

# TENDER SPECIFICATIONS

PS/SUP/IMS/010/2022

Supply and installation of conference audio equipment (microphones)

Low value contract

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## TENDER SPECIFICATIONS

### 1. Introduction

The contracting authority is the Permanent Secretariat of the Transport Community (hereinafter referred to as “contracting authority”), represented by the Director of the Permanent Secretariat or its duly authorised representative.

Permanent Secretariat of the Transport Community intends to conclude a contract for supply and installation of audio equipment (microphones and optionally speaker system) to be added to the existing video-teleconferencing system in the conference room, in accordance with the specifications set out in the procurement documents, which shall improve the audio coverage , providing excellent quality of sound for both physically present participants and the online participants.

When drawing up their tenders, tenderers shall take into account the provisions in these tender specifications, draft contract and in the letter of invitation to tender, which specify the rights and obligations of the contractor, particularly those on payments, confidentiality, checks and audits.

### 2. Subject of the contract

#### 2.1 Description

The Secretariat hosts frequent meetings and conferences on a regular basis with participants coming from Contracting Parties and other stakeholders. There is a designated meeting room at the seat of the Secretariat serving this purpose, with already installed video teleconferencing equipment which includes cameras, TV screens and two Nureva HDL300 audio conferencing devices. The room is 177 sqm large and can host up to 40 participants. For more information on the existing equipment to which the audio system needs to be coupled with, please see Annex 5.

The Secretariat is now seeking a vendor that can provide additional equipment to enhance the existing audio system by supplying **stand-alone conference microphones** for the individual participants inside the meeting room and potentially supply of a speaker system for audio amplification inside the room.

Having in mind the existence of the said speaker system, the tenderers should evaluate whether their proposed solution for audio amplification can integrate with Nureva HDL devices, or instead they shall propose to supply and install a separate speaker system. The preference of the contracting authority is integration with the existing speakers.

The objectives are: amplification of the sound within the conference room, so that participants sitting at far ends of the meeting room can clearly hear each other, and transferring this sound to the online participants.

Another requirement is for this equipment to be scalable ie for connection to translation equipment (translation booths, additional microphones, headphones etc.).

The microphone solution can be wired or wireless, depending on what fits in better with the existing equipment and is realistic in terms of budget. The chosen solution needs to be expandable, in case more units need to be added in the future. The conference room can accommodate up to 40 participants,

therefore the microphone solution should ensure that each participant can access a microphone and can be clearly heard within the room and online.

The minimum requirements that should be met include:

- Shielded microphone, immune to mobile phone interference;
- Microphone On/Off button;
- Headphone output;
- Audio quality: 16 bit digital;
- Frequency response: 25 Hz-15,000 Hz ( $\pm 3$  dB);
- Certification: Europe CE

When it comes to installation, the tenderer needs to ensure that the system is fully integrated into the existing equipment, also in terms of cabling, so that there are no loose or untidy cables left after installation. When providing the offer, the tenderer should include all necessary elements needed in order to have a fully functioning system, meaning the actual equipment, as well as all necessary tools and supplies for installation (cables, connectors, etc.) and, therefore, should supply them.

## **2.2 Warranty and Post Warranty maintenance support:**

- Warranty Period: 12 months after the Operation Acceptance (operational maintenance)

All problems (functional and hardware, except hardware problems occurred due to improper handling of equipment such as breakages etc.) that will occur during the Warranty period will be fully handled by the tenderer at the cost included in the offer for supply and installation of communication equipment.

The maximum responsive time on settling the problem should be no longer than 48 hours and hardware replacement in the warranty period should be covered by tenderer. The tenderer's support must be available during the working hours 9-17 business days

The tenderer must provide a HELP DESK number to be available for the contracting authority at least during its working hours (from 9 am until 5 pm each working day).

## **2.3 Additional Services: Training**

The tenderer must include following training in the offer:

- 1 day (up to 6 hours) system administration training for four (4) persons;

Tenderer should provide these training services with hands on experience on the subject of training.

