

Facsimile

TO:	ALL BIDDERS	FROM:	Neris BAEZ GARCIA
	Sales Manager		Chief, Procurement Section
DATE:	9 October 2013	REF.:	RFQ No. 2013-0260/AKIN <i>MA</i>
FAX NO.:		FAX NO.:	+43 1 26030 5948
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EMAIL:		EMAIL:	procurement@ctbto.org
SUBJECT:	CMII Configuration Management Consulting Services (RFQ No. 2013-0260) Clarifications Extension of Submission Deadline		

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Dear Sales Manager,

Please find attached responses to queries raised by companies in respect of RFQ No. 2013-0260 ("CMII Configuration Management Consulting Services").

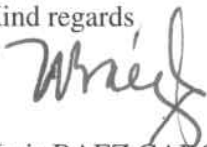
In order to give you sufficient time to incorporate these responses into your Quotation, the submission deadline is hereby extended

from Monday, 14 October 2013, 17:00h Vienna local time.

to **Monday, 21 October 2013, 17:00h Vienna local time.**

We are looking forward to receiving your Quotation prior to this extended submission deadline. Should you have already submitted a Quotation, you may revise it upon receipt of the Commission's responses and re-submit it prior to the extended submission deadline.

Kind regards,



Neris BAEZ GARCIA
Chief, Procurement

#	Question	Answer
	<p>I do not fulfill the requirement to know about CTBTO and IMS as I have not worked for your organization before.</p> <p>I would even say it is good that I have no experience and knowledge to be neutral for the assessment</p> <p>Would missing this requirement be a "showstopper" or not? Is this really important?"</p>	<p>It is not a requirement for the Contractor's Personnel to have previously worked for the Commission.</p> <p>All interested Bidders are encouraged to find relevant background information about the CTBT, its verification system, and the International Monitoring System in particular, on the Commission's web site www.ctbto.org</p> <p>All requirements in the Terms of Reference and Instructions to Bidders must be met for a proposal to be acceptable.</p>
	<p>Another point is the number of days for doing the assessment.</p> <p>4 days is very short and I was wondering how someone in your organization came to this estimate.</p> <p>As I am teaching CMII Course 06 this week ... and in this course we train how to do an assessment I saw a slide in the material stating that an "initial assessment could be done in 4 days". And this is true. BUT:</p> <p>The 4 days as shown in the course material</p> <ul style="list-style-type: none"> - do not include the preparation of the assessment report - nor the preparation of a presentation - nor the presentation itself. <p>The question is: Shall we just offer you our daily rate and if we will need more than 4 days that would be ok?</p>	<p>Requirement 2.4 in the TOR is maintained ("The Work shall not exceed four working days, where one working day is eight hours"). This amount of time defines the scope and depth of the Work expected and of the Deliverables</p> <p>As indicated in the instructions to the RFQ:</p> <p>"The applicable daily fee. The daily rates shall cover all cost and expenses incurred by the Contractor for the full and proper performance of all obligations under the Contract (including allowances, management and remuneration of the personnel, national income tax, medical insurance, and social security contributions). The daily rates shall be firm and fixed and shall not be subject to escalation."</p>
	<p>Regarding travel cost it is also not possible to come up with a fixed price or I would need to add some percentage on top to cover increased travel cost due to late booking. Air fares are nearly triple the price if we book late.</p> <p>The question is: Would it be ok to come up with an estimate and invoice the actual travel costs as-is</p>	<p>As indicated in the instructions to the RFQ:</p> <p>"Travel cost shall be provided separately. Please specify the cost of travel by providing subsistence and travel costs, including daily subsistence expenses in Vienna and round trip travel expenses from the place of establishment of the bidder to Vienna, per person. These costs shall be firm and fixed and shall not be subject to escalation."</p>