RFP/ODI/03/2020 – QUESTIONS AND ANSWERS

BATCH 1

Question 1 - Request for Proposal - point 4:

It is stated that offers must be sent to a specific address and that submission by email is not accepted. Due to the current COVID-19 situation, issues with the post offices, especially international shipping, border crossings, air transport, it is quite unreliable to send an offer via post service with certainty about delivery and especially delivery in certain deadline. In this COVID-19 circumstance, is it possible to revise the option for submitting the offers and allow to submit also by email electronically? In this way it is certain for your that all offers will be received.

> **Answer** 1
>
> As per Amendment No. 1 of the tender RFP/ODI/03/2020 email submission of Proposals is acceptable **only**. Please refer to the tender amendment document for details.

Question 2 - Annex C page 1:

Could you please confirm that the number of participants is presented for the entire duration of events, related to numbers 300 for HDS and 1,500 for HDIM?

> Answer 2.
>
> Yes, the expected number of participants is given for the entire duration of events (3 days for HDS and 10 days for HDIM).

Question 3 - Annex D page 5:

Is the registration of participants possible only through ODIHR platform prior to event, or it is also possible at the event?

> **Answer 3**
>
> Participants will be able to register prior to the event via ODIHR's online platform, the ODIHR Conference and Event Registration System, accessible at https://meetings.odihr.pl/. Exceptionally, and subject to ODIHR's approval on case-by-case basis, registration will also be enabled at the event venue. An overwhelming majority of participants will register through ODIHR's platform.

Question 4 - Annex D page 5:

Could you please specify what the contractor will exactly have to manage on the participant's database? Is it only about updating the list of registered participants? Or the contractor is also in charge of direct communication with participants during their registration process, for example answering to issues during registration process? Or something else?

Answer 4

The contractor will not be in charge of direct communication with participants regarding registration. The contractor will be in charge of accreditation at the venue, and of communication with participants – in relation to the provision of technical services needed for the organization of side events. Requests for such services are made through ODIHR's online platform, the ODIHR Conference and Event Registration System.

Question 5 - Annex E page 3:

Could you please specify for item Discussion / amplification / microphone system, what is meant as this system? Is it supposed to be table microphones? Is the price needed for 80 pieces? In case of table microphones it can be 1 per delegate = 80 table microphones; or it can be 1 per 2 delegates = 40 microphones. (point 5)

Answer 5

As per Annex D, page 4:

- 80 Discussion/amplification/microphone system,
- 3 mobile microphones

are required in total for the plenary room – for meeting participants and the head table (this does not include the needs of the interpreters).

The 80 Discussion/amplification/microphone system should not be mobile and are to be installed on the table.

As per Annex E, page 3, rows 5 and 6, the price quotes should be provided sepately for the following:
- 80 Discussion/amplification/microphone system for the duration of 3 days (HDS),
- 80 Discussion/amplification/microphone system for the duration of 10 days (HDIM),
- 3 mobile microphones for 3 days (HDS),
- 3 mobile microphones for 10 days (HDIM).

Question 6 - Annex E page 4:

Can you please specify the needed size of the screen in item: Screen/monitor/plasma for PPT presentations and meeting data presentation with relevant technical equipment? (point 11) Where should these 10 screens be placed?

> **Answer 6**
>
> Precise size and placing will depend on the possibilities at selected event venue(s), which may differ from event to event and year to year. For the purpose of Annex E, page 4, row 11, the minimum screen size should be 50 inch. Usually, screens referred to under row 11 are placed in the area within the plenary hall table.

Question 7 - Annex E page 4:

Can you please specify for Audio interface for recording the sessions, will recording be only of the sessions or also of interpreters? And would the use of the recordings be for internal OSCE purposes or also external? (point 13)

> **Answer 7**
>
> The requirement is that the interface for audio recording of the sessions, in all interpreted languages, is provided. The *possibility* to record must be made available.

