

## REQUEST FOR QUOTATION

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THIS IS NOT AN ORDER

**To:** ALL BIDDERS

**CTBTO Ref. No.:** 2025-0078/Polonskaya  
(PLEASE QUOTE ON ALL COMMUNICATIONS)

**Tel. No.:** +43 (1) 26030-6350  
**E-mail:** procurement@ctbto.org

**Attn.:**

Phone:  
Fax:  
Email:

**Date:** 12 June 25

**Title of Request:** Video Filming Services for On-Site Inspection E-Learning Modules

**Deadline for Submission:** 30 Jun 25

**Vienna Local Time:** 17:00

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The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the 'Commission') hereby invites you to quote the following items as per conditions listed below.

<b>Item</b>	<b>Description and Requirements</b>	<b>Quantity</b>	<b>U/M</b>
1	Video Production for 2025 E-Learning	1	Lot

When preparing your quotation, please follow the attached instructions. You are kindly requested to complete and return the acknowledgement form by e-mail as soon as possible. If you have any questions you should contact the e-mail address indicated above. We look forward to receiving your quotation.

Yours sincerely,



Olga Polonskaya  
Procurement Officer

### **ACKNOWLEDGEMENT FORM**

<b>Solicitation No:</b> 2025-0078 <b>Title:</b> Video Filming Services for On-Site Inspection E-Learning Modules	<b>Closing Date:</b> 30 Jun 25 <b>Vienna Local Time:</b> 17:00
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**Procurement Staff:** Olga Polonskaya

**CTBTO Req. No.:** 0010027135

Please complete 'A' or 'B' or 'C'  
and Return

**WITHIN FIVE (5) DAYS**

THE PREPARATORY COMMISSION FOR THE  
COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION (CTBTO)

**by email to**  
procurement@ctbto.org

<b>A: We shall submit our proposal</b>	
By: _____ <div style="text-align: center;">(date)</div>	Company Name: _____ Contact Name: _____ Email/Tel: _____

<b>B: We may submit and will advise</b>	
By: _____ <div style="text-align: center;">(date)</div>	Company Name: _____ Contact Name: _____ Email/Tel: _____

<b>C: We will not submit a proposal for the following reason(s)</b>	
<div style="margin-bottom: 10px;">___ our current workload does not permit us to take on additional work at this time;</div> <div style="margin-bottom: 10px;">___ we do not have the required expertise for this specific project;</div> <div style="margin-bottom: 10px;">___ insufficient time to prepare a proper submission;</div> <div style="margin-bottom: 10px;">___ other (please specify) _____</div>	
Company Name: _____ Contact Name: _____ Email/Tel: _____	

## **INSTRUCTIONS TO BIDDERS**

<b>CONDITIONS</b>	
The Price	<p>The price quotation shall include costs and expenses incurred by the Supplier for the full and proper performance of all obligations under the contract and in line with a scope provided in the ToR (travel cost, if any, allowances, management and remuneration of the personnel, national income tax, medical, insurance and social security contribution, if applicable).</p> <p>The quoted prices shall be firm and fixed.</p> <p>Applicable taxes, when authorized prior to the award of the order, will be reimbursed by the Commission on the basis of actual amounts paid and documented.</p>
Currency	Please quote in EURO or US\$ only.

Taxes	<p>In principle the Commission is exempt from taxes. Since the arrangement under which such exemption is respected varies from country-to-country, the bidder will be informed by the Commission whether tax exemption will occur at source or whether taxes will be reimbursed by the Commission upon submission of the original supporting documentation. “<b>Taxes</b>” means all direct and indirect taxes (including value added tax, general sales tax or goods and services tax), assessments, fees, customs duties, liens and charges in as much as they are levied in conclusion or implementation of the purchase order, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission’s official use.</p> <p><i>(1) For Austrian companies</i></p> <p>The price quoted shall be net of Taxes. All applicable Taxes payable by the (selected) bidder at the conclusion or implementation of the Purchase Order in respect of the goods/services shall be quoted separately or be separately identified on the Proposal together with information on the nature of the tax and its method of calculation.</p> <p><i>(2) For European Union (EU) Companies [FOR PURCHASE FROM EU COUNTRIES]</i></p> <p>The price quoted shall be net of Taxes. All applicable Taxes payable by the bidder at the conclusion or implementation of the Purchase Order in respect of the goods/services shall be quoted separately or separately identified on the Proposal together with information on the nature of the Tax and its method of calculation. Due to the VAT exemption applicable to the Commission, no VAT will be charged to the Commission by the EEC Suppliers under the Contract (Ref. EU VAT Council Directive 2006/112/EC, Article 151).</p> <p><i>(3) For Non-EU Companies (FOR PURCHASE FROM NON-EU OR NON-EUROPE COUNTRIES)</i></p> <p>The price quoted shall be net of Taxes. All applicable Taxes payable by the bidder at the conclusion or implementation of the Purchase Order in respect of the goods/services shall be quoted separately or be separately identified on the Proposal together with information on the nature of the Tax and its method of calculation. For deliveries to Vienna, Austria, and due to the Tax exemption at source applicable to the Commission, no Taxes shall be charged to the Commission under the Purchase Order.</p>
Validity of Quotation	Minimum 90 days as of the <b>Closing Date</b>
General Conditions	<p>General Conditions of Contract (See Annex A) incorporated herein by reference:</p> <p><a href="https://www.ctbto.org/sites/default/files/2022-09/CTBT_General_Conditions_of_Contract_08-10-2021_final.pdf">https://www.ctbto.org/sites/default/files/2022-09/CTBT_General_Conditions_of_Contract_08-10-2021_final.pdf</a></p>
Privileges & Immunities	Nothing in or relating to the Purchase Order shall be deemed to constitute an express or implied waiver of any Privileges and Immunities of the Commission.
Payment Terms	<p>Within 30 days of receipt and acceptance of the goods/services and of the following documents:</p> <ol style="list-style-type: none"> <li>(1) Invoice(s) showing the firm fixed price of the goods/services and delivery costs. The Supplier shall submit the invoice/s electronically, from the Supplier’s official e-mail address in PDF format, duly signed and stamped by the Supplier and submitted to <a href="mailto:Payable_Invoices@ctbto.org">Payable_Invoices@ctbto.org</a>. The invoice shall contain detailed banking instructions, including the name and address of the Supplier's bank, account number, account holder’s name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer and actual pre-paid transportation and insurance cost (if applicable);</li> <li>(2) Acknowledgement Copy of the Commission’s Purchase Order with Supplier’s signature; and</li> <li>(3) Any other relevant documents.</li> </ol>