The courses relating to the administration of the system will be aimed at training of the administration who will be responsible for the management of communication equipment.

These courses should provide practical training on use cases on three different cases:

- Physical meeting only inside the premises
- Hybrid meeting with physical presence and online participants
- If feasible, meeting including translation equipment

The above training shall be conducted in Secretariat premises, on the installed communication equipment using Secretariat infrastructure and IT systems.

## **3. Participation**

Participation in this procurement procedure is open on equal terms to all natural and legal persons or associations of such persons established in:

- Signing Parties of the Transport Community Treaty;
- A Member State of the European Economic Area;
- A Candidate Country to the European Union.

It is also open to all natural and legal persons established in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the multilateral Agreement on Government Procurement concluded within the World Trade Organisation applies, the participation to this procedure is also open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions it lays down.

To enable the Contracting Authority to verify the access, each tenderer must indicate its country of establishment (and in case of joint tender – the country of establishment of each group member) and must present the supporting evidence normally acceptable under the law of that country/-ies.

#### **4. Contract duration and delivery**

##### **4.1 Contract duration**

The period of contract implementation shall include:

Up to 6 weeks after the contract signature of the second party of supply and installation of the audio equipment

12 months of operational maintenance

##### **4.2 Delivery**

Permanent Secretariat of the Transport Community  
Masarikova 5/ 9th floor  
11000 Belgrade

#### **5. Maximum contract value**

The total value of the contract has been estimated at maximum as follows:

19,000.00 EUR (nine thousand euros)

#### **6. Evaluation of tenders**

##### **6.1. Verification of non-exclusion**

All tenderers must provide a **Declaration on honour** (Annex 3), signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in that declaration on honour.

##### **6.2 Selection criteria**

Any tenderer will be asked to prove that he is authorized to perform the contract under national law, as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorization, or entry in the VAT register. **Identification of the tenderer (Annex 1)** should be duly filled, and a copy of the evidence as described above should be attached.

The tenderers shall provide the **Statement of compliance with the procurement documents (Annex 2)** duly dated and signed in order to be considered technically compliant.

Technical and professional capacity

The tenderer must have successfully delivered at least two similar contract executions in the last three years preceding the tender submission deadline, with a minimum value for each of them of €10.000.

The evidence of the technical and professional capacity should be furnished on the basis of the following documents:

- a list of the supply and services delivered in the past three years, with the sums, dates and recipients

Tenders should include all documents hereby listed and meet the selection criteria in order to be considered compliant.

Only Financial Offers of compliant tenderers shall be considered, opened, and compared against each other.

Financial offer

Only the financial offer submitted by those tenderers who have submitted technically compliant tenders meeting the minimum technical requirements will be considered for the award.

The prices for the tender must be:

- in EUR currency.

## **6.5 Award criteria**

The contract shall be awarded to the compliant tenderer offering the lowest total price, as per the Financial Offer.

## **7. Terms of payment**

### **7.1 Acceptance testing: 3 days after delivery and installation**

Successful completion of the contract will be measured through a formal test performed on all equipment delivered.

The acceptance test will demonstrate that the tenderer has met requirements specified and agreed within the contract and has delivered all required documentation and an effective operational system.

At the completion of the entire system, the integration tests will be conducted in order to confirm that the delivered and installed equipment is integrated and fully functional with the existing video conference equipment.

The tenderer will have to perform quality control test on the installed equipment in the designated room at Secretariat premises in order to tune that the overall audio and video equipment settings in order to satisfy the spatial parameters of the designated room.

