

## SECTION III - TERMS OF REFERENCE

### Delivery and installation of multimedia conference room's equipment, in Vienna, Austria

**Project summary:** Delivery and installation of multimedia components into new OSCE area located in 5<sup>th</sup> and 6<sup>th</sup> floor of Hofburg Kongresszentrum, the so-called renovated Sessellager area.

#### 1. Introduction

The OSCE Secretariat on behalf of OSCE Conference Services based in the Hofburg is looking for a supplier (hereinafter referred to as the "Supplier") who is able to provide, deliver, install and maintain the listed components, fulfilling the requirements outlined in this Terms of Reference.

#### 2. Project requirements

Currently Burghauptmannschaft Österreich (BHÖ) conducts a renovation of the Hofburg based Sessellager area. Electrical installations and wiring is completed by the defined time of delivery. OSCE contracts BHÖ for installations which are considered part of the building, such as wiring and e.g. light control systems. Since the rooms will be used as meeting facilities for the OSCE Conference Services they need to be equipped with multimedia features to allow video conferencing, presentations and e.g. press conferences.

The BHÖ conducts the base installations for these technologies to be used.

OSCE Secretariat requires a Supplier of the listed products and services to complete the rooms:

- Liaison:

The Supplier is required to work closely with BHÖ as they are the main project coordinator, e.g. timing and access permissions to the site needs to be coordinated with BHÖ and OSCE Conference Services not to disturb the continuous construction work by BHÖ nor the meetings of OSCE Conference Services going on in other rooms at the same time. For this liaising German language is a mandatory requirement.

- Equipment:

To ensure compatibility with the already partially constructed rooms and built in technology OSCE has listed Products as specified with manufacturer, model and part-number. The below Table refers.

No.	Minimum technical requirements (or equivalent)	Quantity
1.	Wall based 75" screens and mounts Samsung ED75E (400nit) + SMS WH 3D ALU Black 24/7 commercial use ( <u>optional item</u> )	6
2.	Floor based 55" screens and mounts Samsung DC55E (450nit) + SMS FMST 800 Alu/Silver + SMS Cableroll 24/7 commercial use	22

3.	Audio Presentation Mixer with DSP Biamp Nexia PM	3
4.	Audiorecorder with SD and network Denon DN700R	3
5.	Apple TV Apple TV (4. Generation) 64 GB	3

Any deviation from the given products needs assurance by the Supplier that products offered are of same or better quality.

- Warranty:

All components offered must have a 2 years warranty. This warranty must be covered by a 2NBD (2<sup>nd</sup> next business day) service on site in Hofburg.

- Liaison, Delivery, Maintenance and Installation:

The Supplier will have to deliver listed components to the attention of BHÖ who will do the programming and integration of certain electronic components, such as touch panels, cross matrix HDMI switches, etc.

Items can be delivered earliest by 1<sup>st</sup> of December 2016 in coordination with BHÖ and OSCE as stated above.

All items must be unpacked on site, packaging material and other material not required for operation must be removed from the site by the supplier.

Since assets will have to be registered and barcoded by OSCE asset management unit, an appointment to allow tagging with bar code stickers has to be arranged, this has to happen before further installation or assembly to ensure accessibility of individual components.

Assembly (e.g. screens onto floor stands) and functionality test (showing a test image) has to be arranged for with OSCE ICT Services.

After this handover to OSCE the Supplier must liaise with BHÖ to fit into the project plan ("Bauzeitenplan") accordingly. For this purpose German speaking personnel is mandatory.

Installation into the rooms in question has to happen according to the agreed plan but must be finished by 31 December 2016 at the latest. Installation includes physical relocation to the rooms, mounting to stands, wall or other assembly. There is no software setup or programming required. Electrical connections (power and video) must be established and a functionality handover protocol be signed by all three parties, i.e. Supplier, BHÖ and OSCE ICT Services.

The following documentation is required:

- Excel file with all products and their serial numbers
- Manufacturer datasheets
- Manufacturer manuals

Technical documentation and user manuals for the components are required in English at least, a German version would be appreciated.

There is no possibility for an on-site visit due to construction going on in the rooms currently. Photos and maps of the rooms are available on request basis.

All physical and construction work must comply with Austrian standards, rules and regulations concerning safety and construction standards.

