TO: All Bidders  FROM: Nodira Alimdjanova
FROM: Procurement Officer (Team Leader)
DATE: 20 October 2021  REF.: RFQ No. 2021-0140/BOVÉ
TEL. NO.: +43 1 260306350  EMAIL: procurement@ctbto.org
EMAIL: procurement@ctbto.org
SUBJECT: Clarifications No.1 – RFQ No. 2021-0140/BOVÉ
Virtual Training for Data Visualization and Storytelling

Dear Bidders,

Please find attached responses to queries raised by interested bidders and Attachment 1 to the Instructions to Bidders (Technical Evaluation Criteria) in respect to RFQ No. 2021-0140/BOVÉ for “Virtual Training for Data Visualization and Storytelling”. For clarify purposes, the Terms of Reference (ToR) has been updated. Bidders can find the revised ToR in the Attachment 2 to these clarifications.

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

We are looking forward to receiving your bid prior to the submission deadline on 3 November 2021, 17:00 hours, Vienna (Austria) local time.

Kind regards

Nodira Alimdjanova
Procurement Officer (Team Leader)
<table>
<thead>
<tr>
<th>Item#</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Can you confirm the total number of training days expected?</td>
<td>Up to 4 sessions in total Each session: 1 day Each day (2x half-day webinars to be delivered on different dates) 4 days in total</td>
</tr>
<tr>
<td>2</td>
<td>How many “groups” are in scope?</td>
<td>4 groups of 10 participants each</td>
</tr>
<tr>
<td>3</td>
<td>Can you confirm if all “groups” will get the same training or different versions?</td>
<td>Yes – same content for all</td>
</tr>
</tbody>
</table>
## INSTRUCTIONS TO BIDDERS

### CONDITIONS

| **Delivery Terms** | N/A; services  
(Virtual Training for Data Visualization and Story Telling) |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Price</strong></td>
<td>The price quotation shall include costs and expenses incurred by the Supplier for the full and proper performance of all obligations under the contract (including travel, allowances, management and remuneration of the personnel, national income tax, medical, insurance and social security contribution, if applicable).</td>
</tr>
<tr>
<td><strong>Currency</strong></td>
<td>Please quote in EURO or US$ only.</td>
</tr>
<tr>
<td><strong>Taxes</strong></td>
<td>In principle the Commission is exempt from taxes. Since the arrangement under which such exemption is respected varies from country-to-country, the bidder will be informed by the Commission whether tax exemption will occur at source or whether taxes will be reimbursed by the Commission upon submission of the original supporting documentation. “Taxes” means all direct and indirect taxes (including value added tax, general sales tax or goods and services tax), assessments, fees, customs duties, liens and charges in as much as they are levied in conclusion or implementation of the purchase order, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission’s official use. The price quoted shall be net of Taxes. All applicable Taxes payable by the bidder at the conclusion or implementation of the Purchase Order in respect of the goods/services shall be quoted separately or be separately identified on the Proposal together with information on the nature of the Tax and its method of calculation. For deliveries to Vienna, Austria, and due to the Tax exemption at source applicable to the Commission, no Taxes shall be charged to the Commission under the Purchase Order.</td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td>Insurance to be included in the quotation must be for All Risk, covering 110% of the cost of the equipment proposed, and from the date/place of the shipment to the date/place the delivery is completed. The insurance shall be in the name of the bidder and the Commission.</td>
</tr>
<tr>
<td><strong>Validity of Quotation</strong></td>
<td>Minimum 90 days as of the Closing Date</td>
</tr>
<tr>
<td><strong>General Conditions</strong></td>
<td>General Conditions of Contracts (Annex A)</td>
</tr>
<tr>
<td><strong>Privileges &amp; Immunities</strong></td>
<td>Nothing in or relating to the Purchase Order shall be deemed to constitute an express or implied waiver of any Privileges and Immunities of the Commission.</td>
</tr>
</tbody>
</table>
| **Payment Terms** | Within 30 days of receipt and acceptance of the goods/services and of the following documents:  
(1) Invoice(s) showing the firm fixed price of the goods/services and to the CTBTO in Vienna Austria. The Supplier shall submit the invoice(s) in 1 (one) original and 2 (two) copies or electronically, from the Supplier’s official e-mail address in PDF |
format, duly signed and stamped by the Supplier and submitted to payments@ctbto.org. Each invoice shall contain detailed banking instructions, including the name and address of the Supplier's bank, account number, account holder's name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer and actual pre-paid transportation and insurance cost (if applicable);

(2) Acknowledgement Copy of the Commission’s Purchase Order with Supplier’s signature;

(3) The Supplier’s certificate, counter-signed by the Commission, confirming the successful completion of the training; and

(4) Any other relevant documents.