	<p>Applicable Taxes payable by the Supplier and/or its subcontractor(s) shall be invoiced separately or be separately identified on the invoice. Actual payment of the Taxes must primarily be supported by original documentation such as invoices, bank account statements, transfer orders, or receipts issued by the local tax or customs authorities. If submission of such original documentation is not possible for justifiable reasons, their copies could be accepted by the Commission provided that they are duly signed and certified by local tax or customs authorities. In case the currency in which the Taxes are levied is not the currency of the Purchase Order, bank statements (or equivalent) showing the exchange rate used for the conversion shall be submitted to the Commission, in addition to any other supporting documentation.</p>
Other Documents	<p>Please submit the following documents (attached hereto):</p> <ul style="list-style-type: none"> <li>- the Bidder's Statement, duly completed;</li> <li>- the Statement of Confirmation, duly signed;</li> <li>- the Supplier Registration Form, duly completed and signed;</li> <li>- Technical compliance matrix, duly completed;</li> <li>- Price Schedule, duly completed.</li> </ul>

## OTHER INFORMATION

1. The Commission reserves the right to accept or reject bidder's quotation, partially or entirely, and to annul this procurement process at any time prior to award of the Purchase Order, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Commission's action.
2. The bidder shall include in its quotation documentary evidence of its qualifications to perform the Purchase Order which shall establish to the Commission's satisfaction that the bidder has the financial, technical and production capability necessary to perform the Purchase Order in its entirety and to provide spare parts and other necessary on-going services as required.
3. The bidder shall bear all the costs associated with the preparation and submission of the quotation and the Commission shall not be responsible or liable for those costs, regardless of the conduct or outcome of this RFQ.
4. The bidder's price quotation shall be submitted in the English language, together with relevant technical literatures in duplicate, which shall also be in English.
5. The bidder's quotation shall be typed or written in indelible ink and signed by an official legally authorized to enter into contracts on behalf of their organization. The quotation shall not contain any inter-lineation, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the quotation.
6. The goods and services (if any) to be rendered under the Purchase Order shall have their origin in the States Signatories of the Comprehensive Nuclear-Test-Ban Treaty (CTBT) which is available in the CTBTO website at [www.ctbto.org](http://www.ctbto.org) under [Status of Signatures and Ratifications | CTBTO](http://www.ctbto.org/status-of-signatures-and-ratifications). For purposes of this paragraph, "the origin" means the place from where the materials, goods and/or from which the services are supplied.
7. Not later than 7 days before the deadline for submission of the quotations, any request for clarifications relating to the RFQ documents shall be emailed to [procurement@ctbto.org](mailto:procurement@ctbto.org), attention to Procurement Staff in charge of this matter referred to in the RFQ cover letter. If such requests are addressed to others or if additional information is obtained from others, it may lead to disqualification of the bidder. No requests for clarifications will be entertained after this time.
8. From the deadline for submission of quotation until the written notification of award, no bidder shall contact the Commission on any matter relating to its quotation, except when responding to a request from the Commission for clarification. Any effort to influence the Commission in its evaluation of the quotation(s) or its award decision shall result in the rejection of the quotation.
9. The Commission shall evaluate the compliance of the quotations with the RFQ requirements. Subject to its technical compliance, the quotations shall be examined for its contractual compliance and commercial acceptability. Based on the mentioned evaluation, the Commission will determine the quotation which is the "least costly technically acceptable". Deviation, if any, from the Commission's terms and conditions might be a factor in the decision of award. The Commission also reserves the right to split the award for this project if so deemed desirable.
10. In case of an award, the following documents shall govern the Purchase Order and in case of discrepancies or inconsistencies, the documents to prevail shall be given precedence in the following order:
  - (a) The Purchase Order
  - (b) The Commission's General Conditions (Annex A) [https://www.ctbto.org/sites/default/files/2022-09/CTBT\\_General\\_Conditions\\_of\\_Contract\\_08-10-2021\\_final.pdf](https://www.ctbto.org/sites/default/files/2022-09/CTBT_General_Conditions_of_Contract_08-10-2021_final.pdf)
  - (c) Terms of Reference (Annex B)
  - (d) The bidder's quotation (Annex C)