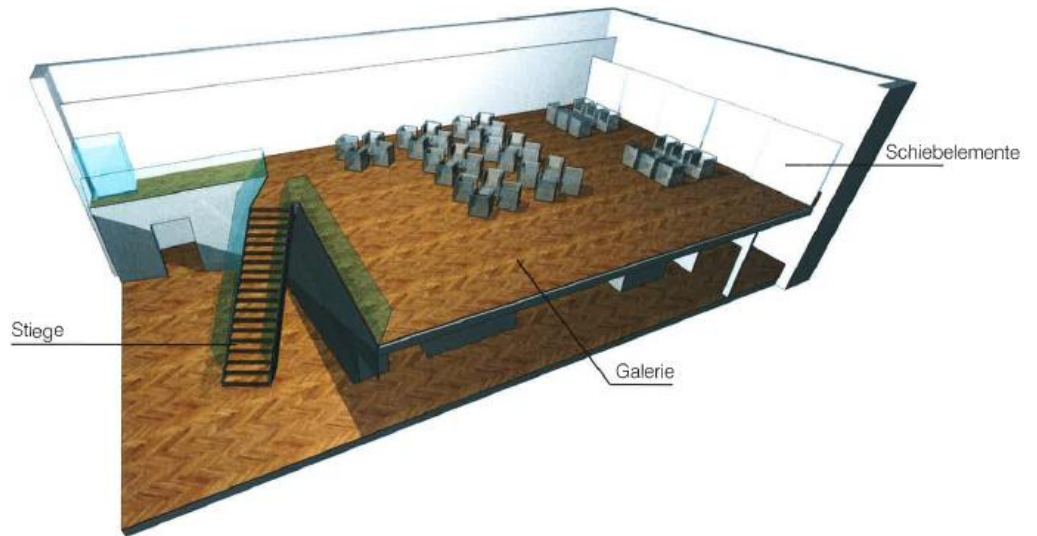
OSCE ICT Services requires that the Supplier designate one of its employees as a focal point for the implementation, to monitor the work of its personnel and to coordinate the works with BHÖ representative to ensure proper and timely completion of the project.

The Supplier should prove the capability and willingness to enter into a maintenance contract of at least two years after the guarantee period, including one year extension possibilities. The maintenance / service contract should include the regular maintenance and annual inspection of the provided equipment.

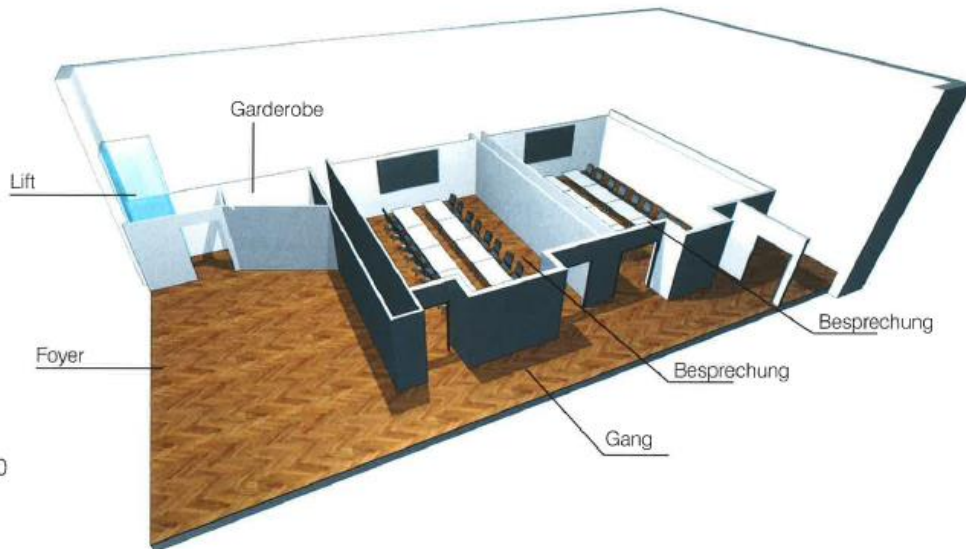
If the Supplier is not a local company (Vienna or neighborhood of Vienna), the Supplier should nominate a local partner to conduct e.g. warranty services.



**Room illustrations:**



Schema Ebene 600



Schema Ebene 500