### **7.2 The payment shall be done:**

- 100% after delivery, testing and final acceptance by the contracting authority as specified in 7.1;

- In EURO

## **8. Content of the tender**

**The tenderers shall submit all the requested documents listed here duly signed and stamped where needed:**

1. Identification of the tenderer (Annex 1) - presenting the name of the tenderer, a statement of compliance with the procurement documents duly filled and signed (Annex 2);
2. A declaration on honour on the exclusion and selection criteria (Annex 3);
3. Signed and stamped Financial Offer (Annex 4)
4. Financial Identification Form.
5. Information about existing video teleconferencing equipment



ANNEX 1**IDENTIFICATION OF THE TENDERER****Call for tenders PS/SUP/IMS/010/2022**

<b>Identity</b>	
Name of the tenderer	
Legal status of the tenderer	
Date of registration	
Country of registration	
Registration number	
VAT number	
Description of statutory social security cover (at the level of the Member State of origin) and non-statutory cover (supplementary professional indemnity insurance) <sup>1</sup>	
<b>Address</b>	
Address of registered office of tenderer	
Where appropriate, administrative address of tenderer for the purposes of this invitation to tender	
<b>Contact Person</b>	
Surname: First name: Title (e.g. Dr, Mr, Ms) : Position (e.g. manager): Telephone number: Fax number: E-mail address:	

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<sup>1</sup> For natural persons.

<b>Legal Representatives</b>	
<b>Names and function of legal representatives</b> and of other representatives of the tenderer who are authorised to sign contracts with third parties	
<b>Declaration by an authorised representative of the organisation<sup>2</sup></b>	
I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.	
Surname: First name:	Signature:

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<sup>2</sup> This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.

ANNEX 2

**Technical tender - Statement of compliance with the procurement documents**

**No. PS/SUP/IMS/010/2022**

I, ..... , the undersigned, being the authorised legal representative of *[to be completed with the name of the tenderer; for joint tenders, this must include all members]*, hereby declare that we have examined and accept without reserve or restriction all the terms and conditions set out in the invitation to tender, in the tender specifications and in the draft contract for the tender procedure referred to above and, where appropriate, waive the tenderer's own general or specific terms and conditions. We offer to provide the services on the basis of our technical tender and our financial tender which do not diverge in any way from the requirements described in the procurement documents as drafted by the contracting authority. Our tender complies with all the technical requirements indicated in the tender specifications.

We also undertake to respect these requirements scrupulously during the performance of the framework contract in case we become the awardee of the contract.

Name of the legal representative of the tenderer:

Signature:

Date:

ANNEX 3

1. An economic operator shall be excluded from participation in procurement procedures if:

(a) the economic operator is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;

(b) it has been established by a final judgment or a final administrative decision that the economic operator is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;

(c) it has been established by a final judgment or a final administrative decision that the economic operator is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the economic operator belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;

(ii) entering into agreement with other economic operators with the aim of distorting competition;

(iii) violating intellectual property rights;

(iv) attempting to influence the decision-making process of the contracting authority during the procurement procedure;

(v) attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;

(d) it has been established by a final judgment that the economic operator is guilty of any of the following:

(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995 (\*);

(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the law of the country where the contracting authority is located, the country in which the economic operator is established or the country of the performance of the contract;

(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA ;

(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;

(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;

(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

(e) the economic operator has shown significant deficiencies in complying with main obligations in the performance of a contract financed by the budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;

(f) it has been established by a final judgment or final administrative decision that the economic operator has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95 .

2. In the absence of a final judgment or, where applicable, a final administrative decision in the cases referred to in points (c), (d) and (f) of paragraph 1, or in the case referred to in point (e) of paragraph 1, the contracting authority shall exclude an economic operator on the basis of a preliminary classification in law of a conduct referred to in those points, having regard to established facts or other findings contained in the recommendation of the panel referred to in Article 108. The preliminary classification referred to in the first subparagraph does not prejudice the assessment of the conduct of the economic operator concerned by the competent authorities of the Member States under national law. The contracting authority shall review its decision to exclude the economic operator and/or to impose a financial penalty on it without delay following the notification of a final judgment or a final administrative decision. In cases where the final judgment or the final administrative decision does not set the duration of the exclusion, the contracting authority shall set this duration on the basis of established facts and findings and having regard to the recommendation of the panel referred to in Article 108. Where such final judgment or final administrative decision holds that the economic operator is not guilty of the conduct subject to a preliminary classification in law, on the basis of which it has been excluded, the contracting authority shall, without delay, bring an end to that exclusion and/or reimburse, as appropriate, any financial penalty imposed.

