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TO: ALL BIDDERS FROM: Courtney Linley  
Chief, Procurement Section

DATE: 13 September 2021 REF.: RFQ No. 2021-  
0099/THORVALDSDOTTIR

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SUBJECT: Clarification No.1 to RFQ No. 2021-0099/THORVALDSDOTTIR  
"Consultancy Services to Conduct Tabletop Exercise to Analyze a Theoretical On Site  
Inspections Deployment Strategic Transport Requirements".

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Dear Bidders,

Please find attached the response to queries raised by a potential bidder in respect to RFQ No. 2021-0066/THORVALDSDOTTIR "*Consultancy Services to Conduct Tabletop Exercise to Analyze a Theoretical On-Site Inspections Deployment Strategic Transport Requirements*".

Please take the response into account in the preparation and submission of your Quotation.

We are looking forward to receiving your Quotation prior to the closing date on 24 September 2021, 17:00h Vienna local time.

Kind regards

 OiC

for Courtney Linley  
Chief, Procurement Section

**RFQ No. 2021-0099/THORVALDSDOTTIR**

***Consultancy Services to Conduct Tabletop Exercise to Analyze a Theoretical On Site Inspections  
Deployment Strategic Transport Requirements***

<b>Questions from Bidders</b>	<b>Answers from the Commission</b>
<p><b><u>Question 1</u></b></p> <p><b>Document: Other Information (2).</b> Please advise in relation to this RFQ, which qualifications you would expect to be provided.</p>	<p><b><u>Answer 1</u></b></p> <p>Please refer to the Instructions to Bidders and the documents required:</p> <ul style="list-style-type: none"><li>✓ Bidder's statement</li><li>✓ Vendor Profile Form</li><li>✓ Statement of Confirmation</li></ul> <p>All these documents are included in the solicitation package.</p>
<p><b><u>Question 2</u></b></p> <p><b>Document: Bidders Statement.</b> This appears to be a generic style document with some questions not being applicable. Please confirm that N/A is a satisfactory response in these instances.</p>	<p><b><u>Answer 2</u></b></p> <p>Confirmed, N/A is a satisfactory response in instance not applicable to the project.</p>
<p><b><u>Question 3</u></b></p> <p><b>Document: Terms of Reference – 2. Scope of Work.</b> Please specify the container dimensions (is it a standard ISO container?). Also for 30-50 pallets please confirm the dimensions of the pallets.</p>	<p><b><u>Answer 3</u></b></p> <p>30 IMRDS Containers:</p> <p>265 x 214 x 243cm (length,width,height) as per attached pic</p> <p>Current planning figures for the pallets are:</p> <p>20 x EUR pallet 120 x 80 x 170cm (l,w,h) 21 pallets at 125 x 120 x 110cm (l,w,h) 1 x standard ISO container 15 x Field AC units 147 x 117 x 80cm</p> <p>There may also be additional items that will be confirmed in phase 1.</p>
<p><b><u>Question 4</u></b></p> <p><b>Document: Terms of Reference – 3. Specifications. Consultation Phase 1:</b> During the 2 month timescale for phase 1, will the Contractor will be required to attend meetings (we note email and tele-conference)? Please provide more information on how Phase 1 will be managed in order that all necessary information is conveyed to the Contractor.</p>	<p><b><u>Answer 4</u></b></p> <p>Phase 1 will mainly be an information transfer from the Commission to the Contractor. The exercise itself is based on a templated deployment for an On Site Inspection which has specific time-frames to meet, and the Commission holds equipment preparing for such a deployment. In order that the Contractor doesn't turn up on the exercise day with no information on who we are and what we are expected to achieve, this is the purpose of Phase 1. There will be no regular meetings, however one or two tele-conferences and emailed documents would be sufficient. The 2 month timescale is to allow both</p>

	<p>the Commission and Contractor staff enough time to coordinate these meeting at times that suit both sides. It is also for the Contractor to brief the Commission on information requirements they have, or any preparation the Commission must do to make the exercise run more smoothly.</p>
<p><b><u>Question 5</u></b></p> <p><b>Document: Terms of Reference – 3.2 Conduct of the Tabletop Exercise.</b> Are you able to tell us more of how the TTE is expected to be conducted day on day? Is there an outline of the walk through of the requirements?</p>	<p><b><u>Answer 5</u></b></p> <p>There is not currently a walk through of the requirements available, this will be done in the coming weeks. The exercise itself will be an open learning environment for the Commission staff to assess information gaps, or preparation gaps within the current status.</p> <p>It is envisioned that the exercise will have a schedule that runs through the time-frame of an OSI deployment, with required information inputs from both the Commission side and the Contractor side. It will not be run real-time (per deployment schedule), so once information is agreed upon for the deployment scenario, then the next time-step will be moved on to as required. The exercise will be finished once each step has been fulfilled and all requirements discussed and understood by the Commission. This may be complete in one day, or it may require a second day to finish.</p>
<p><b><u>Question 6</u></b></p> <p><b>Document: Vendor Profile Form</b> – Does the Commission require names/details of contacts from whom to obtain references from or broad details of projects in the form of a mini case study?</p>	<p><b><u>Answer 6</u></b></p> <p>That is correct, the Commission requests reference details as indicated in section 14 of the Vendor Profile Form.</p>