### **Use of former Preparatory Commission for the CTBTO ("Commission") employees in the preparation of Quotations:**

A Bidder must not, in the absence of prior written approval from the Commission, permit a person to contribute to, or participate in, any process relating to the preparation of a Quotation or the procurement process if the person:

- a. At any time during the 12 months immediately preceding the date of issue of the Solicitation was an official, agent, servant or employee of, or otherwise engaged by the Commission;
- b. At any time during the 24 months immediately preceding the date of issue of the Solicitation was an employee of the Commission personally engaged, directly or indirectly, in the definition of the requirements, project or activity to which the Solicitation relates.

The quotation shall be submitted in writing to the email address below:

**[procurement@ctbto.org](mailto:procurement@ctbto.org)**

Bidders shall take note of the attached price schedule instructions when submitting the quotation.

Should there be items on our list that you cannot include in the quotation, we would appreciate you marking them, and returning the information to us, together with the names of any potential bidder(s) known to you. Please do this even if you cannot submit a quotation for any of the items and kindly don't forward the RFQ to any other parties without our knowledge.

Please confirm, within 5 working days, the receipt of this RFQ and your confirmation whether you will submit a quotation by the closing date mentioned herein.

**Attachments:**

- The Commission's Terms of Reference
- Statement of Confirmation
- Bidder's Statement
- Supplier Registration Form
- Technical Compliance Matrix
- Price Schedule

**Please be informed that all open competitive tenders of the CTBTO are available on the Web.**

**For more information, please visit <http://www.ctbto.org/procurement>**

**BIDDER'S STATEMENT**  
**PLEASE STATE BELOW & SUBMIT WITH PROPOSAL**

Delivery Time:

Warranty period applicable (it shall be for a **minimum of 24 months**, starting from the acceptance of the goods/services by the Commission) – please tick below:

☐ For a two -ear period    ☐ For a period of .....N/A.....

Note: The provisions of article 28 of the Commission's General Conditions of Contract apply to the services to be provided under the Purchase Order, wherever it is referred to "Goods" it shall read "Services".

Availability of local service in Vienna, Austria (if any): N/A

State country of origin or assembly of all items quoted: N/A

Quantity discount and early payment discount (if any): N/A

Include documentary evidence of qualifications to perform the order, which shall establish to the Commission's satisfaction that the bidder has the financial, technical and production capability necessary to perform the order in its entirety and to provide spare parts and other necessary on-going services as required.

Included in this quotation : **Yes**    ☐    **No**    ☐

**Confirmation that the bidder has, the Commission's General Conditions of Contract, and agreed to all terms and conditions.**

**Yes**    ☐    **No**    ☐

**Remarks:**

With regards to the software provided with the equipment, state and confirm whether the software licenses are transferable to third parties, i.e. the Commission or the Commission's State Signatories (Member States).

**Yes**    ☐    **No**    ☐    **Not applicable**    X

Remarks:

**Name:**

**Name & Title of Contact Person:**

**Signature & date:**





**CTBTO**  
PREPARATORY COMMISSION

PUTTING AN  
END TO NUCLEAR  
EXPLOSIONS

## **ANNEX B**

### **Terms of Reference**

#### **Video Filming Services for On-Site Inspection E-Learning Modules**

##### **1. BACKGROUND**

The Preparatory Commission (hereinafter referred to as the “CTBTO” or the “Commission”) for the Comprehensive Nuclear-Test-Ban Treaty Organization, with its headquarters in Vienna, is the international organization setting up the global verification system foreseen under the Comprehensive Nuclear-Test-Ban Treaty (hereinafter referred to as the “CTBT”), which is the treaty banning any nuclear-weapon-test explosion or any other nuclear explosion. The Treaty provides a global verification regime, including a network of 337 stations worldwide, a communications system, an international data centre and on-site inspections to monitor compliance. More information can be found on the Commission’s website: [www.ctbto.org](http://www.ctbto.org)

The On-Site Inspection Division Training Section is tasked with developing the On-Site Inspection (hereinafter referred to as “OSI”) training programme in preparation for entry-into-force of the Treaty. Recently updated, the on-site inspection training programme follows a linear, modular structure comprising of in-person hands-on training courses, synchronous and asynchronous online computer-based training, and field exercises. A roster of “surrogate inspectors”, technical experts in the various OSI inspection techniques, undergo training, and skills maintenance training through refresher training activities and courses. A core component of this process includes the development of e-learning resources to be utilized as onboard training material for new trainees and as skills maintenance and refresher training tools for rostered surrogate inspectors. The delivery of OSI e-learning courses and activities are hosted on the Moodle Workplace-based OSI learning management system. Two new e-learning modules are planned for development in 2025 which require video production services.

