

## **CALL FOR TENDERS**

No 2016-BEREC-OT-03

### **Provision of audio-visual conference equipment and furniture and related services to BEREC Office**

#### **TENDER SPECIFICATIONS**

14 September 2016



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## **PART A. ADMINISTRATIVE PROVISIONS**

### **1. Preliminary information concerning the call for tenders**

This call for tenders has been issued by the Office of the Body of European Regulators for Electronic Communications (hereafter referred to as “the BEREC Office”), who will sign the contract and monitor its implementation.

The BEREC Office is an Agency of the EU established by Regulation (EC) No 1211/2009 of the European Parliament and of the Council of 25 November 2009, with a seat in Riga. Currently the BEREC Office is located on the second floor of the building on Z.A. Meierovica Bulvaris 14, Riga, Latvia.

#### **1.1. Subject of the call for tenders**

This call for tenders is aiming to award a direct supply contract by the BEREC Office for the provision of audio-visual conference equipment and furniture and related services to support the agency’s meetings, workshops, taskforces and other events organized by the BEREC Office. The detailed description of the supplies and services to be provided are to be found in part B of the present document.

#### **1.2. Duration of the contract**

The direct supply contract shall be concluded for the period of 12 (twelve) months.

#### **1.3. Payment**

An interim payment is foreseen for the part of the contract related to the provision of the audio-visual conference equipment and furniture. The amount of the interim payment shall not exceed 50% of the total value of the contract, and it shall cover only the items delivered to the BEREC Office’s premises. An invoice shall be accompanied by a detailed list of all items delivered.

Services associated with putting the audio-visual conference system and furniture into operation and material as cabling, connectors, outlets etc. shall be paid after the final acceptance of the audio-visual conference system and furniture i.e. after the following is finalized: assembly, installation, cable ducting, insulation and cable identification, on site system solution configuration, testing, commissioning, provision of as-build documentation, user manuals, acceptance testing, training and similar. An invoice shall be accompanied by a final acceptance document signed by the contractor and the BEREC Office.

Services such as maintenance and repairs and user support shall be paid on a monthly basis for all services provided during previous month. Invoices shall be accompanied by reports summarizing the provided services.

### **1.3. Estimated value of the contract**

The maximum value of the contract shall not exceed EUR 125 000 over the entire duration of the contract.

### **2. Participation and contractual conditions**

The competition is open to the operators that have the necessary skills and expertise for the supply of the necessary equipment and the provision of the requested services. Participation to this tender is open on equal terms to all natural and legal persons or groupings of such persons (consortia) coming within the scope of the Treaties. It includes all natural and legal persons established in the European Union.

Pursuant to Article 119 of the General Financial Regulation the participation is also open to all natural and legal persons from a third country which has a special agreement with the European Union (EU) in the field of public procurement on the conditions laid down in that agreement. The BEREC Office can therefore accept tenders from and sign contracts with tenderers from 35 countries, namely: the countries, which are parties to the Agreement on the European Economic Area (EEA) (the 28 EU Member States, Liechtenstein, Norway and Iceland) and 4 Stabilisation and Association Agreements (SAA) Countries (FYROM, Albania, Montenegro and Serbia). This tender procedure is not open to tenderers from countries which have ratified the Multilateral Agreement on Government Procurement (GPA).

Tenderers must bear in mind the provisions of the draft direct supply contract, which specifies the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, data protection and audits and checks.

### **3. Assessment**

The assessment of tenderers and tenders will take place in the following stages:

1. Check of the administrative documents (see point 5).
2. Check of the exclusion criteria (see point 6).
3. Evaluation of the selection criteria (see point 7).
4. Evaluation of the technical tender (see point 8.1).
5. Evaluation of the financial tender (see point 8.2).
6. Calculation of the value for money (see point 9).
7. Request and check of the remaining supporting documents (see point 10).

Those criteria will be evaluated in no particular order. The assessment procedure may end with the award of the contract.

**The tenderers' attention is drawn to the fact that at the tender submission stage only selected administrative documents and the "Declaration on honour on the exclusion criteria and selection criteria" (see Annex 1) shall be provided.**

**The remaining administrative documents and supporting documents to the "Declaration on honour on the exclusion and selection criteria" shall always only be requested from the tenderers to whom the award of the contract might be proposed. The tenderers shall have 1 (one) week to provide them.**

**Nevertheless, if necessary, the BEREC Office reserves the right to request the documents mentioned above during the tendering procedure. If requested, the tenderers shall have 1 (one) week to provide them.**

#### **4. Form and content of the tender**

Tender must be clear and concise and assembled in a coherent fashion (e.g. bound or stapled, etc.). If the tender is divided into different files, it is advised to make a table of contents for each file.