Question - Annex E page 4:

Can you please specify for item External & international telecommunication, is there a preferred nationality of the phone numbers? (point 16)

> **Answer 8**
>
> Nationality of phone numbers should be local (Polish).

Question 9 - Annex E page 4:

Can you please specify for item Telephones, if you need mobile telephone devices or fixed landline telephones? (point 17)

> **Answer 9**
>
> Telephones referred to in row 7, page 4, Annex E should be fixed landline telephones.

Question 10 - Annex D page 5:

Is the ODIHR reception only planned for HDIM? (point 4)

Answer 10

Normally, ODIHR does not host a reception during HDS.

Question 11 - Annex E page 7:

Could you please confirm the contractor has to provide interpreting services in OSCE languages (FR, ES, DE, IT, EN) for these requests: "Consecutive interpreting FOREIGN – FOREIGN" and "Simultaneous interpreting FOREIGN – FOREIGN"? (points 1 & 3)

Answer 11

The contractor is required to ensure the availability of interpreting services in all interpretation regimes mentioned on page 7, Annex E. Actual provision will depend on the requests made by side event organizers.

Question 12 - Annex E page 7:

Could you please specify for items 7 to 22 what is the unit for giving the price? Is it per hour or another unit?

Answer 12

Price quotes for items 7-22, page 7, Annex E should be given for the duration of 1 side event. Side events typically last 90 minutes.

Equipment may be installed in side event rooms for the entire duration of HDS/HDIM. Side event organizers are charged only for the equipment they have requested to be able to use.

Question 13 - Annex E page 7:

Could you please specify for Interpreters cabin, is it supposed to be equipped with needed equipment for interpreter? And for how many interpreters (booth for 2 or 3 interpreters)? (point 7)

Answer 13

As per Annex D, page 4, interpreters' cabins should be for 2 persons.

Question 14 - Annex E page 7:

Could you please specify for Sound system with microphones, what type of microphones are needed (handheld, lapel, etc.)? (point 8 & 9)

Answer 14

Microphones referred to under rows 8 and 9, page 7, Annex E, should be installed at the head table.

Question 15 - Annex E page 7:

Could you please specify for Sound system with delegates' microphones for 50 / 100 people, what type of microphones are needed (table microphones, wireless)? Is the price needed for 50 and 100 pieces? In case of table microphones it can be 1 table microphone per delegate = 50 table microphones; or it can be 1 table microphone between 2 participants = 25 table microphones. (point 10 & 11)

Answer 15

Microphones referred to under rows 10 and 11, page 7, Annex E, should be installed at the table. Approximately 1 microphone per two delegates will be required.

The price quotes should be sepately for the following:
- Sound system with delegates' microphones for 50 people
- Sound system with delegates' microphones for 100 people

Question 16 - Annex E page 7:

Could you please specify for Screen and multimedia projector, what size of the screen is needed? (point 12)

Answer 16

The size of the Screen and multimedia projector will depend on the rooms utilized for this purpose. Rooms and venues may differ from event to event and year from year. For the purpose of Annex E please quote the price and the size of the screen and multimedia projector.

Question 17 - Annex E page 7:

Could you please specify for Screen, multimedia projector and computer, what size of the screen is needed and is the computer needed with some specific software? (point 13)

> **Answer 17**
>
> The size of Screen and multimedia projector will depend on the rooms utilized for this purpose. Rooms and venues may differ from event to event and year from year. For the purpose of Annex E please quote the price and the size of the screen and multimedia projector. There are no software requirements for the computer referred to under row 13, page 7, Annex E.

Question 18 - Annex E page 7:

Could you please specify for TV monitor with multi-system video cassette player, what size of the monitor is needed? (point 14)

Answer 18

The size of this monitor will depend on the rooms utilized for this purpose. Rooms and venues may differ from event to event and year from year. For the purpose of Annex E please quote the price and the size of the monitor.