



TO: All Bidders

FROM: Olga Polonskaya
Procurement Officer,
Procurement Services Section

DATE: 23 June 2025

REF.: RFP No. 2025-
0076/POLONSKAYA 

EMAIL: procurement@ctbto.org


SUBJECT: **Questions and clarifications to RFQ 2025-0076
On-Site Inspection E-Learning Modules Development**

Dear Bidders,

Reference is made to the Request for Proposal No. 2025-0076/POLONSKAYA: On-Site Inspection E-Learning Modules Development (the “RFP”).

Please find attached **Clarifications No. 1** to the questions raised by interested bidders in respect to the above-mentioned RFP.

The attached Clarifications No.1 are an integral part of the RFP documents and shall be considered in the preparation and submission of quotations.

We are looking forward to receiving your proposal prior to the **submission deadline of 30 June 2025, 17:00 hours, Vienna (Austria) local time.**

Sincerely,


Sally Alvarez de Schreiner
Chief, Procurement Services Section

Attachments

Clarifications No. 1

Clarifications#1 to questions received from potential bidders for

RFP 2025-0076 On-Site Inspection E-Learning Modules Development

Question Set 1 [20 June 2025]	
1. Is it possible to submit a bid without having submitted the letter of intent by June 16?	Yes, a bidder can submit an offer without submitted letter of intention.
2. Can you estimate what percentage of each course's length will be video?	We estimate that roughly 25–50% of each course will consist of video content. The exact proportion will depend on the instructional design approach developed with the e-learning development contractor, taking into account the nature of the content, use of interactive elements, and the overall didactic strategy. Please refer to the requirements of the TOR.
3. Do you have any samples of similar work we can see to get a sense of your approach to design, interaction, etc.?	One of our newest modules is accessible via the Review360 platform. This module highlights the design, interactions, use of audio, narration, on screen elements, video, assessment, and interactive 360 degree images. URL: https://360.articulate.com/review/content/496a7123-1570-4fce-8f4f-1585af99a357/review
4. Do you have a budget in mind?	This is an open competitive bidding process that does not include a budget estimate. For this project, the Commission is seeking capabilities, which will ensure that the Services are delivered, and the tasks are accomplished expeditiously and at a reasonable cost. Therefore, when submitting their offers, bidders shall propose their best technical and financial proposal. The Terms of Reference (ToR) are highly detailed to enable an accurate cost calculation for the proposal. The Commission, based on the evaluation criteria and method given in Attachment 1 of the RFP, will determine the Proposal that “most effectively satisfies the technical and operational requirements set out in the solicitation documents”. Please be guided accordingly.
5. The RFP indicates that “Articulate 360 authoring tools such as Storyline are preferred.” It also asks for responsive design. Storyline has a responsive player but not responsive slides. Is that acceptable, or would you prefer Articulate Rise, which is fully responsive?	Our preferred authoring tool is Storyline. Storyline's responsive player is suitable. Please refer to the requirements of the TOR.