Information on the general requirements and on how to submit the tender is provided in the invitation to tender.

Please observe that the tender has to be provided on 1 original in paper format and 1 copy in electronic format (on CD or USB) enclosed in two sealed envelopes. The electronic copy should contain a scanned copy of the full package of documents and the tender in “word”, “txt” or equivalent format.

#### **5. Chapter one: Administrative information**

The table below lists which documents shall be submitted by tenderers, and at which stage.

<b>Name of the document</b>	<b>Which model form to use from the Model Offer?</b>	<b>When to be submitted?</b>
A covering letter signed by an authorised representative of the tenderer, including name, address, trade register number and e-mail address of the contact person responsible for submission of the tender.	No model form	With the tender (to be submitted only once)
Financial identification form with its supporting documents.	The form is available online <sup>1</sup>	With the tender (to be submitted only once)
Legal entity form with its supporting documents.	The form is available online <sup>2</sup>	With the tender (to be submitted only once)
In case of joint offer (see section 12.1), a declaration based on the model agreement on the “Power of attorney” signed by the authorised representatives of all the partners of the joint offer including the: <ul style="list-style-type: none"><li>• Recognition of joint and several liability by all the partners of the joint offer for the performance of the contract;</li><li>• Power of attorney for one of the partners of the joint offer</li></ul>	Annex 2	With the tender (to be submitted only once)

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<sup>1</sup> [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial-id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm)

<sup>2</sup> [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal-entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm)

<b>Name of the document</b>	<b>Which model form to use from the Model Offer?</b>	<b>When to be submitted?</b>
(co-ordinator) to represent the other parties to sign and administrate the contract.		
In case of subcontracting (see section 12.2.), the questionnaire for subcontracting must be provided signed by an authorised representative of the tenderer and of the subcontractor.	Annex 3	With the tender (to be submitted only once)

## **6. Chapter two: Exclusion criteria**

We draw your attention to the fact that you will be excluded from the participation to this open call for tenders and not be awarded the contract if you are in one of the situations described in Article 106 and 107 of the Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 as amended by Regulation (EU, Euratom) 2015/2019 of the European Parliament and of the Council of 28 October 2015, (hereafter referred to as “Financial Regulation”).

In this context, you are kindly asked to provide the declaration on honour (Annex 1) duly signed and dated, stating that you are not in one of the situations described in Articles 106 and 107 of the Financial Regulation.

<b>Name of the document</b>	<b>Which model form to use from the Model Offer?</b>	<b>When to be submitted?</b>
Declaration on honour concerning exclusion and selection criteria	Annex 1	With the tender (to be submitted only once)
Recent extract from the judicial record	No model form	Shall be requested from the tenderers to whom the award of the contract might be proposed.
Recent certificate issued by the competent authorities of the State, confirming payment of taxes.	No model form	Shall be requested from the tenderers to whom the award of the contract might be proposed.
Recent certificate issued by the competent authorities of the State, confirming payment of social security contributions.	No model form	Shall be requested from the tenderers to whom the award of the contract might be proposed.

If the person already submitted such evidence for the purpose of another procedure, its issuing dates does not exceed one year and it is still valid, the person shall declare

on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation.

## **7. Chapter three: Selection criteria**

### **7.1. Legal capacity**

Tenderers must be legally capable of performing the service contract they apply for. Tenderers' legal capacity will be evaluated on the basis of the documents that they must submit.

The table below lists which documents shall be submitted by tenderers in order to prove their legal capacity, and at which stage.

<b>Name of the document</b>	<b>Which model form to use from the Model Offer?</b>	<b>When to be submitted?</b>
Declaration on honour on the exclusion and selection criteria	Annex 1	With the tender (to be submitted only once)
A legible copy of the notice of appointment of the person(s) authorised to represent the tenderer in dealings with third parties and in legal proceedings.	No model form	Shall be requested from the tenderers to whom the award of the contract might be proposed.

### **7.2. Economic and financial capacity**

Tenderers must have sufficient economic and financial capacity to enable them to perform the contract in compliance with the contractual provisions, taking into account its value and scale. If, in the light of the information supplied by the tenderer, the BEREC Office has doubts about his financial capacity, or if it is clearly insufficient for performance of the contract, the tender may be rejected without the tenderer being able to claim any financial compensation.

