Dear Bidders,

Please find attached Clarifications No. 3 to queries raised by potential bidders in respect to RFP No. 2023-0085/THORVALDSOTTIR - “ Provision of Audio-Visual Support for 2023-2025 On-Site Inspection Exercises on Call-off Basis”, included a revised Acknowledgement Form.

Please note that the attached Commission’s clarifications are an integral part of the RFP documents and shall be considered in the preparation and submission of Proposals. Former clarifications have been greyed out.

We are looking forward to receiving your Proposal prior to the closing date on 31 July 2023, 17:00 hours Vienna (Austria) local time.

Kind regards

Sally Alvarez de Schreiner
Chief, Procurement Services Section

Attachment:

- Questions and Answers – Clarifications No. 3 - Question 14
- List of CTBTO States Signatories
<table>
<thead>
<tr>
<th>Questions from Bidders</th>
<th>Answers from the Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Question 1</strong></td>
<td>Answer 1: Please refer to the requirements stipulated in the Terms of Reference, Section 3. Bidders must indicate the proposed day-rate per person. The indication of the duration of shoots is intended to grant bidders better understanding of the duration of the services as may be called-off. The duration may be up to 4 weeks and/or 5-6 weeks respectively, dependent on the duration of each respective exercise. However, in addition to the person day-rates, bidders are free to offer alternative discounted packages e.g. person-week, etc.</td>
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<tr>
<td>The financial proposal format is indicating person day-rates.</td>
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<tr>
<td>For the duration of shoots: “Up to 4 weeks and 5-6 weeks respectively.” Are we meant to</td>
<td></td>
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<td>budget for filming for 4 &amp; 5-6 weeks respectively (weekdays only, so 5 days a week?)</td>
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<tr>
<td><strong>Question 2</strong></td>
<td>Answer 2: As specified in Section 6.9 of the Terms of Reference - “The Contractor shall ensure adequate qualified crew members to support with filming, lighting, sound recording etc.”</td>
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<tr>
<td>What kind of personnel are required for these durations (e.g a cameraperson/ a photographer and a sound person?) What about editors and other technical staff?</td>
<td>Bidders may list and include the different categories that, based on their experience/expertise, may be applicable for the scope of work.</td>
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<tr>
<td><strong>Question 3</strong></td>
<td>Answer 3: Please refer to Section 3 of the Terms of Reference; other support services may include to simulate simple news and press conferences and journalist ‘in field’ interviews during the exercises i.e. act as ‘role players’ to conduct simulated press briefings and interviews of the Commission’s team, etc. The relevant support will be agreed at the time of a FRD.</td>
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<td>In the scope it states that the job requires a number of professional services to</td>
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<td>“provide audio-visual, photographic, video, editing and other support services relating</td>
<td></td>
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<td>to the delivery of major exercises.”</td>
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<tr>
<td>Could you please clarify what the “other support services” could be?</td>
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<tr>
<td><strong>Question 4</strong></td>
<td>Answer 4: Yes, bidders can add relevant categories. Attachment 2 (Format of Financial Proposal) includes main elements required, however bidders can add any cost components they consider necessary to complete the services and provide a breakdown on a separate sheet.</td>
</tr>
<tr>
<td>How do we budget for these staff, equipment and services that are required? Should we</td>
<td></td>
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<td>add a tab in the financial form for Editor, Photographer, Sound Person, Graphic Designer,</td>
<td></td>
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<tr>
<td>Colorist, Sound Designer, etc. and state the day-rates for all these services?</td>
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<td><strong>Question 5</strong></td>
<td>Answer 5: Each of the three major exercises will require the production of a summary video between 10-30 mins in duration to summarize the ‘story’ of the entire exercise. Additionally, the generation of estimated four (4) videos of 1-2 minutes in duration may be required to support the exercise being planned in Vienna in December 2023 which would be pre-recorded in collaboration with the Commission. For clarity, this</td>
</tr>
<tr>
<td>How many videos are to be made and what is their length?</td>
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</table>
information is now added in Section 3 of the attached revised Term of Reference.

<table>
<thead>
<tr>
<th>Question 6</th>
<th>Answer 6</th>
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</table>
| We are requested to add travel costs to the specified locations in Austria – where do we add this? Do we add tables for TRAVEL to the template? | Yes, please add tables for any applicable estimated travel to the specified locations. Further, please refer to Notes 4 and 5 of Attachment 2 “Format of Financial Proposal”.

<table>
<thead>
<tr>
<th>Question 7</th>
<th>Answer 7</th>
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</table>
| What about other costs that are not listed such as renting of equipment (eg drones) music rights, etc.? | Bidders can add any cost components they consider necessary to complete the services and provide separate breakdowns.

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<tr>
<th>Question 8</th>
<th>Answer 8</th>
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</table>
| We are not requested to add accommodation and other costs related to the travels – are we to understand that these will be covered by CTBT separately as per diems? (Daily Subsidiary Allowances?) How much are these? | Please refer to Note 5 of Attachment 2 “Format of Financial Proposal”. As stated therein, the Contractor would be reimbursed for DSA based on values provided by the International Civil Service Commission (ICSC) at the applicable rate of the time of travel. Please refer to the ICSC website: https://icsc.un.org/

Bidder shall list (as estimates) all other applicable travel costs that may be relevant for the bidder. Also, please see response to Question 6 above.

