Attachment

Below sets out the Minimum content of the Offer. Bidders are requested to demonstrate compliance with the requirements and add any further information in support of their Offer. Please refer to the relevant section of the Terms of Reference for further explanation of the requirements. The information provided will form an integral part of the technical evaluation process.

Part II of this document must be completed and returned as part of the Technical Proposal.

Part I

|  |  |
| --- | --- |
| Item | Minimum content |
| 1. Executive Summary |  |
|  | Provide an overview of the proposal |
| 1. Experience, Resources and Project Management | |
| Corporate Profile and Values of the Contractor | * Brief background of the company, mission/vision, ownership, size, location, number of personnel by type profile, etc. * Company business structure and its authority to execute all Work under the Contract. * If a consortium, provide a clear explanation of the business relationship between the members and governance for the execution of this project. * In case the Bidder requires the services of subcontractors, the Proposal shall include:  1. Relationship of the Bidder’s business to any subcontractor(s) that will be used. 2. Names, addresses, legal status, and qualifications of major sub-contractor(s) proposed by your organization. 3. The scope of work and nature of subcontracting. |
| Corporate Experience | The Proposal should detail the Bidder’s experience in executing services of similar scope and complexity. |
| Requirements for the Contractor and personnel | The Proposal should address and describe all requirements spelled out in the Terms of Reference (ToR). |
| 1. Contractor’s personnel | |
| 4.1. Visa & Work Permits | Provide written confirmation that the Bidder understands and agrees to take responsibility for obtaining any Visa and/or work permits, which may be required to perform the Service under the Contract. The CTBTO does not sponsor work permits for contractors. |
| 4.2. Documentation and Reporting | Provide written assurance that all reports, documentation, and communication (written and oral) supplied to the Commission shall be in English and submitted in a form stipulated in the ToR. |
| * 1. CVs | Provide CVs of all proposed specialists. |

Part II – Technical Compliance Matrix (to be completed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref No. of ToR | Requirements  *A section-by-section response to each section of the Terms of Reference is included in the offer (for details please follow ToR requirements)* | Compliance | | Indicate the section in your offer and ensure that it is sufficiently addressed and described in the offer |
|  |  | Yes | No |  |
| 2 | SCOPE OF SERVICE |  |  |  |
|  |  |  |  |  |
| 3 | PRODUCTION AND DELIVERABLES OVERVIEW |  |  |  |
|  | 3.1 Production phases |  |  |  |
|  | 3.2 Pre-Production Phase (Planning and Coordinating) |  |  |  |
|  | 3.3 Production Phase (Filming) |  |  |  |
|  | 3.4 Post-Production Phase (Editing) |  |  |  |
| 4 | PROJECT COMPONENTS OVERVIEW |  |  |  |
|  | * 1. Components Overview |  |  |  |
|  |  |  |  |  |
|  | * 1. Deliverables overview |  |  |  |
| 5 | REQUIREMENTS FOR VIDEO PRODUCTION |  |  |  |
|  | 5.1. Stylistic Requirements |  |  |  |
|  | 5.2. Video Specifications |  |  |  |
|  | 5.3 Audio Specifications |  |  |  |
|  | 5.4. Power Supply for Lighting Equipment |  |  |  |
|  | 5.5. Teleprompter Use for On-Camera Dialogue |  |  |  |
| 6 | QUALIFICATION REQUIREMENTS FOR THE CONTRACTOR |  |  |  |
|  |  |  |  |  |
| 7 | QUALIFICATION REQUIREMENTS FOR CONTRACTOR’S PERSONNEL |  |  |  |
|  | Video Production Team (CVs shall be provided) |  |  |  |
|  | Video Editor (CV shall be provided) |  |  |  |
|  | Project Lead (CV shall be provided) |  |  |  |
|  | Roles  Change of Personnel |  |  |  |
| 8 | REPORTING AND MILESTONES |  |  |  |