



INVITATION TO BID

Audio/video equipment for UN Bonn conference rooms

ITB No.: 0090254

Project: Modernization and upgrading of the existing technical equipment

Country: Germany

Issued on: 20 November 2018

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Section 1. Letter of Invitation

The United Nations Volunteers administered by the United Nations Development Programme (hereinafter "UNV") hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
 - o Form A: Bid Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Bid
 - o Form F: Price Schedule
 - o Form G: Form of Bid Security

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB by sending an email to procurement@unv.org, indicating whether you intend to submit a Bid or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

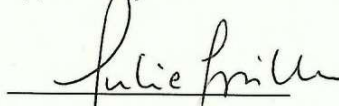
UNV looks forward to receiving your Bid and thank you in advance for your interest in UNV procurement opportunities.

Issued by



Name: Madalina Florica
Title: Procurement Assistant
Date: November 20, 2018

Approved by:



Name: Julie Spiller
Title: Team Leader
Date: November 20, 2018

Section 2. Instruction to Bidders

GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNV. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNV. UNV is under no obligation to award a contract to any Bidder as a result of this ITB.</p> <p>1.3 UNV reserves the right to cancel the procurement process at any stage without any liability of any kind for UNV, upon notice to the bidders or publication of cancellation notice on UNV website.</p> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNV strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNV vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNV staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNV:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNV contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNV whether they are subject to any sanction or temporary suspension imposed by</p>

	<p>these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNV.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNV to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNV. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNV, and seek UNV's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNV staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNV's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
B. PREPARATION OF BIDS	
5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNV accordingly.</p>

6. Cost of Preparation of Bid	6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNV shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Bid, as well as any and all related correspondence exchanged by the Bidder and UNV, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Bid	8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS: <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Bid; c) Price Schedule; d) Bid Security, if required by BDS; e) Any attachments and/or appendices to the Bid.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNV's satisfaction.
10. Technical Bid Format and Content	10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB. 10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNV. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified. 10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNV. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS. 10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.
11. Price Schedule	11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB. 11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.
12. Bid Security	12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid. 12.2 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.

	<p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNV, UNV shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNV, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or; b) In the event the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNV has issued an award; or ii. to furnish the Performance Security, insurances, or other documents that UNV may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> a) UNV will convert the currency quoted in the Bid into the UNV preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and b) In the event that UNV selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNV shall reserve the right to award the contract in the currency of UNV's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNV and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNV.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNV.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience</p>

	<p>should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Bid	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Bid Validity Period	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNV and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Bid Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNV may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>

18. Clarification of Bid (from the Bidders)	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNV staff member, UNV shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNV will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNV shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNV to extend the submission date of the Bids, unless UNV deems that such an extension is justified and necessary.</p>
19. Amendment of Bids	<p>19.1 At any time prior to the deadline of Bid submission, UNV may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNV may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Alternative Bids	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNV reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.</p>

C. SUBMISSION AND OPENING OF BIDS

22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> Bear the name of the Bidder; Be addressed to UNV as specified in the BDS; and Bear a warning not to open before the time and date for Bid opening as specified in the BDS. <p>If the envelope with the Bid is not sealed and marked as required, UNV shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
Email and eTendering submissions	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS; Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS. <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p>
23. Deadline for Submission of Bids and Late Bids	<p>23.1 Complete Bids must be received by UNV in the manner, and no later than the date and time, specified in the BDS. UNV shall only recognise the actual date and time that the bid was received by UNV</p> <p>23.2 UNV shall not consider any Bid that is received after the deadline for the</p>

	submission of Bids.
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNV, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
25. Bid Opening	<p>25.1 UNV will open the Bid in the presence of an ad-hoc committee formed by UNV of at least two (2) members.</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNV may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
D. EVALUATION OF BIDS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNV in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNV's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNV's vendor sanctions procedures.</p>
27. Evaluation of Bids	<p>27.1 UNV will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination including Eligibility b) Arithmetical check and ranking of bidders who passed preliminary examination by price. c) Qualification assessment (if pre-qualification was not done) a) Evaluation of Technical Bids

