IIASA-ICT-RfP-2022-02

Request for Quotation - Audio/visual systems for conference room

Dear Sir/Madam,

The International Institute for Applied Systems Analysis (IIASA) intends to renovate the primary meeting and conference room, called the “Wodak Room”, which is located within Schlossplatz 1, 2361 Laxenburg. This project will include a physical renovation of this room, as well as a new installation of Audio / Visual (A/V) systems. This procurement action is focused on the replacement of the A/V systems. This renovation project, to include the installation of the A/V systems must be completed by 15 September 2022. Provisional, temporary installations are permitted should delivery delays of some components make this date impossible to achieve.

Quotes should be prepared in accordance with the annexes and submitted to IIASA until 1 April 2022, in writing either by mail, courier, or e-mail to coo.tender@iiasa.ac.at, stating in the subject:

“Request for Quotation, IIASA-ICT-RfP-2022-02”.

Quotes which do not fulfill these specifications may be disqualified from review.

We look forward to receiving your offers.

Kind regards,

IIASA-ICT Department

Annexes:
Annex 1 – Information about the Procurement Process
Annex 2 – Terms of Reference (ToR)
Annex 3 – List of current equipment of the Wodak Room
Annex 1  
to Request for Quotation  
IIASA-ICT-RfP-2022-02

IIASA Procurement Activities

GENERAL INFORMATION FOR POTENTIAL SUPPLIERS

1. About IIASA

1.1. The International Institute for Applied Systems Analysis (IIASA) is an international research organization and think tank based in Laxenburg, Austria. IIASA is a registered Austrian association which benefits from certain privileges as defined by its Agreement (BGBl 441/1979) with the Republic of Austria.

2. Procurement Principles

2.1. IIASA procurement activities are driven by the following principles

   a. Quality of goods, works and/or services,
   b. Efficiency, economy, and best value for money,
   c. Equal opportunity, fair competition, and the highest ethical standards,
   d. Transparency and clarity,
   e. Sustainability,
   f. The best interest of IIASA.

3. Requesting Offers

3.1. IIASA uses various channels to notify potential suppliers about its procurement activities including reaching out directly, the IIASA website (www.iiasa.ac.at), and other mediums such as print media or the internet as appropriate.

3.2. Notifications made by IIASA shall strive to provide sufficient information to enable potential suppliers to submit their offers and shall explain which information offers shall include. For procurement activities with a procurement value greater than EUR 50,000.00 net, IIASA issues either a Request for Proposals (RfP) or a Request for Quotations (RfQ), whereby:

   a. An RFP is a document that solicits proposals from suppliers with regards to achieving an outcome. Requests for proposals state the desired final outcome without specifically stating the means by which it should be reached. Suppliers therefore have a large degree of freedom with their proposals.
   b. An RFQ is a document that solicits quotations from suppliers where the specifications for goods, works and/or services are sufficiently precise such that the price is usually the key factor for the evaluation of bids.

3.3. Any subsequent updates following the original notification will be provided by IIASA using the same channel(s) in which the original notification was made.
4. **Deadlines for Receiving Offers**

4.1. IIASA specifies the deadline for submission when requesting offers. IIASA reserves the right to extend any deadlines whereby all potential suppliers must be notified of any extensions using the same channel(s) in which the original notification was made.

5. **Conflict of Interest**

5.1. Potential suppliers must declare any conflict of interest to IIASA prior to submitting any offers.

6. **Submission of Offers**

6.1. Offers must be submitted to IIASA in writing either by mail, courier, or e-mail to the dedicated e-mail address.

7. **Communication with IIASA**

7.1. Aside from submitting their offers and any potential requests for clarifications related, potential suppliers shall generally not engage with IIASA in respect of the procurement case during the procurement process. Potential suppliers may address their requests for clarifications using the contact details provided by IIASA for the submission of offers. It is noted that questions/clarifications may amount to an amendment or supplement of the request for offers (see section 3).

