

RFP/ODI/03/2020 – QUESTIONS AND ANSWERS

BATCH 2

Question 1: In RFP-ODI-03-2020 - Annex E - Pricing Format, Section: TECHNICAL EQUIPMENT & SERVICES, point (13), you ask for a quote for audio recording of the sessions. Should we provide a quote for recording of the original version and all the interpreted languages?

Answer 1: 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. Recording itself will not be the responsibility of the provider.

Question 2: Re: RFP-ODI-03-2020 - Annex E - Pricing Format, Section: Provision of technical services for participants organizing the side events; In point (1) and point (3), you ask for a quote for consecutive interpreting in the “Foreign-Foreign” combination. Is English-Russian/Russian-English the only language combination in this case?

Answer 2: All references to “FOREIGN” on page 7, Annex E, should be understood as 6 OSCE official languages (English, French, German, Italian, Russian, and Spanish). English-Russian/Russian-English is therefore not the only language combination under points 1 and 3, page 7, Annex E, although this is usually the most commonly requested.

Side event organizers may also request interpretation from and into other languages, for example, Serbo-Croatian, Romani and Ukrainian. Ensuring these combinations however is not a requirement.

Question 3: Re: RFP-ODI-03-2020 - Annex E - Pricing Format, Section: Provision of technical services for participants organizing the side events; In point (12) and point (13), you ask for a projection screen. Are there any guidelines regarding the projection type (front or rear) and the screen size?

Answer 3: 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 from year to year. For the purpose of Annex E please quote the price and the size of the screen and multimedia projector.

Projector type should be widely compatible with other devices (laptops, memory sticks)

Question 4: In RFP-ODI-03-2020 - Annex E - Pricing Format, Section: OPTIONAL SERVICES, point (1), you ask for a quote for 100 tablets. Regarding this quote, will the service provider be in charge of recording conference materials and updating files on the devices, or will this be up to the participants according to their needs?

Answer 4: The service provider will not be in charge of recording and updating files on the devices.

Question 5: Re: RFP-ODI-03-2020 - Annex E - Pricing Format, Section: CONFERENCE SERVICES, point (2); It says that additional counters may be required on day 1. Could you please provide more details regarding this point? Will the registration team be working at only one location and one reception counter at the conference venue in Warsaw city centre where the conference will be held? If other venues are considered, please specify how many, the number of staff required, and for how many days.

Answer 5: Additional stands on day 1 may be required in order to meet greater accreditation needs on day 1. Typically, accreditation needs are greater on day 1, as a higher number of participants enter the venue for the first time.

For the purpose of Annex E, it should be assumed that the registration team will be working from a single location, at event venue in Warsaw.

Question 6: Does a purchaser require video cameras integrated with a discussion system which show speakers automatically when they start commenting in the Plenary Hall?

Answer 6: Video and audio should be integrated to display the speaker automatically.

Question 7: Does a purchaser define the minimal number of video cameras supporting a session in the Plenary Hall?

Answer 7: The number of video cameras in the plenary hall will depend on the rooms utilized for this purpose. Rooms and venues may differ from event to event and from year to year. The service provider is expected to propose the number of cameras to be used.

Question 8: Should the camera in the Plenary Hall present video in HD or Full HD quality?

Answer 8: Enabling viewing in HD standard is sufficient.

Question 9: Does a purchaser require software necessary to manage a meeting and remote control of microphones and simultaneous translation equipment?

Answer 9: The system should include a set of multiphones managed by a central unit, at the disposal of the meeting chair who has priority. Simultaneous interpretation system should include a central unit, interpreting consoles and headsets (infrared receivers).

Question 10: Does a purchaser require the same model/type of discussion units for all the participants?

Answer 10: All participants, except meeting Chair, require the same model/type discussion unit.

Question 11: Should interpreters' booths meet the latest ISO 4043/2016 standards required by the EU institutions since 2020?

Answer 11: This is not a requirement. However, the service provider is expected to ensure that booths used are accessible for all interpreters, including those with special needs.

Question 12: Does a purchaser require the ISO standard certificates issued for interpreters' booths?

Answer12: Type of booth and relevant standards and certificates, if any, should be mentioned in the offer.

Question 13: Do the companies previously providing services for the ODIHR and registered already as a vendor need to register one more time?

Answer13: No, such companies do not have to register again as a vendor.

Question 14: Who is responsible for the equipment lost during the meeting and covers its cost?

Answer14: Equipment owners are responsible for their equipment. Note that a security perimeter will apply at event venue throughout the duration of the events.

Question 15: Who provides phone lines and the Internet connection access in the venue?

Answer15: Phone lines and the internet connection will be provided by venues.

Question 16: Are 100 plastic table stands with names of the countries, institutions, presenters enough?

Answer16: 100 nameplates should suffice.

Question 17: How many inches should have screen/monitor/plasma for PPT presentations and meeting data presentations?

Answer17: Precise size will depend on the possibilities at selected event venue(s) and rooms used, which may differ from event to event and from year to year. For the purpose of preparing your offer the minimum screen size should be 50 inch.

Question 18: Is there required IT service during meeting (for serving network PC printers and Xerox)?

Answer18: IT service on the part of the provider is required.

Question 19: Is there required technical service during all HDS/HDIM? If yes then how many technicians are needed?

Answer19: IT service on the part of the provider is required during all HDS/HDIM. The number of technicians needed is to be decided by the service provider.

Question 20: Should the cost of set up and dismantle of the technical equipment be counted?

Answer20: Cost of set-up and dismantling should be included in the offer.

Question 21: Are participants' badges with photo?

Answer21: Accreditation badges contain photos.

Question 22: Should participants' badges be printed on spot? If yes then how many registration desks with host/hostess do you require for each day for HDS and HDIM? Should all registration desks be equipped with printer, laptop and camera?

Answer22: Preparation of badges on the spot must be possible. However, it is not a requirement to prepare all badges on the spot.

The number of desks needed will depend on the number of registered participants.

All desks should be able to produce badges of participants with complete system accounts. Some desks should also be equipped with cameras (in case a photo is missing in participant's user account).

Question 23: Should participants' badges be designed?

Answer23: No, the badges are pre-designed.

Question 24: Should the cost of toner and paper for Copy machine manufacture Xerox or equivalent be counted in the Pricing Format?

Answer24: Yes.

Question 25: Should the cost of toner and paper for PC printers be counted in the Pricing Format?

Answer25: Yes.

Question 26: Do you cover all the costs of toner and paper (Xerox and PC printers) based on consumption after the HDS/HDIM is finished?

Answer26: Yes.

Question 27: Do you need host/hostess for packing brief-packs with conference materials? If yes then how many people do you need?

Answer27: This is not a requirement.

Question 28: Do you require preparation and printing of the conference Manual in A5 format (regular, black and white pages, glossy colour cover and back, pages according to separate pricing)?

Answer28: This is not a requirement

Question 29: Are English, German, French, Russian, Spanish, Italian and Ukrainian the basic languages for consecutive and simultaneous interpreting foreign-foreign and foreign-Polish for the side events?

Answer29: All references to “FOREIGN” on page 7, Annex E, should be understood as 6 OSCE official languages (English, French, German, Italian, Russian, and Spanish).

6 OSCE official languages are required. Side event organizers may also request interpretation from and into other languages, for example, Serbo-Croatian, Romani and Ukrainian. Ensuring these combinations however is not a requirement.