




TO: All Bidders

FROM: Olga Polonskaya
Procurement Officer,
Procurement Services Section

DATE: 27 June 2025

REF.: RFP No. 2025-
0076/POLONSKAYA 

EMAIL: procurement@ctbto.org

SUBJECT: **Clarifications No. 3**
RFP 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. 3** to questions raised by interested bidders in respect to the above-mentioned RFP.

The attached Clarifications No. 3 are an integral part of the RFP documents and shall be considered in the preparation and submission of proposals.

The Commission looks forward to receiving your proposal prior to the **submission deadline of 4 July 2025, 17:00 hours, Vienna (Austria) local time.**

Sincerely,

Sally Álvarez ^{SAS} de Schreiner
Chief, Procurement Services Section

Attachments

Clarifications No. 3

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

Clarifications No. 3

Question	Commission's answer
1. Should we include a full 8 days filming with full crew within the budget? Or will some of these 8 days be more specific filming/ recording types with reduced crew? If so, please could you specify.	It is up to a bidder to determine the composition of the filming team taking into account the requirements listed in the TOR. Bidders shall note that the Commission is seeking capabilities, which will ensure that the Services are delivered, and the tasks are accomplished, expeditiously and at a reasonable cost.
2. Will you require a teleprompter for all 8 days?	It will depend on the produced final script/storyboard, not possible to determine at this moment. Therefore, this item may be included as an optional line.
3. Could you confirm if you require a specific VO booth/ studio for narrative recording as you mention <i>off-screen narration should be recorded in an acoustically treated indoor environment using a studio-grade condenser microphone</i> ? If so, should this be provided by E-Learning Development Contractor or us as the filming contractor? Will the recording of this narrative be within the 8 days of filming? Should we expect this to be conducted on-location or off-site.	The narrations and voice-overs will be recorded by or produced by the e-learning development contractor who will provide the audio files to the video production contractor for inclusion in the Premiere Pro raw edit sequences.
4. Do we need to include costs for a separate VO artist?	No need to include this, please see response to Question 3 above.
5. Would it be possible to share an example of an Elearning module that has been previously filmed?	Example: : https://360.articulate.com/review/content/496a7123-1570-4fce-8f4f-1585af99a357/review
6. To understand the exact specification of equipment you would require for filming, do you have a reference example of the type of moving shots you would like to include or more specific details?	Example: https://360.articulate.com/review/content/496a7123-1570-4fce-8f4f-1585af99a357/review