The BEREC Office requires tenderers to have the following minimum financial and economic capacity:

- Annual turnover for each of the past 2 financial years for which accounts have been closed must be equal or above EUR 100 000. This criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group in case of a joint offer.

The table below lists which documents shall be submitted by tenderers in order to prove their economic and financial capacity, and at which stage.

<b>Name of the document</b>	<b>Which model form to use from the Model Offer?</b>	<b>When to be submitted?</b>
Declaration on honour on the exclusion and selection criteria	Annex 1	With the tender (to be submitted only once)



Name of the document	Which model form to use from the Model Offer?	When to be submitted?
A copy of audited balance sheets or extracts from balance sheets and profit and loss accounts for the past 2 financial years for which accounts have been closed. If the balance sheets or the statements show an average loss over the past 2 financial years for which accounts have been closed, then the tenderer must furnish another document as proof of his financial and economic capacity, such as appropriate bank references or proof of professional risk insurance cover.	No model form	Shall be requested from the tenderers to whom the award of the contract might be proposed.

If, for some exceptional reason that the BEREC Office considers justified, the tenderer is unable to provide the required documents as proof of his financial and economic capacity, he may prove his economic and financial capacity by any other document that the BEREC Office considers appropriate.

### 7.3. Technical and professional capacity

Tenderers must have sufficient technical and professional capacities to enable them to perform the contract in compliance with the contractual provisions, taking into account its value and scale. If, in the light of the information supplied by the tenderer, the BEREC Office has doubts about a tenderer's technical and professional capacity, or if it is clearly insufficient for performance of the contract, the tender may be rejected without the tenderer being able to claim any financial compensation.

The technical and professional capacity will be judged on the basis of the tenderer's expertise relevant to the required services.

In respect of the contract which is the subject of this invitation to tender, the BEREC Office requires tenderers to have the following minimum technical and professional capacity:

- The tenderer must have executed in the last three years at least three similar projects in terms of the provision of audio-visual conference equipment of a value at least EUR 20 000 (twenty thousand) each. As proof of experience the tenderer must provide three references (contracts or projects) of the most relevant clients in the last three years.

The table below lists which documents shall be submitted by tenderers in order to prove their technical and professional capacity, and at which stage.

<b>Name of the document</b>	<b>Which model form to use from the Model Offer?</b>	<b>When to be submitted?</b>
Declaration on honour on the exclusion and selection criteria	Annex 1	With the tender (to be submitted only once)
Evidence of at least three references (contracts or projects) of the most relevant clients in the last three years, accompanied by statements issued by the clients.	Annex 4	Shall be requested from the tenderers to whom the award of the contract might be proposed.

## **8. Award criteria**

The award criteria have the purpose to choose between the tenders which have been submitted by tenderers not subject to exclusion and which meet the selection criteria.

The contract will be awarded to the tenderer who submits a tender with the best price-quality ratio as determined in point 9 which takes into consideration both the Financial Offer and the Technical Offer that the tenderers must include in their replies to this call for tenders.

### **8.1. Quality (technical evaluation)**

The Technical Offer will be evaluated against the requirements specified in the Technical Specifications contained in Part B of this document and will be marked on 100 points with regard to the following award criteria:

<b>Criteria</b>	<b>Max. points</b>
Design of the audio-visual conference equipment and furniture (technical design and aesthetics)	15 points
Audio-visual conference equipment (hardware and software) and services associated with putting the audio-visual conference system into operation	30 points
Maintenance and repairs of the audio-visual conference equipment	20 points
User support related to operation of the audio-visual conference equipment	20 points
Furniture (including warranty conditions)	15 points

Tenders must score minimum 50% for each criterion and minimum 60 points in total. Tenders that do not reach the minimum quality levels will be rejected and will not be ranked.

### **8.2. Price (financial offer)**

The Financial Offer shall be presented as follows:

- 1) Price for the provision of the audio-visual conference equipment (hardware and software) and furniture including a detailed list of all provided items and materials, and services associated with putting the audio-visual conference system into operation.

- 2) Price for the maintenance and repairs of the audio-visual conference equipment per month and separately per year.
- 3) Price for the user support per hour and separately for the total estimated amount of 192 hours per year.

For the comparison of prices 1) total price for the provision of the audio-visual conference equipment (hardware and software) and furniture, and services associated with putting the audio-visual conference system into operation, 2) price for the maintenance and repairs of the audio-visual conference system per one year and 3) price for the user support during one year (192 hours in total) shall be taken into account.

Please consult part B of these tender specifications for detailed technical specifications of the all above mentioned categories of supplies and services.

