
TO:	All Bidders	FROM:	Nodira Alimdjanova Procurement Officer / Team Leader
DATE:	27 October 2022	REF.:	RFP No. 2022-0123/BOVÉ
TEL. NO.:		TEL. NO.:	+43 1 26030 6350
EMAIL:		EMAIL:	procurement@ctbto.org
SUBJECT:	Clarifications No.1 – RFP No. 2022-0123/BOVÉ Provision of Design Concepts for the Redesign of the CTBTO Exhibition Areas in the Vienna International Centre (VIC)		

Dear Sir/Madam

Please find attached responses to queries concerning **RFP No. 2022-0123/BOVÉ** for "**Provision of Design Concepts for the Redesign of the CTBTO Exhibition Areas in the Vienna International Centre (VIC)**" (RFP).

Please take these responses into account in the preparation and submission of your bid. Please kindly note that the deadline for submission of Proposals under this RFP **is extended until 31 October 2022, 17:00 hours, Vienna (Austria) local time.**

We look forward to receiving your bid before the extended submission deadline of 31 October 2022, 17:00 hours, Vienna (Austria) local time.

Kind regards



Nodira Alimdjanova
Procurement Officer / Team Leader
Procurement Services Section

Provision of Design Concepts for the Redesign of the CTBTO Exhibition Areas in the Vienna International Centre (VIC)

Item#	Question	Answer
1	<p>We plan to submit the acknowledgement form with response „A“ but wanted to confirm that we don't agree to a contractual starting point as of yet, just by submitting this form. We understand that the date we are asked to provide on this form shall state the date of submission of our proposal, which is possible until October 27th 2022 at 5 pm Vienna local time. We could not, for example, choose a date after October 27th2022 for the submission of our proposal?</p>	<p>Bidders shall submit a proposal <u>before</u> the extended closing date and time, which is currently on 31 October 2022, 1700h Vienna Local time, as indicated in the cover letter.</p> <p>The Commission will not accept any proposal that is submitted after the closing date. Please be guided accordingly.</p>
2	<p>We would like to propose an adjustment to the timeline in Annex B, to meet all of the CTBTOs requirements and tasks to the highest quality. Are adjustments like this to be clarified with you before submitting our proposal or is this something that can be included in our proposal without further clarification with you?</p>	<p>Bidders should follow the timeline specified in the Terms of Reference (TOR). The Commission will evaluate the proposal as per the requirements of the TOR. The Commission might accept adjustments to the timeline as long as it does not interfere with the final delivery date, for instance, less time for the 2/3 concepts to allow more time for the delivery of design files. Kindly refer to the TOR item 5 – Timeline Summary.</p>
3	<p>Annex B, the terms of reference, also states that the last task is the delivery of print-ready design files. As it is not clear at this state, how many design files will be needed, would it be appropriate to assign an hourly rate to this item of the financial proposal?</p>	<p>An hourly rate would be fine</p>
4	<p>Due to the recent workload in our studio, we are not able to start with this earlier than mid of Jan 2023. Does it make sense to provide a proper proposal?</p>	<p>Kindly refer to no. 1 & 2</p>
5	<p>Under the RFP, section INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF PROPOSALS, subsection 1. General, you state that the Commission is seeking a vendor at a “reasonable cost”. Our skill set is vast, and we can offer a wide range of formats and creative solutions that would determine our scope of work and costs.</p> <p><i>Please advise us on the budgetary framework, so we can best respond to the RFP with the optimal proposal from our end</i></p>	<p>We have budgeted approximately USD 10,000 for this project</p>

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6	<p>Under Annex B TOR, Section 2. Scope of Work, you state that the work does not cover, among others, audio-visual or multimedia videos. Since one of our top departments is our 3D Motion and CGI, we also carry out the execution of our concepts in every project in which we are involved.</p> <p>Do let us know if we should include the production of 3D work in our proposal, or if would we be able to offer these services at a later stage.</p>	<p>The bidder is more than welcome to offer optional services in their proposal while providing an additional quote.</p>