Request for Proposal

**ECMWF/RFP/2022/326**

**for**

**provision of functional design specification for**

**audio visual (AV) refit of the council chamber**

**at**

**ECMWF shinfield, uk**

**Annex 1, appendix a**

**specification of requirements and response template including price proposal**

# Speficiation of requirements-response

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| **Requirement** | **Mandatory (M)/****Optional (M)** | **Response by supplier** |
| To provide an installed camera system that is capable of interfacing with the microphone system so that when a microphone goes live a camera will zoom on to the speaker. | M |  |
| Enough cameras are to be provided to give a head and shoulders shot of the speaker when the microphone is pressed. | M |  |
| When no microphone is pressed a shot of the room shall be displayed. | M |  |
| When transitioning between shots motion blur should be minimized from the PZT action either via automatically cutting to a room shot or the ECMWF logo. This transition time should be as short as possible.  | M |  |
| On pressing the first microphone, the camera will zoom to the speaker, when a subsequent speaker microphone is pressed, a camera shall zoom to that location and either multiple speakers are shown on screen up to the capacity of the camera system or the system operates whereby a camera zooms to the last pressed microphone. If the chairs microphone is pressed their camera will be persistent on the screen and the 2nd and subsequent delegate microphone image will change.  | M |  |
| To provide the retransmission of the remote speaker/content to new local screens around the table and to the removable screens around the edge of the room when connected.  | M |  |
| The size of the screen selected shall ensure that the delegate on the opposite side of the table is still visible whilst providing enough screen real-estate so that the content/remote participants can be clearly seen. | M |  |
| To provide a replacement speaker microphone system. The microphones shall be able to have a wide pick-up range so that delegates speakers can still be heard even if they turn their head. A separate cost shall be provided for this. | M |  |
| To provide two wireless microphones, one handheld and one lavalier. A separate cost shall be provided for this option. | O |  |
| The current projector was installed in 2018 and has a throw of 2400mm. This may be replaced as required by the design to provide an improved quality or size of the image. A separate cost shall be provided for this option. | O |  |
| To provide an additional screen or projector so that content can be displayed separately from the remote participants allowing the speakers in the room to be able to see the remote participants clearly. A separate cost shall be provided for this as an option. | O |  |
| Content shall be able to be sent to the projector and controlled from either the lectern or the technician's booth. Any clicker provided shall be of professional quality. | M |  |
| Chair location:-To provide a touch screen at the chair position so that remote participant questions/requests to speak can be seen by the chair. -This shall be scrollable. -This screen shall also be capable of receiving messages from the technician booth. -The chair shall be able to clear all open microphones. | M |  |
| Technicians’ booth:-To interface with the current solid state audio recorder so that the output from any source in the room is captured.-The provision to be able to monitor the in-room audio-An AV technician control station to be able to monitor and control video and audio feeds.-Loading of content to be displayed on the projector and remote screens. -From the technician’s booth it shall be possible to reposition any camera whilst in use and override/ mute and open microphone. From the technician’s booth it shall be possible to reposition any camera whilst in use and override/ mute an open microphone.- A microphone shall be provided in the technician booth. | M |  |
| Supplier will provide any configuration and set up files for the equipment to ensure that the Centre can maintain/modify the installation as required after commissioning. | M |  |
| Provision of a training package for the Centre’s engineering team & comms teams to cover the full operation of the system plus a more in-depth session on the programming and configuration. A separate cost shall be provided for this as an option. | O |  |
| Provision of a yearly maintenance plan and support contract. A separate cost shall be provided for this as an option. | O |  |
| Installation workmanship requirements:-Good installation practice shall be carried out. -Power cables shall be segregated from data/signal cables -All equipment shall be installed as per the manufacturer’s instructions. -Care shall be taken not to damage the tabletop or any of the furniture  | M |  |
| Please provide as a part of your response a block cable diagram of the design  | M |  |
| Please provide as a part of your response a room diagram showing camera locations and screens/monitors. | M |  |
| Please provide as a part of your response a timeline for the project with the completion date of the project being latest 2nd September 2022.If suppliers believe this date cannot be achieved, they should provide explanation accordingly in their responses. | M |  |
| Please provide as a part of your response “Description of the system operation”  | M |  |
| Please provide as a part of your response PDF manuals for the proposed equipment | M |  |

*Excluded from the scope of this RFP:*

* *There will be no allowance made for simultaneous translation or translation of any other type.*
* *There is no requirement for a voting system.*

# Price proposal

Respondents shall provide prices by using the table below. The price shall be inclusive of all constituent elements, such as unit price, overhead rates (if any), expenses etc. The price shall be firm and fixed and quoted in Pound Sterling (£) net of taxes and VAT.

Suppliers are expected to provide prices for optional elements as well which may be included in the contract by ECMWF following review.

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| **Tasks/work packages** | **Unit cost** | **Number of units** | **Price for WP** |
| Main installation **including breakdown** of equipment and any professional services……… |  |  |  |
| Training |  |  |  |
| *Optional*Wireless microphones |  |  |  |
| *Optional*Replacement projector |  |  |  |
| *Optional*Additional screen or projector |  |  |  |
| *Optional*Maintenance and support package |  |  |  |
| **TOTAL** |  |