The Financial Offer must fulfil the following requirements:

- Prices must be expressed in euro.
- Prices must be expressed to a maximum of 2 (two) decimal places.
- Prices must be all inclusive – all costs associated with the completion of the service, including overheads such as infrastructure, administration costs, travel and transportation costs must be included in the overall fixed price in the financial proposal (no reimbursable variable costs).
- Prices must be quoted free of all duties, taxes and charges, i.e. also free of VAT, as the European Union is exempt from such charges in the Member States under Articles 3 and 4 of the Protocol of the Privileges and Immunities of the European Union of 8 April 1965 (OJ C 83 of 30 March 2010). Exemption is granted to the BEREC Office by the government of Latvia through refund upon presentation of documentary evidence.

Tenderers are reminded that each tender must cover all the tasks referred to in this specification. Bidding for only some of the tasks is not allowed and will lead to the exclusion of the tender.

In the event of any discrepancy between the sum based on the unit prices and the total prices, the unit prices will take precedence.

Tenderers must guarantee that the prices expressed in their tenders are the maximum prices over the duration of the contract.

## 9. Final award

Price (financial evaluation) and quality (technical evaluation) will be given the respective following weighting: 35/65.

The score for a tender will thus be determined by the following formula:

score for tender X	=	cheapest price	*	100	*	price weighting (in %)	+	total quality score (out of 100) for all award criteria of tender X	*	quality criteria weighting (in %)
		price of tender X								

## **10. Check of the supporting documents**

The tenderer whose tender offers the best value for money will be requested to provide the supporting documents for the “Declaration on honour on the exclusion criteria and selection criteria”.

Within 1 (one) week following the request he shall provide:

- Documents confirming absence of exclusion (see point 6);
- Documents related to the legal capacity (see point 7.1);
- Documents related to the economic and financial capacity (see point 7.2);
- Documents related to the professional and technical capacity (see point 7.3).

**If the tenderer does not react or does not provide the requested documents within the time-limit set out above, the tenderer may be rejected.**

In the above situation, tenderers whose tenders offered the next-best value for money will be required to submit the above mentioned documents.

## **11. Information to tenderers**

The BEREK Office will inform tenderers of decisions reached concerning the award of the contract, including the grounds for any decision not to award a contract or to recommence the procedure.

If a written request is received, the BEREK Office will inform all rejected tenderers of the reasons for their rejection and all tenderers submitting an admissible tender of the characteristics and relative advantages of the selected tender and the name of the successful tenderer.

However, certain information may be withheld where its release would impede law enforcement or otherwise be contrary to the public interest, or would prejudice the legitimate commercial interests of economic operators, public or private, or might prejudice fair competition between them.

## **12. Joint offers and subcontracting**

This point only applies to tenders involving joint tenders or subcontracting.

Where a tender involves several legal entities, they may choose between:

- Making a joint offer, in which case all the economic operators must be considered as partners and, if theirs is the successful tender, as contractors (in this case, one of the partner’s must be put forward as co-ordinator to manage the contract); and
- Making a tender in the name of only one tenderer, who is then the sole contractor if the tender is successful, the other legal entities being considered as subcontractors.

## **12.1. Joint offer**

Partners in a joint offer assume joint and several liabilities towards the BEREC Office for the performance of the contract as a whole.

In case of a joint offer, one of the partners of the joint offer (co-ordinator) should be given power of attorney to represent the other parties to sign and administrate the contract.

If the joint tender is selected, partners may be required to adopt a given legal form after they have been awarded the contract if this change is necessary for proper performance of the contract.

It is not allowed for a tenderer who tenders alone or as part of a consortium, to tender again alone or as part of a consortium.

### **Documents to submit – joint offer**

In the case of a joint offer, the following documents must be provided:

#### **Chapter one: Administrative information**

A declaration based on the model agreement on the “Power of Attorney”, signed by the legal representatives of all the partners of the joint offer including the:

- Recognition of joint and several liability by all the partners of the joint offer for the performance of the contract;
- Power of attorney for one of the partners of the joint offer (co-ordinator) to represent the other parties to sign and administrate the contract.

If the partners of the joint offer have already set up a consortium or similar entity to that end, they should state this in their tender, together with any other relevant information and connected documentation.

The legal entity form and its supporting documents must be submitted by each partner of the joint offer.

*Only the co-ordinator must return the financial identification form*

#### **Chapter two: Exclusion criteria**

Each partner of the joint offer must fill in and return the declaration of honour. Each partner of the consortium to whom the contract is to be awarded shall provide, within 1 (one) week following the request, the evidence referred to in point 6, confirming the declaration of honour.