<table>
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<tr>
<th>Question 9</th>
<th>Answer 9</th>
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</table>
| Please share some more information about what we are going to be filming and what kind of environment that is in? (eg city/conferences or rural/nature/difficult terrain). | Please refer to Section 3 of the Terms of Reference – Deliverables.

The activities can be broken down into 4 main groups:

- Direct Exercise 23 is located on a military barracks and training area (European countryside) in eastern Austria
- Table-Top Exercise for Senior Management 24 is a one-day event at a large hotel in Vienna
- Build-Up Exercise 24 is located in Hungary in a rural setting of rolling central European countryside
- Integrated Field Exercise 25 is likely to be located in a rural area of southern and eastern Sri Lanka in a semi tropical agricultural location
<table>
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<tr>
<th>Question 10</th>
<th>In all cases, the Commission will coordinate and collaborate with the Contractor to provide adequate ‘in country’ transport for all activities.</th>
</tr>
</thead>
</table>
| In general, for the video delivery, please advise the approximate length of the videos. | **Answer 10** Please refer to Section 3 of the attached revised Term of Reference – Deliverables:  
- For the exercise injects, 4 videos of 1-2 mins duration each.  
- For exercise ‘storytelling’ 3 videos (one per exercise) of 10-30 mins duration each (new paragraph added in the attached revised Terms of Reference).  
The exact duration will be agreed between the Contractor and the Commission on a case-by-case basis. |
| Question 11 | **Question 1** Regarding Attachment 4 for Procedure of Submission, we work in MAC OS. Can you let us know how the Commission suggests we meet the requirements. |
| **Answer 11** Submission is possible from any system using encryptable zipping tool. |  |
| Question 12 | **Question 2** Who are the intended target groups and dissemination channels (apart from social media)? |
| **Answer 12** Please refer to Section 2 of the attached revised Terms of Reference - Scope. The Commission anticipates that all videos should be viewable on YouTube. The target audience is the international scientific and diplomatic community. |  |
| Clarifications No. 2 | **Clarifications No. 3** We noticed that the deadline for this solicitation is indicated as 31 July 2023 whereas the date indicated on the Acknowledgement Form is 19 July 2023. Which one is correct? |
| **Answer 13** The deadline for this solicitation is 31 July 2023. Please refer to the corrected Acknowledgement Form attached herewith accordingly. |  |
| Question 14 | **Question 4** Please advise whether bidders are restricted to service providers in Austria or if the solicitation it is open to service providers in other jurisdictions. |
| **Answer 14** The solicitation is open to bidder from all CTBT State Signatories. Please refer to the list of CTBTO Member States part of the solicitation and which is attached herewith for ease of reference. |  |
CTBTO Member States

Afghanistan
Albania
Algeria
Andorra
Angola
Antigua and Barbuda
Argentina
Armenia
Australia
Austria
Azerbaijan
Bahamas
Bahrain
Bangladesh
Barbados
Belarus
Belgium
Belize
Benin
Bolivia (Plurinational State of)
Bosnia and Herzegovina
Botswana
Brazil
Brunei Darussalam
Bulgaria
Burkina Faso
Burundi
Cambodia
Cameroon
Canada
Cabo Verde
Central African Republic
Chad
Chile
China
Colombia
Comoros
Congo
Cook Islands
Costa Rica
Cote d'Ivoire
Croatia
Cuba
Cyprus
Czech Republic
Democratic Republic of the Congo
Denmark
Djibouti
Dominican Republic
Ecuador
Egypt
El Salvador
Equatorial Guinea
Eritrea
Estonia
Eswatini
Ethiopia
Fiji
Finland
France
Gabon
Gambia
Georgia
Germany
Ghana
Greece
Grenada
Guatemala
Guinea
Guinea-Bissau
Guyana
Haiti
Holy See
Honduras
Hungary
Iceland
Indonesia
Iran (Islamic Republic of)
Iraq
Ireland
Israel
Italy
Jamaica
Japan
Jordan
Kazakhstan
Kenya
Kiribati
Kuwait
Kyrgyzstan
Lao People's Democratic Republic
Latvia
Lebanon
Lesotho
Liberia
Libya
Liechtenstein
Lithuania
Luxembourg
Madagascar
Malawi
Malaysia
Maldives
Mali
Malta
Marshall Islands
Mauritania
Mexico
Micronesia, Federated States of
Monaco
Mongolia
Montenegro
Morocco
Mozambique
Myanmar
Namibia
Nauru
Nepal
Netherlands (Kingdom of the)
New Zealand
Nicaragua
Niger
Nigeria
Niue
North Macedonia
Norway
Oman
Palau
Panama
Papua New Guinea
Paraguay
Peru
Philippines
Poland
Portugal
Qatar
Republic of Korea
Republic of Moldova
Romania
Russian Federation
Rwanda
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Samoa
San Marino
Sao Tome and Principe
Senegal
Serbia
Seychelles
Sierra Leone
Singapore
Slovakia
Slovenia
Solomon Islands
South Africa
Spain
Sri Lanka
Sudan
Suriname
Sweden
Switzerland
Tajikistan
Thailand
Timor-Leste
Trinidad and Tobago
Togo
Tunisia
Türkiye
Turkmenistan
Uganda
Ukraine
United Arab Emirates
United Kingdom
United Republic of Tanzania
United States of America
Uruguay
Uzbekistan
Vanuatu
Venezuela
Vietnam
Yemen
Zambia
Zimbabwe