8. **Language of Offers**

8.1. Offers should ideally be received by IIASA in English, which is the official language of the Institute. Offers will also be accepted in German, especially when procuring goods, works and/or services from the Austrian local market. IIASA is unable to accept offers provided in any other languages.

9. **Currency of Offers and Value Added Tax (VAT)**

9.1. Offers should ideally be received by IIASA in EUROS, which is the primary currency of the Institute. Where potential suppliers are unable to provide their offer in EUROS, they are kindly asked to reach out to their contact person at IIASA for further guidance.

9.2. Prices must be stated inclusive of direct and indirect taxes, such as VAT, also stating the rates of these taxes, if any.

10. **Cost of Offers**

10.1. All offers must be submitted free of any charge to IIASA.

11. **Supplier Selection**

11.1. The selection of a supplier by IIASA is final and cannot be appealed.
12. Data Protection

12.1. IIASA has an obligation to meet the requirements of the General Data Protection Regulation (EU law of data protection and privacy, GDPR) and has established a range of measures to ensure the compliance therewith. Further information on data protection may be obtained by contacting the IIASA Data Protection Officer (DPO) if necessary (dpo@iiasa.ac.at).
Annex 2:
to Request for Quotation
IIASA-ICT-RfP-2022-02

Terms of Reference (ToR)

1. Summary:

The International Institute for Applied Systems Analysis (IIASA) intends to renovate the primary meeting and conference room, called the “Wodak Room”, which is located within Schlossplatz 1, 2361 Laxenburg. This project will include a physical renovation of this room, as well as a new installation of Audio / Visual (A/V) systems. This procurement action is focused on the replacement of the A/V systems. This renovation project, to include the installation of the A/V systems must be completed by 15 September 2022. This date is set to coincide with the 50th Anniversary of IIASA Celebrations in October 2022. The current plans are for the physical reconstruction aspects to be completed by 13 May 2022 however this date is subject to change depending on any issues which may arise during the renovations. The A/V systems to be procured by this ToR can be installed upon completion of the physical reconstruction. Provisional, temporary installations are permitted should delivery delays of some components make this date impossible to achieve.

The Wodak Room is a multi-purpose meeting and conference room. The uses of the Wodak Room include small meetings with only a few attendees to larger groups of up to 100 attendees. The configuration of this room changes based on the type(s) of meetings being held. Some use case examples are:

   a) Presentations, lectures and meetings with theater seating (chairs in rows) with a person presenting from the front using a laptop computer, projector, microphone and speakers.

   b) In room meetings combining online systems such as Zoom, MS Teams, WebEx and Skype with attendees in the room.

   c) Formal Board meetings with VIP’s sitting around tables facing each other using individual discussion microphones and presentations from their laptops to the projector.

   d) Webinars with break out rooms.

   e) Workshops without online attendees (Tables are arranged in small islands).

   f) Workshops with online attendees.

   g) Interviews conducted with an online participant.

2. About IIASA:

The International Institute for Applied Systems Analysis (IIASA) is an independent, international research institute with National Member Organizations in Africa, the Americas, Asia, and Europe. Through its research programs and initiatives, the institute conducts policy-oriented research into issues that are too large or complex to be solved by a single country or academic discipline. This includes pressing concerns that affect the future of all of humanity, such as climate change, energy security, population aging, and sustainable
development. The results of IIASA research and the expertise of its researchers are made available to policymakers in countries around the world to help them produce effective, science-based policies that will enable them to face these challenges. IIASA provides important services to the wider research community. For instance, the institute serves as a repository for key datasets on energy, climate, population, and land cover developed by the institute and its international research network. IIASA software models and tools are developed in collaboration with partners to tackle challenges at global, regional, national, and sub-national levels.