#### **Chapter three: Selection criteria**

If the contract is proposed to the tenderer making a joint offer, each of the partners of the joint offer will be requested to provide the documents regarding the legal capacity, as specified in point 7.1.

If the contract is proposed to the tender making a joint offer, each of the partners of the joint offer will be requested to provide the documents regarding the economic and financial capacity, as specified in point 7.2.

The documents concerning the professional and technical capacity have to be completed once for all the partners of a joint offer, but it must be indicated to which partner the described capacities belong.

#### **Chapter four and five: Award criteria**

The documents relating to the award criteria shall be provided once by the coordinator representing the consortium.

#### **12.2. Subcontracting**

If certain tasks provided in the contract are entrusted to subcontractors, the contractor retains full liability towards the BEREK Office for performance of the contract as a whole. Accordingly:

- The BEREK Office will treat all contractual matters (e.g. payment) exclusively with the contractor, whether or not the tasks are performed by a subcontractor;
- Under no circumstances can the contractor avoid liability towards the BEREK Office on the grounds that the subcontractor is at fault.

During execution of the contract, the contractor will need the BEREK Office's express authorisation to replace a subcontractor with another and/or to subcontract tasks for which subcontracting was not envisaged in the original tender.

The responsible authorising officer reserves the right to accept or reject the proposed subcontractor. In order to do so he may demand the requisite proof to establish whether the subcontractor(s) complies/comply with the requisite criteria. The BEREK Office's authorisation will always be granted in writing.

The BEREK Office is entitled to reject any subcontractor who does not comply with the exclusion and/or selection criteria.

If the contract is awarded to a tenderer who proposes a subcontractor in his tender, this equates to giving consent for the subcontracting.

#### **Documents to submit – subcontracting**

If the tender envisages subcontracting, it must include the following.

#### **Chapter one: Administrative information**

The questionnaire for subcontracting, including a letter of intent signed by a legal representative of the tenderer and of subcontractor. Please provide one questionnaire per contractor.

## **Chapter two: Exclusion criteria**

Subcontractors must provide the duly signed declaration of honour. In case of doubt on this declaration of honour, the BEREC Office will request the evidence referred to in paragraph 6.

## **Chapter three: Selection criteria**

During the contract award procedure or performance of the contract the BEREC Office reserves the right to require tenderers to supply information about the legal, financial, economic, technical and professional capacity of the proposed subcontractor(s).

However, in case the tenderer relies on the capacity of subcontractors for fulfilling the selection criteria, the documents related to the economic and financial and/or professional and technical capacity as defined in point 7.2 and/or 7.3 shall be provided.

## **Chapter four and five: Award criteria**

The documents relating to the award criteria shall be provided only by the tenderer.

## PART B. TECHNICAL SPECIFICATIONS

### 1. Definitions

Procedure	Open call for tender
Contracting authority	BEREC Office
Purpose	This call for tenders aims for the signature of a direct supply contract for the provision of audio-visual conference equipment and furniture and related services to the BEREC Office.
Lots	This public contract will be treated as one lot only.
Volume	See technical specifications for the estimated volumes of material and services to be provided.
Variants	No variants are permitted.
Subcontracting	Subcontracting is permitted. In case the part of the contract to be subcontract exceeds 10% of the value of the contract, the subcontractor and its share in the contract must be clearly identified in the offer.

### 2. Description of the site, site visit and delivery arrangements

In the building at Z.A.Meierovica boulevard 14, Riga where the BEREC Office has its seat there is one elevator accessible from the ground floor of the building. The elevator is of the following size and capacity: door width 890 mm, depth 1220 mm, height 1930 mm and nominal load 480 kg. The office doors openings are 1.30 m wide and 2.68 m high.

The meeting room's floor space is 58,3 square meters (approx. size 8,89 x 6,59 x 4,15 m ceiling height). Adjacent to the meeting room there is a small service room with the floor space of 7,3 square meters and the ceiling height 2,98 m. The service room is part of the meeting room and therefore can be used for the storage of equipment supporting the audio-visual conference system (e.g. audio-visual conference control unit).

Copies of the meeting room layouts will be distributed to the potential tenderers to the procurement procedure exclusively during the site visit. Please note that the layouts may be used exclusively for the purpose of preparation of a tender and potential performance of the contract. The information must be treated as confidential and not disclosed to any third party without prior consent of the BEREC Office.

