) any figures. Figures will be standard pasted image formats into a text box.

### **Question:**

12. On the RfP as such: will the project be granted to one contractor, or to more than one.

### **Answer:**

One contract will be awarded to one qualified vendor only.

### **Question:**

13. We have taken notice on the level of estimated level of effort (in paragraph 3.10 on page 52. Could you give any indication how many documents are expected to be generated during this 2 years project to be included in the FRDs so that we can evaluate if the estimated level of effort (220 working days of 8 hrs each) will be sufficient to cover these requests?

### **Answer:**

It is difficult to forecast the frequency and volume of FRDs. In any case, FRDs will be scoped in number, and frequency so that the total volume of work will not exceed that specified in ToR 3.10.

### **Question:**

14. On requirement 4.1.5 on page 53 of the document:

How decisive will be the requirement of the English as 'mother tongue or principal language of education' ? Or is it a rather a preferred rather than strict demanding requirement?

### **Answer:**

This is a mandatory requirement (ToR 4.1.6). See also Instructions for Preparation and Submission of Proposals Attachment 2 (Evaluation Criteria) Criterion No. 13.

### **Question:**

15. Can costs for the kick-off meeting at the PTS and other meetings, if necessary, be included in the proposal?

### **Answer:**

Any kick-off meeting will be organized as efficiently as possible depending on the location and mobility of the successful Bidder, health and safety considerations and travel restrictions: most probably by video conference.

**TECHNICAL EDITING AND DOCUMENTATION SUPPORT SERVICES ON A  
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Therefore we do not expect travel or accommodation costs to be incurred. If a bidder quotes other costs related to kick-off or other related management meetings, this will be taken into account in the evaluation of bids.