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TO: All Bidders

FROM: Olga Polonskaya  
Procurement Officer,  
Procurement Services Section

DATE: 18 June 2025

REF.: RFQ No. 2025-  
0078/POLONSKAYA 

EMAIL: n/a

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SUBJECT: **Questions and clarifications to RFQ 2025-0078**  
**Video Filming Services for On-Site Inspection E-Learning Modules**

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Dear Bidders,

Reference is made to the Request for Quotation No. 2025-0078/POLONSKAYA: Video Filming Services for On-Site Inspection E-Learning Modules (the “RFQ”).

Further, please find attached **Clarifications No. 1** to the questions raised by interested Bidders in respect to the above-mentioned RFQ.

The attached Clarifications No.1 is an integral part of the RFQ 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,



Olga Polonskaya  
Procurement Officer, Procurement Services Section

### **Attachments**

Clarifications No. 1

## Clarifications#1 to questions received from potential bidders for

### RFQ 2025-0078 Video Production for 2025 OSI E-Learning

<b>Question Set 1 [12 June 2025]</b>	
1. We read 'new' modules. This means that there are earlier modules made? As a reference, we request you to share a link so we can get an idea of what these modules look like. This will help us to create an accurate plan.	Here is an example from a previous e-learning development. Note that these are the final edited videos.  <a href="https://video.ctbto.org/playlist/psm-samples">https://video.ctbto.org/playlist/psm-samples</a>
2. Everything will be in English?	Yes.
3. Someone from CTBTO will support in ensuring the technical accuracy of the content on-site and in the post-production?	Yes. The overall project manager will oversee and coordinate the project implementation. On-Site Inspection subject matter expert(s) are also responsible for the technical aspect of the content during the development and review phases.
4. Where will the final modules be displayed and integrated?	On the OSI Training Learning Management System (LMS). The videos will be inserted into the e-learning modules which will be building using an e-learning authoring tool. They will be exported as SCORM files and uploaded to the LMS.
<b>Question Set 2 [16 June 2025]</b>	
5. How many days do you envision budgeting for the edits? And do you assume alternate angles to edit in for coverage?	It is not possible to comment on the number of days for editing. Please refer to the specifications in the ToR for an overview of the requirements that are envisaged for the shooting. You may also refer to the samples linked below to have an overview of the style and production standard we envisage.  <a href="https://video.ctbto.org/playlist/psm-samples">https://video.ctbto.org/playlist/psm-samples</a>
6. Considering these are raw edits, non-color corrected, can we use an editing program such as Davinci Resolve and export Premiere Pro compatible edit files (such as xml)?	Color correction is not within the scope of the terms of reference for the video production contractor. We require use of Premiere Pro to ensure that the e-learning developer and the CTBTO will be able to use the project files.
7. For filming, you mention color profile R 709. However, can we also assume filming in a log format such as Slog or Vlog for better flexibility for CTBTO in the color grade?	This exceeds the scope of the terms of reference and is not required. Shooting in a standard color space is sufficient for our requirements.
8. Are you suggesting we budget 8 days, 4 days per module, in total or should we look at less? And you state minimum crew of 2. Are you preferring a crew of 3 and	A total of four days of shooting per module (eight days in total) are the maximum envisaged shooting days. The final number of shooting days per module will depend on the script and the video shoot plan which have not

shooting multiple angles for example to achieve less days?	yet been developed; they are a deliverable of the e-learning development contract.
9. For the Bidder's statement, as this is not delivery of manufactured materials per se, but digital deliveries, the footage on a daily basis, can you advise on how to best apply this form?	This is a general template. Parts that are not applicable can be marked as "N/A", a bidder can also add notes, if required.
<b>Question Set 3 [16 June 2025]</b>	
10. Would it be acceptable to film both Module 1 and Module 2 during a single travel period to Vienna, in order to optimize logistics and reduce travel costs? We understand the indicative schedule suggests separate timelines, but would like to confirm if consolidation is possible.	No, we only have the resources to focus on the production of one module at a time.
11. The Terms of Reference mention that Daily Subsistence Allowance (DSA) shall be based on the International Civil Service Commission (ICSC) rates. Could you please confirm that the applicable DSA rate for Vienna, Austria is currently USD 316 per day, as published on the ICSC website?	This is correct. The DSA may fluctuate. If applicable, bidders should use the DSA daily rate valid on the day of offer submission. ( <a href="https://icsc.un.org/">https://icsc.un.org/</a> )
12. Regarding the narration segments to be integrated during post-production: will the E-Learning Development Contractor provide the final narration as audio files, or will we receive written scripts to be recorded and synced on our side?	Audio files will be provided by the E-Learning Development Contractor.
<b>Question Set 4 [17 June 2025]</b>	
13. Re: the Price Schedule, we note that the pricing schedule is based on per hour person, but the RFQ is stated in days? Would it not be preferable to state the price schedule in days?	Hourly rate is requested for transparency of cost calculation and understanding of hourly rates per activity. 1 person day = 8 person hours
14. We also inquire whether if a Bidder has an existing LTA with CTBTO, they should be bound by those rates - especially if that is for social media and broadcast externally, where for this project the needs of the video are for training purposes? How should said Bidder deal with such issues?	This is separate <u>competitive</u> bidding, not related to any LTA. An offer shall be submitted in line with RFQ instructions.
15. For interior travel, should we be basing this on the Austrian government's mileage reimbursement per kilometer rate?	A bidder can extend a provided Price Schedule and include any additional expenses as per own calculation. The total cost of the offer shall be fixed and firm.
16. Are drones requested for these training videos?	The video production contractor is not required to provide aerial drone filming services.

	Should the requirement for aerial footage emerge during the development of the script by the e-learning development contractor, the CTBTO will capture aerial footage with its own drone and provide that to the video development contractor.
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