##### **2. SCOPE OF SERVICE**

These Terms of Reference (hereinafter referred to as the “ToR”) call for the provision of video production services for two (2) new e-learning modules. These services include video and audio recording and initial raw edits of the video clips into sequences. The Video Production Contractor (hereinafter referred to as the “Contractor”) will work with the Commission’s OSI staff members,

subject matter experts and E-Learning Development Contractor to produce video content for two (2) new e-learning courses.

The Contractor shall film and deliver initial raw edits as indicated in the storyboard, which the E-Learning Development Contractor will then use to develop the final edit of the videos. The E-Learning Development Contractor will later add motion graphics, titles, animations, diagrams, voiceovers, music, etc., underlining that the development of the final polished edit is not within the scope of services of the Contractor under this procurement. E-Learning Development Contractor will be responsible for developing the storyboards, scripts, video shoot plans and the final e-learning modules.

The final produced videos will be added into the e-learning module by the E-Learning Development Contractor. The language of the e-learning modules and produced videos is English. The two planned e-learning modules are the following:

Module	Approximate learning time
Advanced level module <i>“The Start of an OSI (Launch Phase, Pre-Inspection Phase activities, The Operations Support Centre, Point of Entry activities)”</i>	75 – 90 minutes
Introductory level module <i>“Health and Safety: First Aid in an OSI context”</i>	75 – 90 minutes

### Module purpose and format

The audience for each e-learning module is the entire roster of OSI surrogate inspectors and trainees irrespective of their specific technical expertise. At the end of each module, the user will have the required foundational knowledge to assist in support tasks related to each topic.

The general structure of the e-learning modules is the following:

- 1) An Introduction by the subject matter expert(s) (SMEs);
- 2) Overview of the background knowledge related to each topic derived from the Treaty and Quality Management System (QMS) documents including the OSI Operational Manual, Standard Operating procedures, Work Instructions, Field Guides, etc.
- 3) Step-by-step workflow overview, scenario-based learning and examples
- 4) Conclusion by the SMEs.

### Parties of Project:

- CTBTO: Project manager and subject matter expert(s)
- Video Production Contractor (Contractor)
- E-Learning Development Contractor (will be separately contracted by the CTBTO with a separate ToR).

### **3. PRODUCTION AND DELIVERABLES OVERVIEW**

#### **3.1 Production phases**

The development of video and digital media for each e-learning module shall have the following phases:

1. Pre-production
2. Production
3. Post-production

<b>Module</b>	<b>Phases</b>		
	<b>Pre-production</b>	<b>Production (Filming)</b>	<b>Post-Production</b>
Advanced level module  “The Start of an OSI (Launch Phase, Pre- Inspection Phase activities, The Operations Support Centre, Point of Entry activities)”	Approximately 1 – 2 months after contract signature.	Approximately 2 - 3 months after contract signature.	Due 1 month after conclusion of Production (filming phase).
Introductory level module  “Health and Safety: First Aid in an OSI context”	Approximately 4 - 5 months after contract signature.	Approximately 5 – 6 months after contract signature.	Due 1 month after conclusion of Production (filming phase).

#### **3.2 Pre-Production Phase (Planning and Coordinating)**

The Contractor shall participate in a **pre-production meeting** (virtual) with the CTBTO project manager, CTBTO subject matter expert(s) and the E-Learning Development Contractor. The objective of the pre-production meeting is to discuss the plans for the production phase (video shooting/media capture days) and clarify any outstanding issues. The Contractor shall have reviewed the storyboard prior to the pre-production meeting.

A **daily filming plan** will be developed by the E-Learning Development Contractor which will indicate the sequence in which the filming will take place considering the various filming scenarios (indoors vs. outdoors, location, equipment requirements, etc.).

The Contractor shall make the final preparations using the daily filming plan and final storyboard including preparation of teleprompter device, lighting equipment, cameras, microphones, peripherals, etc.

The CTBTO project manager will share all relevant and available information (including photos) of the filming sites. No pre-production site visits are planned. The CTBTO will arrange all relevant access permits, filming permissions and authorizations for the filming sites.

### 3.3 Production Phase (Filming)

The production phase relates to the days on which the filming and digital media capture will take place for each e-learning module shoot. The Contractor shall capture the media according to the daily filming plan and storyboard. A minimum of a two-person video production team is envisaged; a camera operator and a “production assistant” to assist with lighting, sound, etc. Videos and audio shall be recorded on professional grade video cameras and microphones.

The E-Learning Development Contractor will be present during the filming and will play the role of “field producer” working collaboratively with the Contractor to ensure that the captured media meets the content, quality and artistic requirements outlined in the storyboard.

A daily local backup of the footage and media is required. The media must also be backed up on the CTBTO’s Sharepoint environment by the Contractor.