Site visit is foreseen at the BEREC Office's premises on the **20 September 2016 at 10.00 am.** Representatives of the potential tenderers to the procurement procedure can participate – limited to two persons per tenderer. The names of representatives must be communicated to the BEREC Office by e-mail to [procurement@berec.europa.eu](mailto:procurement@berec.europa.eu) on the 19 September 2016 at 12.00 am the latest.



BEREC Office's premises will be available for delivery, assembly and installation works from Monday to Friday between 09.00 and 18.00 hrs, except agency's holidays which are not necessarily the same as Latvian public holidays.

Deliveries and/or works on weekends will be possible only in exceptional cases with prior notice to the BEREC Office (minimum 3 days in advance).

The contractor must provide all necessary means, e.g. trucks, hampers, racks, lifts, trolleys and tools to ensure the smooth and timely delivery and installation of the equipment. All packing and transport material must be removed by the tenderer. Dirt caused by transport or installation must be removed by the contractor. The contractor must provide and place protective materials for lifts, floors, door frames etc. to avoid damage during the transportation and installation of the equipment.

### **3. Design of audio-visual conference system and furniture**

The design of the audio-visual conference system and furniture (both technical – presented as a drawing including block diagram and aesthetic - presented as a visualisation) must be proposed taking into account these technical specifications, the capacity, dimensions and the interior design of the meeting room. A copy of the layout of the meeting room will be handed to each potential tenderer during the site visit.

The solution of the audio-visual conference system should be designed as for the fixed solution meaning that the equipment may be built right into the furniture. The entire solution of the audio-visual conference system and furniture should be adaptable for any possible future moving of it to a bigger or smaller meeting room by extending or reducing it in size as a separate project.

The interior of the meeting room is common, formal and representative. Tenderers should aim at ensuring that their proposed audio-visual conference equipment and furniture fits the interior of the meeting room. All elements should not stand out but match the concept and the overall appearance of the given area creating a uniform and harmonic environment. This includes common elements, colours and design.

### **4. Requirements for audio-visual conference system**

The BEREC Office requires its meeting room to be equipped with high quality audio-visual conference equipment designed based on details provided in these technical specifications and the site visit. The contract shall cover the provision of audio-visual conference equipment and services associated with putting the audio-visual conference system into operation. It shall also cover maintenance and repairs and user support. The proposed audio-visual conference equipment and furniture must be new and unused.

Tenderers must include in their offers a complete list of all items and materials required to put the entire audio-visual conference system into operation even if some items as sound amplifier etc. are not specifically mentioned in these technical specifications. Any furniture needed to support the audio-visual conference system (stands, pedestals etc.) must be included in the tender.

Audio-visual conference equipment must be subject to a warranty period of at least

one year. The warranty should include repairs or replacement of defective parts at the BEREC Office's premises free of charge. When repair is not possible, a replacement for the defective equipment must be provided within the offered response time. Better warranty conditions and shorter response times will be of added value when assessing the quality of the audio-visual conference equipment.

The entire audio-visual conference system must be equipped with a UPS to protect it against a power source failure or voltage spike.

At the submission of a tender, the offered equipment must not be included in the list "End of Sale" by the producer. All the equipment must have the CE Marking certifying the product compliance with the European health, safety and environmental protection legislation.

Tenderers are required to submit a detailed time plan for the provision of the audio-visual conference equipment and furniture as well as putting it into operation (including provision of a training session described in point 4.11). This part of the contract shall be implemented within 60 calendar days after the signature of the contract. As soon as the audio-visual conference equipment and furniture are accepted by the BEREC Office, the contractor shall start providing maintenance and repair and user support services.

#### **4.1. Control panel**

The entire audio-visual conference system must be controlled by a wireless key pad control panel for the selection of various audio-visual conference modes (presentation, video conference, web streaming, audio conference, recording, enabling cameras, microphones etc.) The control panel must cooperate with the multimedia control unit and be supported by table-top charging unit and minimum 6" touch screen. The system must be of fully digital technology, able to power 100 conference units and control 250 conference units with selectable operation modes and TCP/IP control, encrypted sound, multiple group outputs and CAT5e (FTP and/or STP) cabling.