Applicable Taxes payable by the Supplier and/or its subcontractor(s) shall be invoiced separately or be separately identified on the invoice. Actual payment of the Taxes must primarily be supported by original documentation such as invoices, bank account statements, transfer orders, or receipts issued by the local tax or customs authorities. If submission of such original documentation is not possible for justifiable reasons, their copies could be accepted by the Commission if they are duly signed and certified by local tax or customs authorities. In case the currency in which the Taxes are levied is not the currency of the Purchase Order, bank statements (or equivalent) showing the exchange rate used for the conversion shall be submitted to the Commission, in addition to any other supporting documentation.

Other Documents

Please submit, jointly with the Quotation, the following documents (attached hereto):

- the Bidder’s Statement, duly completed (see page 5);
- the Vendor Profile Form, in case you haven’t submitted to the Commission in the past two years; and
- the Statement of Confirmation, duly signed.
1. The Commission reserves the right to accept or reject bidder’s quotation, partially or entirely, and to annul this procurement process at any time prior to award of the Purchase Order, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Commission’s action.

2. The bidder shall include in its quotation documentary evidence of its qualifications to perform the Purchase Order which shall establish to the Commission’s satisfaction that the bidder has the financial, technical and production capability necessary to perform the Purchase Order in its entirety and to provide other necessary on-going services as required. Please refer to the Attachment 1 of these Instructions (Technical Evaluation Criteria).

3. The bidder shall bear all the costs associated with the preparation and submission of the quotation and the Commission shall not be responsible or liable for those costs, regardless of the conduct or outcome of this RFQ.

4. The bidder’s price quotation shall be submitted in the English language, together with relevant technical literatures in duplicate, which shall also be in English.

5. The bidder’s quotation shall be typed or written in indelible ink and signed by an official legally authorized to enter into contracts on behalf of their organization. The quotation shall not contain any inter-lineation, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the quotation.

6. The goods and services (if any) to be rendered under the Purchase Order shall have their origin in the States Signatories of the Comprehensive Nuclear-Test-Ban Treaty (CTBT), the list of which is attached to this RFQ. For purposes of this paragraph, “the origin” means the place from where the materials, goods and/or from which the services are supplied.

7. Not later than 7 days before the deadline for submission of the quotations, any request for clarifications relating to the RFQ documents shall be emailed to procurement@ctbto.org, attention to Procurement Staff in charge of this matter referred to in the RFQ cover letter. If such requests are addressed to others or if additional information is obtained from others, it may lead to disqualification of the bidder. No requests for clarifications will be entertained after this time.

8. From the deadline for submission of the quotations until the written notification of award, no bidder shall contact the Commission on any matter relating to its quotation, except when responding to a request from the Commission for clarification. Any effort to influence the Commission in its evaluation of the quotation(s) or its award decision shall result in the rejection of the quotation.

9. The Commission shall evaluate the compliance of the quotations with the RFQ requirements. Subject to its technical compliance, the quotations shall be examined for its contractual compliance and commercial acceptability. Based on the mentioned evaluation, the Commission will determine the quotation which is the “least costly technically acceptable”. Deviation, if any, from the Commission’s terms and conditions might be a factor in the decision of award.

10. In case of an award, the following documents shall govern the Purchase Order and in case of discrepancies or inconsistencies, the documents to prevail shall be given precedence in the following order:
   (a) The Purchase Order
   (b) The Commission’s General Conditions of Contracts (Annex A)
   (c) Terms of Reference (Annex B)
   (d) The bidder’s quotation (Annex C)
Use of former Preparatory Commission for the CTBTO ("Commission") employees in the preparation of Quotations:

A Bidder must not, in the absence of prior written approval from the Commission, permit a person to contribute to, or participate in, any process relating to the preparation of a Quotation or the procurement process if the person:

a. At any time during the 12 months immediately preceding the date of issue of the Solicitation was an official, agent, servant or employee of, or otherwise engaged by the Commission;

b. At any time during the 24 months immediately preceding the date of issue of the Solicitation was an employee of the Commission personally engaged, directly or indirectly, in the definition of the requirements, project or activity to which the Solicitation relates.

The quotation shall be submitted in writing to the email address below:

procurement@ctbto.org

Bidders shall take note of the attached price schedule instructions when submitting the quotation.