The Contractor shall provide all necessary video equipment and peripherals for the filming, in particular, equipment suitable for filming in dynamic field conditions with respect to weather conditions, wind, background noise, lighting conditions, etc. Example equipment may include, but not be limited to, lens filters, windsocks/DeadCats, reflectors, diffusers, audio boom pole, wired/wireless microphone, audio recorder, etc.

### 3.4 Post-Production Phase (Editing)

The post-production phase for each module takes place after the shoot of each module until the **initial raw edit** of the video sequences, and audio files have been approved by the CTBTO and reviewed by the E-Learning Development Contractor.

The Contractor will compile the raw footage and edit the videos using Adobe Premiere Pro according to the storyboard. The edited videos should be produced in a style that is consistent with the CTBTO corporate video style and with videos published in previous e-learning projects.<sup>1</sup> The edited video sequences will be the **initial raw edit** which the E-Learning Development Contractor will then use to produce the **final edit**.

The Contractor shall save the initial edits in the project’s Sharepoint site which will be reviewed by the E-Learning Development Contractor, the CTBTO project manager, and subject matter experts. The Contractor shall archive all Premiere Pro project files on the Sharepoint site in a manner that retains reference links to the raw material so that the E-Learning Development Contractor can use the project files to produce the **final edit** version of the video sequences.

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<sup>1</sup> Sample videos from previous e-learning modules are available at the following URL:  
<https://video.ctbto.org/playlist/psm-samples>

#### 4. PROJECT COMPONENTS OVERVIEW

##### 4.1. Components Overview

Table on below describes Contractor's responsibilities under this ToR:

Project Components	Actions and Parties responsibilities	Mode/Format of communication and data transfer
<b>1. Pre-production meeting</b> (Kick-off meeting for video production)	<b>All Project Parties (CTBTO, Contractor and E-Learning Development Contractor):</b> All project stakeholders will meet to discuss the video production phase, review the storyboard and script, and finalize the video shoot plan to ensure clear coordination and a smooth, efficient production process.	Off-site (Online via Teams)
<b>2. Recording of new videos</b>	<p><b>Contractor:</b> shall have all video production equipment and shall be responsible for staging and preparing the "video sets", preparing and operating the lighting, teleprompter, performing the video and audio recording and archiving of the raw video footage.</p> <p>All raw footage shall be transferred from the camera(s) and audio recording devices onto an external drive at the end of each filming day. The Contractor shall provide the CTBTO with a copy of the raw footage on an external USB-C hard drive (shall be supplied by Contractor) at the end of the video shoot before their departure.</p> <p>A total of a maximum of 8 filming days are envisaged, 4 days per module.</p> <p><b>CTBTO:</b> with assistance of the E-learning Development Contractor will provide guidance to the Contractor to ensure adherence with the storyboard/script and video shoot plan.</p> <p>CTBTO will arrange and provide access to the filming locations on-site at the CTBTO TeST Centre in Seibersdorf, Austria (or at field location in proximity 35 km maximum distance), or Vienna International Centre.</p>	On-site

<b>3. Back-up of raw footage</b>	<b>Contractor:</b> shall upload the raw footage onto the project platform.	Off-site (via Project Platform)
<b>MILESTONE 1 completion</b>	<b>Contractor:</b> shall provide a Task Report to the CTBTO for Milestone 1 as stipulated in Section 7 of the TOR.	Off-site (via Project Platform)
<b>4. Editing of raw video files/scenes</b>	<p><b>Contractor:</b> shall organize the captured raw materials from the filming and create one sequence for each video clip/scene listed in the script/storyboard. The narrations provided by the E-Learning Development Contractor will be added to the raw edit sequences by the video production contractor. The video production contractor will save the project files and raw clips in such a way that the links to media files will be retained when used by the E-Learning Development Contractor.</p> <p>The videos shall be edited by the Contractor using the latest version of Adobe Premiere Pro.</p> <p>Raw video clips, and Premiere Pro project files shall be stored and shared by the Contractor via the Project platform.</p>	Off-site
<b>5. Review of initial raw edit and revisions</b>	<p><b>Contractor:</b> shall export a preview of each edited video scene as indicated in the storyboard as an individual video clip in .h264 format with a maximum bitrate of 5 Mbps. The files names shall follow the naming convention of the Storyboard (e.g. Ch1_SceneXX.mp4) and be saved on the Project Platform.</p> <p><b>CTBTO and E-Learning Development Contractor:</b> shall review the raw edit sequences and confirm that they match the storyboard/script.</p> <p><b>Contractor:</b> shall allow for a total of two rounds of review and revisions to the initial raw edit files.</p> <p><i>Note: All comments and revisions from the E-Learning Development Contractor will be collected by the CTBTO and delivered to the Contractor via e-mail.</i></p>	Off-site (via Project Platform)
<b>6. Handover</b>	<b>Contractor:</b> shall save all Adobe Premiere project files and media folder structures to the Project Platform such that links to the media files shall be retained when the E-Learning Development Contractor downloads the project files to work on the final edits.	Off-site (via Project Platform)