#### **4.2. Digital conference system**

Basic functions of the conference system:

- For every two seats, 1 discussion unit comprising the following:
  - 1 gooseneck microphone (40 – 50 cm)
  - Lockable XLR socket for gooseneck microphone
  - Display indicating that the unit is active/participant is present
  - Microphone button with a light indicating that the microphone is active
  - High quality built-in loudspeaker
  - Volume controller
  - Two stereo headphone sockets
  
- 1 chairman discussion unit comprising the following:
  - 1 gooseneck microphone

- Lockable XLR socket for gooseneck microphone
  - Display indicating that the unit is active/participant is present
  - Microphone button with a light indicating that the microphone is active
  - High quality built-in loudspeaker
  - Mute function
  - Volume controller
  - Stereo headphone socket
- Touch monitor for displaying an individual participant positions with the option to allocate preferred speakers in a simple way.

The system must support any available conference modes (open discussion, one speaker, two speakers etc.)

The conference system must have the facility for connecting to the audio call and video conference systems which allows several remote parties with minimum technical requirements to attend meetings virtually.

### **4.3. Video tracking system**

Moving cameras are positioned so that, when a speech station is activated, the camera automatically switches to the active speaker. When there is a switch from one speaker to another, a separate video camera shows full-size image of the meeting room until the respective camera reaches the required position.

Cameras must be at least 10x zoom, 1080p full HD PTZ cameras.

### **4.4. Projection**

Images are projected to a multi-screen video wall with a total image size at least 1,5 x 2,5 m.

Additional monitors/video walls are hanged on the walls to aid the projection. Amount and size of the monitors/video walls must be sufficient for all meeting participants to ensure visibility and clarity of the projected content. Proper line of sight must be ensured.

Monitors must be of UHD technology as minimum. The system must be interoperable with the audio-visual conference equipment. It must support both HDMI and VGA resolution and be equipped with respective cabling infrastructure.

During the presentation mode the proposed system must ensure minimum 2 wireless devices to be able to be projected via USB ports on speaker laptops.

### **4.5. Multimedia control system**

The multimedia control system must be able to route/control any signal/mode of the various inputs to any of the foreseen output devices of the audio and video conference systems. The system must have a simple control panel.

#### **4.6. Quality public address system**

The quality public address system consists of loudspeakers optimized for high quality audio and video conference calls. The loudspeakers must be of a sufficient capacity for the size of the meeting room and match with the design of the meeting room.

#### **4.7. Digital voice recording**

The audio-visual conference system must be supported by the digital audio recording facility to be deployed in the service room.

#### **4.8. Wireless microphone system**

A two-channel wireless microphone system consisting of 2 hand-held microphones, 2 microphone battery chargers and 2 clip-on microphones must be installed in the meeting room and in parallel mode it does not cause any interference.

The entire wireless microphone system must be immune from any interference including by mobile phones.

#### **4.9. Video conference system**

The video conference system must be compatible with the BEREC Office's existing video conference application namely "VidyoDesktop release 3.6.5.011" (working with Avaya Scopia XT 5000 and XT3500). Tenderers are not requested to offer this service but their proposal must be compatible with it.

The video conference system must be connected to a video matrix, audio matrix and the conference system. It must also be connected to the tracking (PTZ) cameras.

The video conference system must be H323 or SIP standards based and be compatible with the BEREC Office's stakeholders' video conference solutions (e.g. video conference systems by Cisco/Tandberg and Polycom).

The video conference system must be compatible with any end user IP device, it must support multiple simultaneous HD cameras, it must have an acoustic echo cancellation, an automatic noise suppression, and it must support IPv4 and IPv6.

The system must support high definition (HD) standards for every video conference, meaning that all compatible systems who initiate calls for joining any of the functioning virtual rooms will connect with HD quality.

The video conference system must provide secure, encrypted access and connection to web interface in order to facilitate management of content security and privacy for all point to point video and audio connections. Through this web interface, the BEREC Office's authorized staff members must be able to manage the configuration (including password and equipment) of the video conference sessions.

The video conference system must ensure sharing presentations using an HDMI cable for the presentations made from the chairman's place and a wireless solution for the

presentations made from anywhere in the room (Windows, Mac and iPad devices/tablet computers must be supported). The system must also support sharing a laptop presentation with remote attendees connected to the video conference system. In case there is more than one connected participant it must be possible to present them on the monitors of the video wall and on any other output monitor.

The system must support recording and web streaming of the video conference sessions. Tenderers are not required to offer the video streaming service but the provided technologies must have a functionality of the video streaming.

#### **4.10. Audio call conference**

Tenderers are required to provide audio call conference facilities but audio call conference service is not required.

#### **4.11. Services associated with putting the audio-visual conference system into operation**

Installation, cable ducting, insulation and cable identification, on site system solution configuration, testing, commissioning, provision of as-build documentation, acceptance testing, training session and other services related to putting the audio-visual conference system into operation.

