




TO: All Bidders
FAO Sales Managers

FROM: Sally Alvarez de Schreiner
Chief, Procurement Services Section

DATE: 22 January 2025

REF.: RFP No. 2024-0210/RAHMAN 

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SUBJECT: Clarifications No. 1 – RFP No. 2024-0210/RAHMAN:
“Provision of E-posters Rental and Support for CTBT: Science and Technology 2025 (SnT2025) Conference”

Dear Bidders,

Please find attached Clarifications No. 1 related to queries raised by bidders in respect to the request for proposal (RFP) No. 2024-0210/RAHMAN: “*RFP No. 2024-0210/RAHMAN: “Provision of E-posters Rental and Support for CTBT: Science and Technology 2025 (SnT2025) Conference”*”.

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 proposal prior to the submission deadline on 30 January 2025, 17:00 hours, Vienna (Austria) local time.

Sincerely,


Sally Alvarez de Schreiner
Chief, Procurement Services Section

Attachment

- *Questions and Answers - Clarifications No. 1*

Item#	Question	Answer
1.	Will there be formal ePoster sessions on all days of the conference: Sept 8-12??	In reference to Section 8 “Delivery and Timeline” of the Terms of Reference (TOR), there will be in-person e-poster sessions in Hofburg Palace between Tuesday 9 September after 13:00 and Friday 12 September before 12:30. Exact schedule will be communicated at least 4 weeks before the Conference.
2.	How many ePoster sessions per day?	In reference to Section 2 “Description” of the TOR there may be up to 2 sessions of 4 hours on Wednesday and Thursday. And one of 4 hours on Tuesday and one of 4 hours on Friday. 4 hour sessions may be split into shorter sub-sessions. Example: on Wednesday between 09:00 and 12:30 we may have 1 session split into 3 sub-sessions.
3.	How long are the sessions?	In reference to Section 2 “Description” of the TOR, sessions will have lengths of 3 to 4 hours (including potential coffee break) and may be split into several sub-session (of 30 minutes to 1 hour 30 minutes duration)
4.	The RFP indicates the need for 50-80 screens. How many of them are estimated for the ePoster Hall (Including both screens for scheduled presentations and browsing screens) and how many to provide information and way-finding at the entrance to each conference room?	In reference to Section 6 “Deliverable” of the TOR, the Commission anticipates that about 60 screens will be displayed in the e-poster hall. The exact number will be determined latest by June 2025 with the room layout. Between 1 and 3 screens per conference room may be used, including the main e-poster hall.
5.	Will there be additional screens for browsing the ePosters outside of the ePoster area in various locations at the conference?	In reference to Section 5 “Scope of the Work”, the second paragraph of the TOR, there may be a very limited number of screens (less than 10) for browsing in a room adjacent to the e-poster hall. However, no final decision was made on this possibility at this point.
6.	Are the ePoster Hall screens only displaying the ePosters, and the screens at the entrance to the conference room only displaying info & way-finding?	Yes, the e-poster screen in the e-poster hall will only display the e-poster. Yes, the screens at the entrance to the conference room will only display info & way-finding
7.	Will CTBTO be providing layout, design and artwork for the info and way-finding screens?	In reference to Section 2 “Responsibility of the Commission” of the TOR, the Commission will provide information with design for info and way-finding screens
8.	Will CTBTO be providing design and artwork for the screen frames?	In reference to Section 2 “Responsibility of the Commission” of the TOR, the Commission will provide the branding for the screen frames.
9.	Will there be an internet connection at the entrances to the conference rooms for the info and way-finding screens?	There will be wireless internet connection in the Venue.
10.	Will CTBTO, through the venue, provide the internet connection and cabling to agreed-upon bandwidth and positions in the hall?	In the e-poster hall the Commission through the Venue will provide cabled internet connection. Bandwidth and position will be agreed between Contractor, the Venue and the Commission.

<p>11. Is there a strong 5G signal in the ePoster hall and corridors for a streaming alternative if the internet connection is lost?</p>	<p>There is a strong wireless internet connection in the entire Venue. 5G signal is also available, strength need to be confirmed by Venue.</p>
<p>12. Is 8 September the installation day or is it the day before?</p>	<p>In reference to Section 8.1 “Delivery Timelines chronological order”, of the TOR, Monday 8 September will be for delivery and installation of e-poster. Tuesday 9 morning (until 12:30) will also be available for finalizing the installation and testing in e-poster hall.</p>
<p>13. On installation day, how much time will be allotted for setting up and testing the hardware?</p>	<p>In reference to Section 8.1 “Delivery Timelines chronological order”, of the TOR, it is recommended that the delivery of equipment will be early on Monday 8 September. Setting up and testing can then start and last until Tuesday noon.</p>
<p>14. What time will the electricity and internet be available in their proper position?</p>	<p>The Commission will define the timing. This means that suppliers shall define the amount and desired time of availability, and the Commission will coordinate and ensure provision.</p>
<p>15. Will there be carpeting rolled out in the ePoster screen area and we will have to wait until that is completed before setting up the equipment?</p>	<p>The Commission will not provide and install carpentry. The Venue management team may decide to roll out a plastic floor to protect historical floor. This is set-up ahead of the installation day (as part of the Venue own preparation). The provider of e-poster screens is required to coordinate with the Commission, the Venue and other contractors about the timing of its installation. This will be scheduled and communicated to vendors 2 weeks ahead of the Conference. Estimation, based on past practice: for orientation, the Commission anticipates that the set-up of the e-poster can start at roughly 11 am on set up day Monday 8 September. This is +/- 90 minutes, depending on the integrated Set-Up Plan for all suppliers that the Commission will prepare and provides 2 weeks ahead of the Conference.</p>
<p>16. How far is the poster hall from the truck loading docks? Are there any passage impairments?</p>	<p>The e-poster hall is on the first floor of the Venue, accessible with one freight elevator. There are no passage impairments. The freight elevator may be used by several suppliers at the same time and the commission will define different time slots for each supplier if this is necessary in order to be as efficient as possible on installation day. Distances are maximum 100m from truck loading/unloading to the elevator downstairs and 50m from elevator to e-poster hall upstairs.</p>
<p>17. Is overnight parking for the equipment truck available for the run of conference?</p>	<p>There is no truck-parking after set-up and during the run of the conference.</p>
<p>18. Is it a requirement that the contractor provides the AV equipment for the ePoster Screens? We assume that you will be using AV equipment for all of your other sessions at the conference. Would it be possible, and even better, for the same AV provider to provide the</p>	<p>The deliverables are stated in ToR Section 6 of the Commission’s Terms of Reference.</p>

<p>screens, stands and computers for the ePoster sessions as well?</p>	
<p>19. In a similar vein, is it a requirement that we provide the information and way-finding screens for the entrances to the breakout rooms?</p>	<p>In complement to what is stated in ToR Section 7 of the Commission’s Terms of Reference, the Commission will provide information with design for info and way-finding screens. And as stated in section 6 of the Commission’s Terms of Reference, one screen will be installed in front or at the entrance of each conference room that will display room maps, agenda information and daily room schedule.</p>