Name of the legal representative of the tenderer:

Signature:

Date:

ANNEX 4 – Financial Offer

Nr.	Short Description	Long Description	Unit of measure	Quantity	Price / unit EUR	Total EUR
1	Supply, installation and operational maintenance of conference audio equipment (microphones and speaker system)	- Conference microphones delivery and installation, with including all ancillary elements such as connectors, amplification devices, cabling, connectors etc..	Piece	20		
		- 12 months operational maintenance				
		- Optional: speaker system including ancillary elements such as connectors, amplification devices, cabling, connectors etc.	Piece			
2	Training	- system administration training for four (4) persons	Day	1		
		-				
					Subtotal:	
					VAT:	
					TOTAL:	

Remark: the total cost includes any shipment or delivery costs.

Name and signature of the Legal Representative: \_\_\_\_\_/\_\_\_\_\_; Date: \_\_\_\_\_

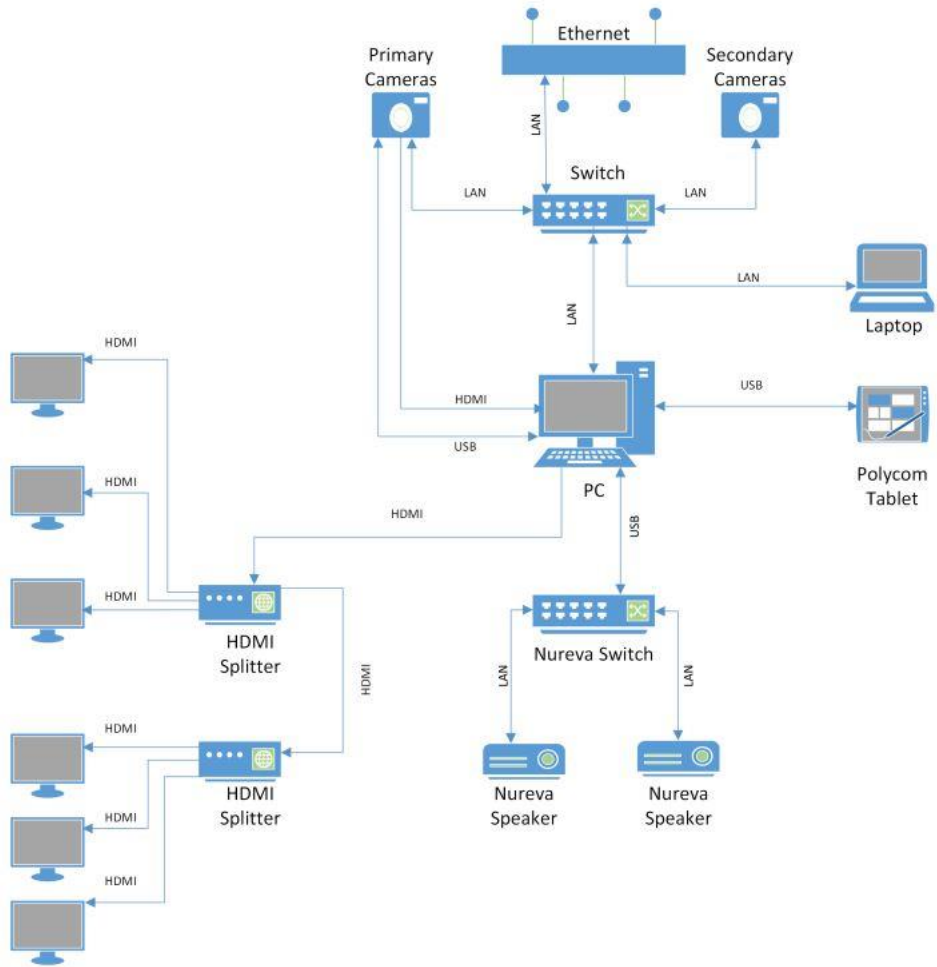
## ANNEX 5 – EXISTING VIDEO TELECONFERENCING EQUIPMENT IN ROOM

In the meeting room, a Polycom video and audio conference system involving a set of televisions, speakers and cameras connected to a central computer, which is responsible for running and managing online meetings with remote users, was installed and put into operation. The cameras have integrated microphones which are used for positioning the camera towards the speaker, as well as built in artificial intelligence for tracking the active person speaking for precise positioning and zooming . The TV sets are used for displaying video streams of remote participants of the virtual meeting as well as for screen sharing of user laptops and presentations.

The existing Polycom conference room equipment includes the following devices:

- Two “Eagle Eye Director 2” sets of cameras;
- Ethernet switch;
- Lenovo central computer;
- Polycom tablet;
- HDMI Splitters;
- Six TV sets;
- Nureva switch;
- Nureva speakers.