<b>MILESTONE 2 completion</b>	<b>Contractor:</b> shall provide a Task Report to the CTBTO for Milestone 2 as stipulated in Section 7 of the TOR.	Off-site (via Project Platform)
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## 4.2.Deliverables overview

The contractor shall ensure:

1. Preparation for and participation in two pre-production meetings (1 per module);
2. Preparation and capture of the raw media files in accordance with the specifications listed in section 3.1.2 “Production Phase” and in section 4 “Requirements for Video Production”;
3. Delivery of initial raw edit video sequences, digital media files in accordance with specifications listed in section 3.1.3. “Post-Production Phase” and as outlined in the Project Components Overview table below; and
4. Archiving of project files on Sharepoint site in accordance with specifications listed in section 3.1.3. “Post-Production Phase” and as outlined in the Section 3.2. Components Overview.

## **5. REQUIREMENTS FOR VIDEO PRODUCTION**

To ensure consistency, quality, and compatibility with modern e-learning platforms and industry practices, the Contractor shall produce video and audio capture activities that shall meet the following stylistic and technical specifications:

### **5.1. Stylistic Requirements**

The envisaged styles of video and digital media required for the project include:

- Dialogue with and/or between SMEs using a teleprompter in both indoor and outdoor settings
- Off-screen audio recording of SME to be used as narration
- Video recording of step-by-step actions performed by SMEs in the field from various perspectives including detailed close-up shots, wide angle, etc.
- Hand-held stationary video, hand-held stabilized video, stationary video with tripod
- B-roll footage

The Video Production Contractor shall provide all required equipment, hardware and software for the performance of the services outlined in these Terms of Reference.

### **5.2. Video Specifications**

- **Resolution:** Minimum Full HD (1920 x 1080p); 4K (3840 x 2160p) preferred for flexibility in post-production.
- **Frame Rate:** 25 or 30 frames per second (fps), consistent across all footage.
- **Video Format:** MP4 container using the **H.264 codec**, constant bitrate (CBR) preferred for smooth playback.

- **Bitrate:**
  - Raw recording: 50 Mbps or higher (for 1080p)
  - Initial edited exports: 8 Mbps (CBR) for delivery
- **Color Profile:** Rec. 709 (standard for broadcast and online delivery)
- **Camera Requirements:** Professional-grade DSLR/mirrorless or cinema cameras with interchangeable lenses, manual exposure and focus controls.
- **Stabilization:** Use of gimbals or stabilized rigs for moving shots; tripods or monopods for stationary footage.
- **Lighting:** Portable lighting kits including softboxes and LED panels with adjustable color temperature; reflectors and diffusers as needed for consistent lighting across scenes.

### 5.3 Audio Specifications

- **Sample Rate:** 48 kHz
- **Bit Depth:** 24-bit
- **Microphone Types:** Lavalier (clip-on) microphones for on-camera speakers; shotgun microphones or boom mics for directional capture; external digital audio recorders preferred over in-camera audio.
- **Noise Management:** Use of wind protection (e.g., windscreens/DeadCats) for outdoor shoots; low-noise preamps and gain staging to avoid clipping or distortion.
- **File Format for Raw Audio:** WAV (preferred), minimum 24-bit/48kHz.
- **Voice-over Quality:** Off-screen narration should be recorded in an acoustically treated indoor environment using a studio-grade condenser microphone.
- **Audio Synchronization:** All external audio recordings must be synced with video using timecode or clapper/slate.

### 5.4. Power Supply for Lighting Equipment

To accommodate both indoor and outdoor filming scenarios, the Contractor shall ensure flexible and uninterrupted power supply for lighting by providing:

- **Dual Power Options:**
  - **AC-powered lighting** for indoor locations with mains electricity.
  - **Battery-powered lighting** using rechargeable lithium-ion battery systems (e.g., V-Mount or Gold Mount) for field locations without power access.
- **Battery Requirements:**
  - Battery systems must support a minimum of 3–4 hours of continuous lighting.
  - Sufficient spare batteries and fast chargers must be present on-site to avoid production delays.
- **Power Backup:**
  - If needed, portable rechargeable power banks/stations may be used to support lighting and camera gear in remote or sensitive environments.
  - All lighting equipment must be energy-efficient, with adjustable brightness and color temperature settings suitable for e-learning production standards.

### 5.5. Teleprompter Use for On-Camera Dialogue



To support clear, confident delivery by Subject Matter Experts (SMEs) during on-camera segments, the Contractor shall provide and operate a professional-grade teleprompter system, suitable for both indoor and outdoor use.

- **Display & Readability:**
  - The teleprompter must offer a high-brightness, anti-glare screen that is clearly readable by the speaker in various lighting conditions.
  - Font size and scroll speed must be adjustable to suit speaker comfort.
- **Compatibility:**
  - The system must be compatible with professional cameras and capable of mounting on tripods without obstructing the lens.
  - The teleprompter should support remote control or foot pedal operation during filming.
- **Script Handling:**
  - The teleprompter operator shall preload and cue the provided scripts as per the shoot schedule and storyboard.
  - Minor last-minute script adjustments should be supported on-site when needed.
- **Field Adaptability:**
  - The teleprompter setup should be portable and operable in dynamic field locations with optional battery power if mains power is unavailable. This ensures natural, high-quality delivery of scripted lines by SMEs, aligning with professional e-learning video standards and reducing the need for multiple takes or extensive post-production edits.