IIASA is physically located in Laxenburg, Austria with approximately 400 staff members. IIASA's IT infrastructure is comprised of Linux/Unix and MS Windows servers, data storage and backup systems as well as the necessary networking, internet access and IT security systems (i.e. firewall, WAF, and remote access systems.) All of IIASA’s IT systems are physically located in Laxenburg, distributed in two of IIASA’s office buildings. IIASA’s IT staff provide systems administration services for all IT systems as well as user support for MS Windows, Apple Mac, Linux and mobile-based end-user devices.

3. Requested Scope of work:

The installed A/V systems should be simple for any meeting host to be able to operate without requiring assistance from an A/V support technician. Ideally, the systems should require as little as possible on-site technical operations by a skilled person.

The A/V systems capabilities the newly renovated Wodak Room should include at a minimum:

a) In room projection from main in-room computer.
b) Ability to connect additional “guest” laptop computers to the projector.
c) Combining in-room meetings with on-line meeting services systems as Zoom and MS Teams such that the audio and video from the meeting room is presented to the online service.
d) Microphones including (1) Discussion microphones (minimum quantity of 35), (2) wireless handheld microphones (minimum quantity of three), (3) table-top “gooseneck” microphones (minimum quantity of four), and a mounted Lectern microphone.
e) All microphones connected to in-room speakers and to virtual online meetings via the audio mixer and the in-room computer.
f) In room camera(s) focusing on the entire meeting area.
g) In room camera(s) with the ability to focus on the person speaking (as occurs with a Zoom meeting); presumably with facial, voice tracking and/or push to talk microphone tracking.
h) The ability to record both video and audio and just audio of meetings.
i) All devices interconnected via a centralized control technical room.

Optional features are:

j) The ability to Stream meetings over the internet or to have the necessary connections for a streaming system to be connected.
k) Touch “Storyboard” screens.
Vendors may also propose additional optional features which they feel may be beneficial to IIASA.

The dimensions of the Wodak Room after the renovation will be as follows:

- **Length**: 16,10 meters
- **Width**: 8,45 meters
- **Height**: 4,57 meters
- **Area**: 136,05 square meters

The company selected to provide the audio / visual systems will be required to coordinate with the IIASA Facilities Management (FM) Department as well as the constructions company contracted to carry out the physical reconstruction work. This coordination will be intended to ensure the necessary physical infrastructure for the audio / visual systems are included in the reconstruction. This will include, but not be limited to, a small technical room within the Wodak Room for the A/V systems and for an A/V technician to work as well as any cable paths required. The A/V system vendor should specify the required size for this room.

4. **Offer Requirements:**

Interested bidders are required to conduct a site visit of the current Wodak Room and to view the current A/V systems. To schedule an appointment, please send an email to coo.tender@iiasa.ac.at.

Proposals should include:

- a) A detailed list of equipment with costs
- b) Minimum of 1 year maintenance service support
- c) Installation costs
- d) Training to ICT Department staff members on any aspects that require additional skills

It is envisioned that components already installed in the current Wodak Room could either be reused in the new installation or perhaps “traded in” to reduce the total costs. For details of the current components please refer to Annex 3.

Quotes should be prepared in accordance with the annexes and submitted in writing to IIASA until 1 April 2022, either by mail, courier, or e-mail to coo.tender@iiasa.ac.at, stating in the subject:

“**Request for Quotation, I IASA-ICT-RfP-2022-02**”.

Quotes which do not fulfill these specifications may be disqualified from review.
5. Deliverables

The A/V systems capabilities of the newly renovated Wodak Room should include at a minimum:

a) In room projection from main in-room computer.

b) Ability to connect additional “guest” laptop computers to the projector.

c) Combining in-room meetings with on-line meeting services systems as Zoom and MS Teams such that the audio and video from the meeting room is presented to the online service.

d) Microphones including (1) Discussion microphones (minimum quantity of 35), (2) wireless handheld microphones (minimum quantity of three), (3) table-top “gooseneck” microphones (minimum quantity of four), and a mounted Lectern microphone.

e) All microphones connected to in-room speakers and to virtual online meetings via the audio mixer and the in-room computer.