At the final acceptance of the audio-visual conference system, the contractor shall deliver training to a small group of BEREC Office staff on the usage and the functionalities of the audio-visual conference system. User's manual/guide must also be provided during this training session.

Where foreseen, installation includes pulling cabling through the appropriate ducts in the furniture and connection to the power net, so that the electric devices are ready for use. All the cabling, connectors, outlets and similar needed to connect all devices and make the system functional must be provided by the contractor. Cables must be hidden in a professional manner and not lie on the floor or present a health and safety risk.

#### **4.12. Maintenance and repairs**

The work relates to the maintenance and repairing of the audio-visual system as and when required. The BEREC Office expects the contractor to maintain the audio-visual conference equipment with full conformity of the manufacturer's recommendations.

The contractor is requested to provide two preventive maintenance visits a year. Following each visit, a detailed report needs to be provided including all equipment condition and all works undertaken during the visit. During the preventive maintenance visits, the contractor is expected to update the firmware of the audio-visual equipment to the latest version in accordance with the manufacturers' recommendations.

The BEREC Office expects the contractor to repair any faulty audio-visual equipment as and when required, with an all-inclusive service. This all-inclusive service should include all call out (even if due to user error), fault investigation, repairs, labour and

materials and related costs per month during entire duration of the contract. Any faulty item of equipment that cannot be rectified onsite should be replaced temporarily with an equivalent item for the time required for the resolution of the issue. More points will be given to the tender that offers shorter response times (6, 8 hours or similar) in relation to the repairing and/or replacement of the faulty equipment.

The contractor will keep a log of all the maintenance issues at the BEREC Office and produce monthly reports on the amounts of visits, faults, resolution times including any suggestions the contractor may have on how to optimise the health of the equipment.

#### **4.13. User support**

The contractor is expected to provide on-site user support related to operating the equipment within BEREC Office's working hours. It is estimated that the BEREC Office may need up to 16 hours of user support per month i.e. 192 hours per year.

More points will be given to the tender offering shorter availability time to provide on-site user support after the request is received.

### **5. Requirements for the furniture**

The BEREC Office's objective is to furnish its meeting room with high quality, functional, durable, comfortable and ergonomically sound furniture with adequate warranty period.

Warranty period for the furniture must be at least 2 years. The warranty should include repairs or replacement of defective parts at the BEREC Office's premises free of charge.

Final choice of furniture colours will be made by the BEREC Office after the conclusion of the contract based on the samples, colour cards offered by the successful tenderer.

Furniture legs must not damage or leave traces on the flooring. The tenderer will ensure that the furniture is adequately equipped with suitable legs for the parquet flooring.

#### **5.1. Conference table**

The proposed conference table shall be of the size to allow maximum number of participants (not less than 30) be comfortably seated at the conference table. When assessing quality of the offered furniture more points will be given to the tender offering the conference table for more participants but respecting standards for the space needed for each meeting participant. The conference table may consist of several parts that can be easily connected.

For each meeting participant sitting at the conference table there must be an electricity outlet (schuko type) for charging his laptop and an outlet to connect to the internal IP network. Outlets must be integrated in the conference tables using panels in the tables (e.g. one panel with two electricity outlets and two network outlets for every two meeting participants). The electricity outlets must be connected to the power net and the network outlets must be connected to the internal network. All

material (AC cabling, IP network cables (CAT5e), extensions, switches, outlets etc.) must be provided by the contractor.

The cable management systems must be hidden under table tops horizontally and/or vertically.

Surface material for the conference table must be shock and scratch resistant, waterproof, smooth and robust. The surfaces may not be reflective.

## **5.2. Conference chairs**

Depending on the provided capacity of the conference table in terms of the amount of meeting participants to be seated around the conference table, respective amount of ergonomic and comfortable conference chairs must be provided. Minimum abrasion resistance of the upholstery material must be 100 000 Martindale.

## **5.3. Conference chairs with writing tablet**

Conference chairs with writing tablet for 20 meeting participants sitting in the secondary seats must be of the similar style as the conference chairs for the participants sitting at the conference table. Extensions of AC outlets to serve each participant sitting in the secondary seats must be provided.

## **5.4. Shelving units**

4 open shelving units must be installed in the service room. Each shelving unit will be at least 0,80 m long and 2 m high and will have 4 – 5 shelves each. The shelving units will be used for the storage of meeting materials and for the equipment supporting the audio-visual system (e.g. audio-visual conference control unit).

## **5.6. Associated services**

Associated services include assembly and installation of the furniture.