Should there be items on our list that you cannot include in the quotation, we would appreciate you marking them, and returning the information to us, together with the names of any potential bidder(s) known to you. Please do this even if you cannot submit a quotation for any of the items and kindly don’t forward the RFQ to any other parties without our knowledge.

Please confirm, within 5 working days, the receipt of this RFQ and your confirmation whether you will submit a quotation by the closing date mentioned herein.

Attachments:

- The Commission’s General Conditions of Contract (Annex A)
- The Commission’s Terms of Reference (Annex B)
- CTBTO Member States
- Statement of Confirmation
- Vendor Profile Form
**BIDDER’S STATEMENT**  
**PLEASE STATE BELOW & SUBMIT WITH PROPOSAL**

<table>
<thead>
<tr>
<th>Delivery Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping weight (kg) and Volume (m³) – if applicable:</td>
</tr>
<tr>
<td>List of recommended consumables and spares including prices and details on local availability, if applicable (please tick):</td>
</tr>
<tr>
<td>☐ For one-year period ☐ For a period of .........................</td>
</tr>
<tr>
<td>Warranty period applicable (it shall be for a <strong>minimum of 24 months</strong>, starting from the acceptance of the goods/services by the Commission) – please tick below:</td>
</tr>
<tr>
<td>☐ For a two-year period ☐ For a period of .........................</td>
</tr>
<tr>
<td>Note: The provisions of article 28 of the Commission’s General Conditions of Contract apply to the services to be provided under the Purchase Order, wherever it is referred to “Goods” it shall read “Services”.</td>
</tr>
<tr>
<td>Availability of local service in Vienna, Austria (if any):</td>
</tr>
<tr>
<td>State country of origin or assembly of all items quoted:</td>
</tr>
<tr>
<td>Quantity discount and early payment discount (if any):</td>
</tr>
<tr>
<td>Include documentary evidence of qualifications to perform the order, which shall establish to the Commission’s satisfaction that the bidder has the financial, technical and production capability necessary to perform the order in its entirety and to provide spare parts and other necessary on-going services as required.</td>
</tr>
<tr>
<td>Included in this quotation: Yes ☐ No ☐</td>
</tr>
<tr>
<td>Confirmation that the bidder has reviewed the Commission’s Model License Agreement (if attached), the Commission’s General Conditions for Goods (if attached), the Commission’s General Conditions of Contract (if attached), Draft Contract (if attached), and the Special Conditions (if attached), and agreed to all terms and conditions.</td>
</tr>
<tr>
<td>Remarks: Yes ☐ No ☐</td>
</tr>
<tr>
<td>With regards to the software provided with the equipment, state and confirm whether the software licenses are transferable to third parties, i.e. the Commission or the Commission’s State Signatories (Member States).</td>
</tr>
<tr>
<td>Remarks: Yes ☐ No ☐ Not applicable ☐</td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Name &amp; Title of Contact Person:</td>
</tr>
<tr>
<td>Signature &amp; date:</td>
</tr>
</tbody>
</table>
SAMPLE OF PRICE SCHEDULE

1. The Price Schedule must provide a detailed cost breakdown for each item. Delivery costs, and other estimated costs (e.g. customs duties, VAT, etc.) shall be quoted separately.

2. Technical descriptions for each proposed item must provide sufficient detail to allow the Commission to determine compliance of Bid with specifications as per Terms of Reference and/or Technical Specifications of this RFQ.

3. Currency: Please quote in EURO or US$ only.

4. The format shown below shall be used in preparing the price quotation. The format uses a specific structure that may or may not be applicable but is indicated to serve as an example only.

<table>
<thead>
<tr>
<th>Price Schedule: RFQ for Goods/Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item No.</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>Item 1</td>
</tr>
<tr>
<td>Item 2</td>
</tr>
<tr>
<td>Item X</td>
</tr>
<tr>
<td>Item Y</td>
</tr>
<tr>
<td>Item Z</td>
</tr>
</tbody>
</table>

EQUIPMENT/SERVICES TOTAL

OTHER COSTS (if any)

SUBTOTAL

Firm Fixed Cost*

Taxes, if applicable*

GRAND TOTAL (as per the RFQ)

Signature of Bidder:

Date:

*Note:
1. Please show costs for goods/services and taxes separately.
2. Delivery costs shall include packing, handling, insurance, shipment, custom clearance and local delivery to final destination.
3. Applicable taxes, when authorized prior to the award of the order, will be reimbursed by the Commission based on actual amounts paid and documented.
4. Make it clear that the quoted charge is “**Firm Fixed**”
5. Estimated costs (if applicable) shall mean that the Commission shall pay the actual cost, not to exceed the estimate by more than ten (10) percent, in the event of an order.