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h) The ability to record both video and audio and just audio of meetings.

i) All devices interconnected via a centralized control technical room.

Optional features are:

j) The ability to Stream meetings over the internet or to have the necessary connections for a streaming system to be connected.

k) Touch “Storyboard” screens.

Vendors may also propose additional optional features which they feel may be beneficial to IIASA.
### Annex 3– List of current equipment of the Wodak Room

<table>
<thead>
<tr>
<th>Item</th>
<th>Brand / Model Information</th>
<th>Quantity</th>
<th>Year Purchased</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loudspeakers</td>
<td>JBL</td>
<td>2</td>
<td>2007</td>
</tr>
<tr>
<td>Wireless Handheld Microphones</td>
<td>Shure</td>
<td>3</td>
<td>2012</td>
</tr>
<tr>
<td>Televic Confidea Discussion Microphone</td>
<td>Televic</td>
<td>32</td>
<td>Split of 2012 &amp; 2016</td>
</tr>
<tr>
<td>Discussion Goose necks</td>
<td>Televic</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>Base station batteries</td>
<td>Televic</td>
<td>33</td>
<td></td>
</tr>
<tr>
<td>Charging Case for the microphones &amp; base systems</td>
<td>Televic Confidea CHC</td>
<td>3</td>
<td>2016</td>
</tr>
<tr>
<td>Access Point</td>
<td>Televic Confidea WCAP+</td>
<td>1</td>
<td>2016</td>
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<tr>
<td>WLAN Controller</td>
<td>Televic</td>
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<td>Unknown</td>
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<tr>
<td>Projector / Beamer</td>
<td>NEC PA550W</td>
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<td>2012</td>
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<tr>
<td>Polycom VTC System</td>
<td>Polycom HDX9000</td>
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<td>2007</td>
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<tr>
<td>Logitech Rally Conf. Webcam</td>
<td>Logitech</td>
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<td>POLYCOM PowerCam</td>
<td>Polycom</td>
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<td>HDX9001 main Camera</td>
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<td>NEC 36&quot; TV Screen</td>
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<td>2007</td>
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<td>Podium Monitor</td>
<td>TFT Solutions</td>
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<td>Unknown</td>
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<tr>
<td>Podium Microphone</td>
<td>Shure</td>
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<tr>
<td>Microphone Stand</td>
<td>K&amp;M 214/6</td>
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<td>Analogue monitor splitter</td>
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<td>Extron Switch</td>
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<td>Network Switch</td>
<td>MiLS500</td>
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<td>SWITCH</td>
<td>Extron MVX</td>
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<td>WLAN Microphone</td>
<td>Shure SLX14</td>
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<td>Microphone</td>
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<td>Polycom Spider</td>
<td>VTX1000</td>
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<td>Goose Necks Microphones</td>
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<tr>
<td>Audio Mixer</td>
<td>SOUNDCRAFT Spirit M12</td>
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<tr>
<td>Small speakers</td>
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<tr>
<td>Audio Processor</td>
<td>ZonePRO1260 DBX</td>
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<td>2007</td>
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<tr>
<td>SoundStation VTX Universal Module</td>
<td>Polycom</td>
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<tr>
<td>Soundcraft EPM 8</td>
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<td>Unknown</td>
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<tr>
<td>UHF Antenna Power Distribution System (Receiving the signal of the 3 Handheld microphones)</td>
<td>Shure QLX04</td>
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<tr>
<td>Extron Splitter Distribution Amplifier</td>
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<tr>
<td>Ground isolater</td>
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<tr>
<td>Recorder</td>
<td>Fantec R2650</td>
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<tr>
<td>DriveRack ZC-4</td>
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<tr>
<td>SPLITTER</td>
<td>Australien Monitor AMIS-LSC1</td>
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