



TO: All Bidders FROM: Sally Alvarez de Schreiner
Chief, Procurement Services Section

DATE: 9 April 2024 REF.: RFP No. 2024-0051/JIBRIL

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**SUBJECT: Clarifications No. 1 – RFP 2024-0051/JIBRIL
Enhancements and Maintenance of IDC Products and IMS Data – Secure Web Portal for
the CTBTO**

Dear Bidders,

Please find attached Clarifications No. 1 related to queries raised by bidders in respect to the request for proposal (RFP) No. 2024-0051/JIBRIL pertaining to the “*Enhancements and Maintenance of IDC Products and IMS Data – Secure Web Portal for the CTBTO*”.

Please note that Clarifications No. 1 are an integral part of the RFP documents and shall be considered in the preparation and submission of proposals.

We are looking forward to receiving your bid prior to the submission deadline on **19 April 2024, 17:00 hours, Vienna (Austria) local time.**

Kind regards

SAS
Sally Alvarez de Schreiner
Chief, Procurement Services Section

Attachment:

- *Question and Answer - Clarifications No. 1*

Item#	Question	Answer
1	Section 5.2 “Requirements for the Contractor's Personnel” of Annex B “Terms of Reference” states: "the Contractor’s personnel performing the Work must have at least the following qualifications...”. Could you please confirm whether this implies that every member on the team roster must individually meet the listed requirements, including those at junior and project manager levels, or is the qualification assessed collectively as a team?	Please see RFP Attachment 1 “Mandatory Requirements of the Technical Proposal” The listed qualifications shall be met collectively at the team level.
2	In terms of administering performance, could you specify the process for evaluating and accepting deliverables by the Commission, particularly regarding the completion and acceptance of a particular work under a Work Order?	Kindly note that the process is explained in the RFP annex B – (Terms of Reference - TOR), Section 3.3, 3.4 and 3.5 - the process for accepting deliverables by the Commission involves establishing clear acceptance criteria at the outset, followed by the submission of deliverables by the Contractor. The Commission conducts an initial review and formal evaluation, potentially involving testing and stakeholder feedback, to ensure compliance with specifications.
3	Could you provide details on the requirements management process that will be employed throughout the project? What mechanisms will be in place to ensure effective communication and collaboration between the Commission and the Contractor regarding requirement elicitation, clarification, and validation throughout the project lifecycle?	Kindly note that the process is explained in detail under RFP Annex B -TOR, Section 3.6 (Regular Review meetings).
4	Can you provide insights into how changes to requirements will be handled throughout the project, including the process for documenting, reviewing, and approving changes, as well as their potential impact on project timelines and deliverables?	Kindly see that RFP Annex B- TOR– In Sections 3.1 and 3.2 the process is explained.
5	What specific roles and responsibilities will the Commission undertake in the project, and how much time commitment is expected from their team members in terms of providing input, feedback, and oversight throughout the project duration?	Please refer to RFP Annex B - TOR sections 3.3 Completion and Acceptance and 3.6 Regular Review meeting. The Commission will actively engage in decision-making, reviewing deliverables, and ensuring alignment with project objectives, with team members expected to maintain consistent engagement, aiming for 80 to 100% participation throughout the project.
6	Could you outline the level of involvement expected from key stakeholders within the Commission, such as subject matter experts, and	Kindly see the RFP Annex B -TOR section "3 Organization of Work". Subject matter experts’ and end-users’ participation will be coordinated through regular meetings and feedback sessions,

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	end-users, and how their participation will be coordinated to ensure project success?	facilitated by Jira, ensuring seamless integration of stakeholder input into project deliverables.
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