The system is comprised of four main components, all connected to the central computer which is responsible for communication between them. First are the two sets of autonomous cameras which communicate with each other, with the central unit and the external network through an Ethernet switch. All four devices are connected with LAN cables, and in addition to that, the primary set of cameras is connected to the central unit with both a USB and HDMI cables. The second component is the control component and it involves a Polycom tablet and, optionally, a laptop for advanced configuration of the cameras. The tablet device is connected to the central unit via USB interface while the administrator laptop is connected to the first main component switch via a LAN cable. The third and fourth main components are the audio and video subsystems which involve one Nureva switch with two Nureva speakers with both speakers connected to the switch with LAN cables, and two HDMI splitters connected through HDMI to three television sets each with the splitters connected via an HDMI as well, respectively. The video subsystem is connected to the central unit through the HDMI port on the HDIM splitter which is forwarding the HDMI signal to the other one, while the audio subsystem is connected to the central unit through the USB interface on the Nureva switch. The connection diagram of the entire system is shown on the following image.



The specification of the video tele-conferencing system installed and put into operation is as per below:

Item No.	Item	QTY
1	POLY G10-T Video Conference/Collaboration System: Microsoft Teams Codec, GC-8 Touch Controller, Lenovo Thinksmart Tiny, Wall/Vesa Mount, Cables: 10m Fiber USB, HDMI 1.2m, USB Type A to Micro USB-B 1.83m; NTSC/PAL; ower:EURO-Type C,CE 7/7	1
2	Partner Premier, 5 Year, POLY G10-T Video Conference/Collaboration System: Microsoft Teams Codec, GC-8 Touch Controller	1
3	EagleEye Director II with 2-EagleEye IV-12x cameras,pwr supply,Euro pwr cord.Interworking with RP Group series systems requires: HDCI input on codec,RP Group series systems sw v6.1 or later.Work as a USB camera system need SW 1.1 or later.Mnt Cnt Reqd.	2
4	Partner Premier, 5 Year, EagleEye Director II with 2-EagleEye IV-12x cameras	2
5	Vogel's PFW6800 WALL mount display	2
6	Mobile media cart 65"-75" Peerless-AV SR560M	4
7	Nureva Dual HDL300	2
8	CRESTRON 'HD-DA4-4KZ-E 1:4 HDMI® Distribution Amplifier w/4K60 4:4:4 & HDR Support	1
9	Eaton Rack RAA24810PSB13U RA Series 24Ux800Wx1000D Perf, with sides	1
10	TV LG OLED55A13LA/ OLED/ 55"/ Ultra HD/ smart/ webOS ThinQ AI	6