Please be informed that all open competitive tenders of the CTBTO are available on the Web.

For more information, please visit [http://www.ctbto.org/procurement](http://www.ctbto.org/procurement)
## INSTRUCTIONS TO BIDDERS

### TECHNICAL EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>Technical Evaluation Criteria</th>
<th>Reference to TOR</th>
<th>PASS/FAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Proposal demonstrates knowledge and understanding of the requirements as well as the responsibilities and duties expected from the bidders</td>
<td>Section 1</td>
<td></td>
</tr>
<tr>
<td>2 Proposal contains adequate details for the proposed training duration and addresses all training requirements</td>
<td>Section 2.1 and 2.2</td>
<td></td>
</tr>
<tr>
<td>3 Relevance examples of the training materials (e.g. a link to online sample training courses), demonstrating the up-to-date and compliance with the contemporary Data Visualization and Storytelling standards</td>
<td>Section 2.3</td>
<td></td>
</tr>
<tr>
<td>4 Relevance and extent of expertise, as well as qualifications of the bidder</td>
<td>Section 3.1</td>
<td></td>
</tr>
<tr>
<td>5 Relevance and extent of expertise, qualifications, knowledge, and experience of the proposed trainer(s) and alternate(s)</td>
<td>Section 3.2</td>
<td></td>
</tr>
</tbody>
</table>

Bidder shall include in the offers the following:

1. Examples of training materials, e.g. course outlines, or a link to sample online course(s);
2. A proven track records e.g. lists of projects in designing and implementation of training on data visualization and storytelling in English in an international setting;
3. CVs of the proposed trainer(s) and alternate(s); and
4. At least two (2) reference letters, preferably from other UN organizations

The Commission reserves the right to interview the proposed personnel during technical evaluation and/or before the award of contract (assignment).

Bidders shall pass all the above-mentioned criteria to be considered technically compliant. Failure to comply with at least one requirement will result in the disqualification of the bidder and no further evaluation of their offer.

After the technical evaluation is completed, the Commission will evaluate the financial offers of those bidders who have passed the technical evaluation and award the contract (purchase order) to the “least costly, technically compliant” offer.

Bidders are informed that any deviation from the Commission’s General Conditions of Contract will be a factor in the contract award decision.
ANNEX B

TERMS OF REFERENCE

Virtual Training for Data Visualization and Storytelling
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1. Background

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organisation (hereinafter referred to as the “Commission”) is an international organisation setting up a global verification system foreseen under the Comprehensive Nuclear-Test-Ban Treaty Organisation (hereinafter referred to as the “CTBTO”), which is the Treaty banning any nuclear weapon test explosion or any other nuclear explosion. The Treaty provides for a global verification regime, including a network of more than 300 stations worldwide, a communication system, an International Data Centre and on-site inspections to monitor compliance. The Headquarters of the Commission is in Vienna (Vienna International Centre of the United Nations), Austria.

The Commission operates in a dynamic environment coupled with the continued expectation to uphold its core values. It is therefore imperative for the Commission to adopt a learning and development strategy that reflects its unique mandate and one that appropriately prepares the workforce with the skills, capabilities, and competencies for the future.

It is against this background that it has become important for the Commission to deliver an interactive and practical training programme geared to strengthening the data visualization and storytelling skills of the target group to be able to provide valuable insights that drive successful decisions.

The training shall be primarily built around the following key points:

- Data filtering and focusing
- Types of charts considering the data and objectives
- Fundamental chart design principles
- Graph decluttering
- Telling stories with data

The proposed training programme is intended for all interested staff members (Professional and General Service staff) who are involved in preparing and/or delivering data-driven presentations to internal or external audiences.

The Commission therefore desires to engage a contractor (the “Contractor”) for the provision of a training programme on Data Visualization and Story Telling (the “Services”) meeting the requirements in these Terms of Reference (ToR).

2. Scope of Work

2.1. Proposed Training Duration

The Commission plans to provide virtual training on Data Visualization and Storytelling to staff members. The exact group size will be discussed and agreed on between the Commission and Contractor.

In line with the Commission’s needs, multiple sessions of the training shall be conducted to cover different groups. Each session shall consist of two (2) webinars maximum four (4) hours each, to be conducted on separate dates within an overall period not exceeding ten (10) business days for each group. The training shall be delivered entirely live and online on selected dates/times to be mutually agreed on by the Commission and the Contractor.
2.2. **Training Requirements**

The instructional content of the training shall address the fundamental factors and effective visual and storytelling techniques used to share and present data tailored to a specific audience. Further, it shall feature interactive activities, practical exercises and case studies inspired by real-life examples preferably in the context of the United Nations.

