TO: All Bidders
FAO Sales Managers

DATE: 23 March 2022

FROM: Veronica Golini
OIC, Procurement Section

REF.: RFQ No. 2022-0024/Thorvaldsdottir
Procurement Officer: fazal Furquani

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SUBJECT: Clarifications No. 1 – RFQ No. 2022-0024/Thorvaldsdottir “Audio Visual (AV) Support for the Table Top Exercise for Senior Management in June 2022 (TTE-SM-2022)”

Dear Sales Manager,

Please find attached response to queries raised by an interested bidder in respect to RFQ No. 2022-0024/Thorvaldsdottir (“Audio Visual (AV) Support for the Table Top Exercise for Senior Management in June 2022 (TTE-SM-2022)”).

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

We are looking forward to receiving your quotation on or prior to the extended submission deadline on 1 April 2022, 17:00 hours, Vienna (Austria) local time.

Kind regards

Veronica Golini
OIC, Procurement Section
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<tr>
<th>Item#</th>
<th>Question</th>
<th>Answer</th>
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<td>1</td>
<td>Produce one or two videos that capture key parts of the preparations for a CTBTO on-site inspection (the five-day long launch phase) and a few illustrative elements of inspection activities in the field. The duration of this video/s would indicatively be 5 - 7 minutes. Question: Does this entail a 5-day shoot? Or how do you see this being done?</td>
<td>The Commission foresees this being prepared using ‘stock footage’ from the OSI/PTS archive library</td>
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<td>2</td>
<td>Editing of audio-visual material after the event and final production of a short video in a range of formats: including short videos suitable for publication directly on social media channels (e.g. youtube, Twitter, etc), other formats suitable for embedding within CTBTO public-information material. Question: How many different formats do you see these being? Do you mean different time lengths (longer for Twitter, under 2’20” for Twitter etc)?</td>
<td>The Commission would foresee one, possibly two short pieces for Twitter, maximum 1.5 mins in length taken from footage shot on the day of the exercise to be available within 24hrs of the event</td>
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<td>3</td>
<td>Liaise with the selected conference venue to ensure AV set-up on the day of the event. Question: Will you have an AV team or would you just want us to ensure they project the pre-recorded materials correctly?</td>
<td>The Commission foresees an AV team supplying technical equipment in the venue and providing support on the day of the event.</td>
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