

# Specifications for Video Conferencing System

## 1. SCOPE OF WORK

- Supply and install a Video Conferencing System
- Provide a minimum of 1-year after sales support service

## 2. BID PROPOSAL REQUIREMENTS

The bid proposal shall include the following information and each requirement shall be clearly addressed with relevant supporting documents and other necessary details to be considered to have fulfilled the requirements.

#	Requirement	Details
1	Company profile	<ul style="list-style-type: none"><li>▪ Experience in the relevant field shall be included</li></ul>
2	Evidence of previous experience	<ul style="list-style-type: none"><li>▪ Reference letters shall be provided as evidence of previous experience for supplying and installing video conferencing systems</li></ul>
3	Proposed support plan for the initial first year	<ul style="list-style-type: none"><li>▪ shall provide post implementation support for a minimum of one year without additional charges</li></ul>
4	Delivery Period	<ul style="list-style-type: none"><li>▪ Shall be delivered within a maximum of 45 days.</li><li>▪ If additional time is required for delivery, it should be clearly mentioned with reasons and supporting documents</li></ul>
5	Technical specifications checklist	<ul style="list-style-type: none"><li>▪ Proposal shall be fully compliant with the specifications given in section <b>2.1. Technical Specifications Checklist</b></li></ul>
6	Financial proposal	<ul style="list-style-type: none"><li>▪ Financial proposal shall be included in the bid document</li></ul>

## 2.1. Technical Specifications Checklist

Proposed solution shall be compliant with the requirements below.

#	Requirements	Details
1	Required item	<ul style="list-style-type: none"><li>Video Conferencing System</li></ul>
2	Conference room size	<ul style="list-style-type: none"><li>System shall cater for a conference room size of 25 seats (<i>round table</i>)</li></ul>
3	Brand	<ul style="list-style-type: none"><li>Should be an established brand in the market</li></ul>
4	Video	<ul style="list-style-type: none"><li>Camera shall support 4K Ultra HD resolution</li><li>Shall be able to connect the system to existing Samsung Smart TV (<i>Model:UA65AU7000KXXT</i>) or other similar display equipment</li></ul>
5	Sound	<ul style="list-style-type: none"><li>Proposed number of mics/speakers and coverage shall be adequate for the room.</li></ul>
6	PTZ capability	<ul style="list-style-type: none"><li>Indicate PTZ features and room coverage with sufficient details</li></ul>
7	Compatible Platforms	<ul style="list-style-type: none"><li>Shall be compatible with Google Meet, Zoom and Microsoft Teams</li></ul>
8	Expandability	<ul style="list-style-type: none"><li>Shall support future expansion for a larger room size. Indicate maximum coverage supported</li></ul>
9	Connectivity	<ul style="list-style-type: none"><li>Details shall be given for connectivity with a laptop, tablet and mobile</li><li>Available modes of connectivity (Wi-Fi, Bluetooth etc)</li><li>connectivity with other devices / available ports</li></ul>
10	Remote control	<ul style="list-style-type: none"><li>Indicate remote control features</li></ul>
11	Cabling	<ul style="list-style-type: none"><li>Cabling requirements</li><li>Features in the system for minimizing cabling</li></ul>
12	Power requirements	<ul style="list-style-type: none"><li>Indicate details of power requirements for all the devices</li></ul>
13	Additional features	<ul style="list-style-type: none"><li>Indicate additional/advanced features provided by the system</li></ul>
14	Optional items	<ul style="list-style-type: none"><li>Include optional items with prices</li></ul>
15	Warranty	<ul style="list-style-type: none"><li>Warranty details for parts and services</li></ul>

### 3. EVALUATION CRITERIA

Proposed bids will be evaluated as per the criteria in table **3.1 Bid proposals evaluation criteria**

#### 3.1. Bid proposals evaluation criteria

#	Requirement	Additional details	Score %
Section A	Evidence of previous experience	<ul style="list-style-type: none"><li>▪ 5 Points for each past project (Reference letter shall be submitted)</li><li>▪ Reference letters for up to 6 projects, within the past 3 years, may be submitted</li></ul>	10
Section B	Technical evaluation	Technical evaluation criteria are given in table <b>3.1.1 Technical Evaluation Criteria</b>	45
Section C	Price	Bid with the lowest price will be given full score and other bids will be given in proportion to the lowest price	45
Section D	Product Demo & Presentation	Proposals that get the highest scores (total score from Sections A, B and C) will be invited for a product demo and presentation. [15%]	

Final score = Section A + Section B + Section C + Section D

### 3.1.1 Technical Evaluation Criteria

Score allocation for technical evaluation is as in below table:

#	Requirements	Details	Score
1	Conference room size	<ul style="list-style-type: none"> <li>▪ System shall cater for a conference room size of 25 seats (<i>round table</i>)</li> <li>▪ Documental evidence shall be provided</li> </ul>	[1-5]
2	Brand	<ul style="list-style-type: none"> <li>▪ Should be an established brand in the market</li> </ul>	[1]
3	Video	<ul style="list-style-type: none"> <li>▪ 4K Ultra HD resolution</li> <li>▪ Shall be able to connect to existing Samsung Smart TV</li> </ul>	[1]
		<ul style="list-style-type: none"> <li>▪ Advanced video features</li> </ul>	[1-5]
	Field of View	<ul style="list-style-type: none"> <li>▪ Horizontal/vertical</li> </ul>	[1-5]
4	Sound	<ul style="list-style-type: none"> <li>▪ Proposed number of mics/speakers and coverage shall be adequate for the room. Supporting documents from vendor shall be provided.</li> </ul>	[1]
		<ul style="list-style-type: none"> <li>▪ Advanced sound features</li> </ul>	[1-5]
5	PTZ capability	Pan	[1-5]
		Tilt	[1-5]
		Zoom	[1-5]
6	Compatible Platforms	<ul style="list-style-type: none"> <li>▪ Shall be compatible with Google Meet, Zoom and Microsoft Teams</li> </ul>	[1]
7	Expandability	<ul style="list-style-type: none"> <li>▪ Should support future expansion for a larger room size. Indicate maximum coverage supported by the system</li> </ul>	[1-5]
8	Connectivity	<ul style="list-style-type: none"> <li>▪ Details shall be given for connectivity with a laptop, tablet and mobile.</li> <li>▪ Ease of connectivity</li> </ul>	[1-5]
		<ul style="list-style-type: none"> <li>▪ Wireless connectivity features (Wi-Fi, Bluetooth etc)</li> </ul>	[1-5]

		<ul style="list-style-type: none"> <li>▪ Wired connectivity with other devices / available ports</li> </ul>	[1-5]
9	Remote control	<ul style="list-style-type: none"> <li>▪ remote control features</li> <li>▪ Ease of use and control</li> </ul>	[1-5]
10	Cabling	<ul style="list-style-type: none"> <li>▪ Features in the system for minimal cabling</li> </ul>	[1-5]
11	Power requirements	<ul style="list-style-type: none"> <li>▪ Indicate details of power requirements for all the devices</li> <li>▪ Ease of power supply</li> </ul>	[1-5]
12	Warranty	<ul style="list-style-type: none"> <li>▪ Warranty for parts</li> </ul>	[1-5]
		<ul style="list-style-type: none"> <li>▪ Warranty for services</li> </ul>	[1-5]
13	Additional features	<ul style="list-style-type: none"> <li>▪ Indicate additional useful advanced features provided</li> </ul>	[1-5]