The training shall cover, at a minimum, the following learning objectives:

- Understanding data plots and the use of neuroscience in evaluating graphical presentation of data.
- Breaking down business problems into data requirements.
- Filtering, focusing, and tailoring data to a specific audience.
- Distinguishing various charts and applying the right type to the appropriate situation.
- Understanding the process of decluttering graphs and removing redundancies.
- Making thoughtful design choices and applying key design principles to communicate clear and memorable graphical messages in the context of the CTBTO’s Corporate Identity Style Manual.
- Turning charts into compelling stories and conclusions that engage the audience, focus their attention, and fulfil their expectations.
- Introducing tips and tricks for PowerPoint and Excel.

The Commission reserves the right to request the Contractor to tailor the minimum content requirements for the needs and level of participants in each session.

The Contractor shall issue a certificate of completion either at the end of the sessions or the certificates shall be sent to the Commission at a later stage, but not later than five (5) working days after completion of the sessions.

2.3. **Materials and Documentation**

All materials and documentation (“Material”) shall be written in English and provided to the Commission in electronic format (Adobe Acrobat and/or MS Office format).

The Materials used during the training shall be up-to-date and fully compliant with contemporary Data Visualization and Storytelling standards. To demonstrate this, the Contractor shall provide relevance examples of the training materials e.g. course outline, or a link to the online sample training course(s). The Contractor shall provide a final draft of the set of Materials to be used during the training within two (2) weeks after signature of the Contract to the Commission for review. The Commission will provide comments, if any, within one (1) week thereafter, which shall be incorporated by the Contractor into the final set of Materials. The Contractor shall plan and provide the training based on the final sets of Materials. Any changes made by the Contractor to these sets, shall be subject to the Commission’s approval for use in forthcoming training. Changes due to detailed training requirements shall be submitted to the Commission.

2.4. **Contractor’s Staff**

The training shall only be delivered by the trainers proposed by the Contractor in its proposal. Should a trainer not be available due to sickness or similar reasons, the Contractor may only
replace him/her with the alternate trainer in its proposal. The delivery of training by a trainer not included in the original proposal is subject to approval through a written notification from the Commission.

2.5. Input from the Commission
The Commission will make one (1) staff available to the Contractor as a single point of contact for all issues arising from the implementation of the Contract.

The Contractor shall provide a detailed time schedule and an agenda for the training to be performed in coordination with the single point of contact.

The Commission will propose several date options for the virtual training sessions, for the Contractor to choose from.

2.6. Time and Place of Performance
The Contractor shall coordinate the date and time of the training sessions with the Commission before delivering the training.

The Contractor shall perform all preparatory activities at its own premises (e.g., preparation of content, etc.). All training sessions shall be performed live and online using a suitable software and video conferencing tool to be approved by the Commission.

Any additional technical requirements, if needed, shall be requested by the Contractor as soon as possible before the training starts and will be provided if available to the Commission.

A pre-course assignment shall be provided to the participants latest one week prior to the actual training.

3. Requirements for the Contractor and Its personnel

3.1. Contractor
The Contractor shall have, as a minimum, the following qualifications:

• A minimum of seven (7) years of experience in business analysis, smart information design and data visualization.
• Proven track records in designing and implementing training on data visualization and storytelling in English in an international setting. The Contractor shall provide e.g. lists of projects in designing and implementation of training on data visualization and storytelling.
• Availability of sufficient resources to perform the training.
• Excellent reference records (at least two references, preferably from other UN organisations)
• Ability to refer participants to supplementary digital content and toolkits following the training.

3.2. Contractor’s Personnel
The Contractor’s proposed personnel shall have, as a minimum, the following qualifications:

• Fully qualified and professionally certified to conduct training on data visualization and storytelling.
• A minimum of five (5) years of proven, hands-on experience in converting abstract concepts into tangible and understandable experiences via smart information design and data visualization.
• Fluency in written and spoken English.

The Contractor shall include in the proposal the Curriculum Vitae of the proposed trainer(s) and alternate(s), as well as at least two (2) reference letters, preferably from other UN organizations.

4. Acceptance
Upon completion of the Services, the Contractor shall submit to the Commission a certificate ("Certificate/s") confirming the successful completion of the Services. The Commission will review and accept the Certificate(s) in writing in order to consider the Services completed. In the event the Commission is not satisfied with the Services, it can instruct the Contractor to carry out remedial actions pursuant to the latter’s commitment under the Purchase Order.

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