## **6. QUALIFICATION REQUIREMENTS FOR THE CONTRACTOR**

The Contractor shall meet, at a minimum, the following requirements:

1. Be legally registered and possess all required licenses and accreditation necessary to carry out professional video and audio production services in Austria and the EU.
2. Have a proven track record with a minimum of 5 years of experience providing professional video production services, including field and studio-based filming for educational or training purposes (at least two references, preferably from international organizations), and provide examples of at least three previous video projects of similar scope and complexity via functional link(s).
3. Demonstrate technical capacity and resources, including ownership or access to professional-grade video, audio, lighting, editing, and teleprompter equipment, suitable for use in indoor and outdoor environments and aligned with the technical standards outlined in Section 4.
4. Demonstrated experience delivering raw edited video sequences that are incorporated into structured learning modules, in coordination with instructional designers or e-learning developers.

## **7. QUALIFICATION REQUIREMENTS FOR CONTRACTOR'S PERSONNEL**

The Contractor's personnel assigned to perform the services shall demonstrate the following qualifications:

**Video Production Team (CVs shall be provided)**

1. A minimum of five (5) years of recent professional experience in video production, including filming, lighting, and audio recording, in both indoor and field environments.
2. Proven experience with filming scenario-based instructional or training content, including multi-camera setups, handheld and stabilized shooting, and field documentation.
3. Proficiency in operating teleprompter systems and adjusting dialogue delivery in collaboration with non-professional on-camera speakers such as subject matter experts.
4. Demonstrated ability to collaborate with external stakeholders (e.g., SMEs, e-learning developers, field producers) to follow detailed video scripts, storyboards, and production schedules.
5. Professional-level fluency in English, both spoken and written, sufficient to direct and interact with English-speaking SMEs on camera.
6. Demonstrated capacity to provide daily on-site backups and secure cloud-based uploads of raw media and project files (e.g., via SharePoint).

**Video Editor (CV shall be provided)**

1. Proficiency with Adobe Premiere Pro (latest version) and demonstrated experience producing raw edited sequences for educational/training use.
2. Minimum of three (3) years of professional experience in video post-production, including scene sequencing, syncing with narration, and preparing project files for handoff.
3. Experience editing media to match a corporate visual identity or style guide.
4. Familiarity with asset management, naming conventions, and backup procedures that support a collaborative post-production workflow.
5. Ability to encode final preview exports in MP4 format (H.264 codec, 1080p, 8 Mbps) and maintain project structures for handoff.

**Project Lead (CV shall be provided)**

1. University degree or industry-recognized certification in a field related to film, video production, multimedia, or communication.
2. At least five (5) years of experience managing multi-day video production projects with diverse stakeholders, preferably in an international or training-focused context.
3. The Project Lead shall serve as the main point of contact for the CTBTO and coordinate all activities and deliverables.
4. Experience overseeing the handoff of raw footage and Adobe Premiere Pro project files to external instructional design or e-learning teams.

**Roles**

The Project Lead is expected to be a core member of the video production team, actively involved in planning and coordination, and present during filming and post-production to ensure quality, accuracy, and adherence to the production plan.

### **Change of Personnel**

Any proposed change to the personnel assigned to the project shall be communicated to the Commission at least two weeks in advance via e-mail and must include a rationale for the change along with the CV(s) of the proposed replacement(s). All substitutions must fully meet the qualification requirements set in this Terms of Reference. Any such substitution is subject to prior approval by the CTBTO Project Manager.

## **8. REPORTING AND MILESTONES**

After completion of each milestone the Contractor shall provide the Commission with a Task Report to be used as a delivery note to accompany the invoice.

The Task Report shall be submitted to the Commission within 7 business days after the completion of the milestone. The timelines are indicative and subject to prior agreement with the Commission.

The Report shall contain (but not be limited to) the following:

- Reference to the module, including the date of request;
- Actions taken and services performed to complete the milestone;
- Any other relevant issues and/or recommendations.

The Contractor shall use the English language for all written and oral communication with the Commission.

## STATEMENT OF CONFIRMATION

On behalf of (name of firm or organization): \_\_\_\_\_, I hereby attest and confirm that:

- a) The firm/organization possesses the legal status and capacity to enter into legally binding contracts with the Commission for the supply of equipment, supplies, services or work.
- b) The firm/organization is not insolvent, in receivership, bankrupt or being wound up, and not under administration by a court or a judicial officer, and that it is not subject to the suspension of its business or legal proceedings for any of the foregoing reasons.
- c) The firm/organization has fulfilled all its obligations to pay taxes and social security contributions.
- d) The firm/organization has not, and that its directors and officers have not, within the last five years been convicted of any criminal offense related to professional conduct or the making of false statements or misrepresentations as to their capacity or qualifications to enter into a procurement or supply contract.
- e) The Commission, in the event that any of the foregoing should occur at a later time, will be duly informed thereof, and in any event, will have the right to disqualify the firm/organization from any further participation in procurement proceedings.
- f) The firm/organization did not/will not attempt to influence any other bidder, organization, partnership or corporation to either submit or not submit a proposal/bid/quotation.
- g) The firm/organization will not, in the absence of a written approval from the Commission, permit a person to contribute to, or participate in, any process relating to the preparation of a Quotation/Bid/ Proposal or the procurement process if the person:
  - a. at any time during the 12 months immediately preceding the date of issue of the Solicitation was an official, agent, servant or employee of, or otherwise engaged by the Commission;
  - b. at any time during the 24 months immediately preceding the date of issue of the Solicitation was an employee of the Commission personally engaged, directly or indirectly, in the definition of the requirements, project or activity to which the Solicitation relates.
- h) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) have been identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to the UN Security Council Resolution 1267 (Consolidated Sanctions List).<sup>1</sup>
- i) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) are subject to any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

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<sup>1</sup> The Consolidated United Nations Security Council Sanctions List can be found on the following website:  
<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>

- j) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any), is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.
- k) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) will use the funds received under contracts/purchase orders with the Commission to provide support to individuals, groups, undertakings or entities associated with terrorism.
- l) The prices in the firm/organization's proposal/bid/quotation have been arrived at independently, without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
- m) The Commission shall have the right to disqualify the firm/organization from participation in any further procurement proceedings, if it offers, gives or agrees to give, directly or indirectly, to any current or former staff member of the Commission a gratuity in any form, an offer of employment or any other thing of service or value, as an inducement with respect to an act or a decision of, or a procedure followed by, the Commission in connection with a procurement proceeding.
- n) The Commission shall have the right to disqualify the firm/organization from participation in any further procurement proceedings if it does not disclose to the Commission any situation that may appear as a conflict of interest, and if it does not disclose to the Commission if any official or professional under contract with the Commission have an interest of any kind in the firm/organization's business or any kind of economic ties with the firm/organization.
- o) The firm/organization expressly agrees to abide by the United Nations Supplier Code of Conduct.<sup>1</sup>

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Place (City and Country): \_\_\_\_\_

Date: \_\_\_\_\_

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<sup>1</sup> <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

## VENDOR PROFILE FORM (VPF) – FOR PRODUCTS/SERVICES/WORK

1. Name of Company:		
2. Street Address:	3. Telephone:	
P.O. Box: City:	4. E-Mail:	
Zip Code: Country:	5. Website:	
6. Contact Person: <span style="float: right;">Title:</span>		
7. Legal Status (e.g. Partnership, Private Limited Company, Government Institution) PLEASE INCLUDE A COPY OF THE CERTIFICATE OF INCORPORATION		
8. Year Established:	9. Number of Employees:	
10. Gross Corporate Annual Turnover (US\$m)*:	11. Annual Export Turnover (US\$m)*:	
12. Type of Business/Products:    Manufacturer <input type="checkbox"/> Sole Agent <input type="checkbox"/> Supplier <input type="checkbox"/> Other <input type="checkbox"/> (please explain)		
13. Type of Business/Services/Work:    Engineering <input type="checkbox"/> Civil Work <input type="checkbox"/> Governmental Institution <input type="checkbox"/> Other <input type="checkbox"/> (please explain)		
14. References (your main customers, country, year and technical field of products, services or work): **		
15. Previous Supply Contracts with United Nations Organizations (over the last 3 years)**  <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span>Organization:</span> <span>Value in US\$ Equivalent:</span> <span>Year:</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Organization:</span> <span>Value in US\$ Equivalent:</span> <span>Year:</span> </div>		
16. Summary of any changes in your company's ownership during the last 5 years:		

\* Please provide a copy of the most recent audited annual report and accounts. Note: Export includes services or work performed abroad or for foreign clients.  
 \*\* Please provide supplementary documentation on these items.

17. List of Products/Services/Work offered:	
Product/Service/Work #	Product/Service/Work Description

18. This section shall be <b><u>signed and stamped</u></b> by an official legally authorized to enter into contracts on behalf of your organization:			
Name:	Title:	Signature:	Date:

<b>Bank Details</b>  Bank Name:  Bank Address:  Exact Account Holder Name:	<b>Beneficiary Details</b>  Beneficiary Name: <small>(exactly as stated on bank statements)</small>  IBAN: <small>(if applicable)</small>  Account number:  SWIFT/BIC:  ABA/Sort Code:
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<b>Additional Details</b> <small>(if applicable)</small>  Correspondent bank:  Correspondent account number:  Correspondent SWIFT/BIC:  Tax Identification Number:
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<b>FOR CTBTO USE ONLY</b>		
Evaluated By:	Initials	Date:
Updated By:	Initials	Date:
Remarks:		

\* Please provide a copy of the most recent audited annual report and accounts. Note: Export includes services or work performed abroad or for foreign clients.  
 \*\* Please provide supplementary documentation on these items.