	<p>b) Evaluation of prices</p> <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
28. Preliminary Examination	<p>28.1 UNV shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNV reserves the right to reject any Bid at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical Bid and prices	<p>30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNV may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
31. Due diligence	<p>31.1 UNV reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;

	<ul style="list-style-type: none"> e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNV may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Bids	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNV may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNV's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNV in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNV, shall not be considered during the review and evaluation of the Bids.</p>
33. Responsiveness of Bid	<p>33.1 UNV's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid is not substantially responsive, it shall be rejected by UNV and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Bid is substantially responsive, UNV may waive any non-conformities or omissions in the Bid that, in the opinion of UNV, do not constitute a material deviation.</p> <p>34.2 UNV may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNV shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNV there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNV, its Bid shall be rejected.</p>

E. AWARD OF CONTRACT

35. Right to Accept, Reject, Any or All Bids	35.1 UNV reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNV's action. UNV shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the period of Bid validity, UNV shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNV. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNV procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNV reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNV. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNV may award the Contract to the Second highest rated or call for new Bids.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNV shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNV so require, it is UNV's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=de

	fault
43. Liquidated Damages	43.1 If specified in the BDS, UNV shall apply Liquidated Damages for the damages and/or risks caused to UNV resulting from the Contractor's delays or breach of its obligations as per Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNV's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNV with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.
45. Vendor Protest	45.1 UNV's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNV shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNV is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Allowed (per lots); Partial bids within one same lot is not allowed
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	Will not be conducted.
5	16	Bid Validity Period	30 days
6	13	Bid Security	Required in the amount of EUR 5,000 Acceptable Forms of Bid Security <ul style="list-style-type: none"> ▪ Bank Guarantee (See Section 8 for template)
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not required if the total contract value is below USD 500,000 Required in the amount of 10% of the total contract value if the contract value exceeds USD 500,000 UN operational exchange rate December 2018 will apply.
10	12	Currency of Bid	EURO

11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNV: Madalina Florica Address: Platz der Vereinten Nationen 1, 53113 Bonn, Germany E-mail address: procurement@unv.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> e-Tendering
15	22	Bid Submission Address	https://etendering.partneragencies.org Event ID: UNV10-0090254
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> Format: PDF files only, The form F "Price Schedule Form" should also be sent as excel file. File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted.
17	25	Date, time and venue for the opening of bid	In the case of e-Tendering submission, bidders will receive an automatic notification once their Bids are opened.
18	27, 36	Evaluation Method for the Award of Contract	Lowest priced technically responsive, eligible and qualified bid (the evaluation will be done for each lot separately)
19		Expected date for commencement of Contract	December 17, 2018
20		Maximum expected duration of contract	Upon delivery date, January 28 – February 01, 2019
21	35	UNV will award the contract to:	One or more Proposers, depending on the following factors: Lots technical compliant & lowest lot price
22	39	Type of Contract	Purchase Order http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
24		Other Information Related to the ITB	

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity
- Bid Security submitted as per ITB requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
Certificates and Licenses	<ul style="list-style-type: none">▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer	Form B: Bidder Information Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNV, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 5 years of relevant experience.	Form D: Qualification Form
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD 500,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Technical Evaluation	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
Financial Evaluation	Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) Comparison with budget/internal estimates.	Form F: Price Schedule Form

dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities

Lot 1

Visualization - LED Screens for Conference Rooms in Langer Eugen

Background:

The United Nations Campus in Bonn is home to 19 UN organizations, agencies, and convention secretariats, in their entirety referred to as UN Bonn. Sharing the same buildings gives opportunity to also share certain facilities and support services while gaining efficiencies and saving costs. Besides the joint management of the premises, central ICT infrastructures, and central services such as safety and security, mail logistics, language services, system-wide surveys, and host country liaison, also the dedicated conference facilities are provided to the organizations on a common basis.

Currently several conference and meetings rooms are on the UN Bonn campus which are fully equipped with Conference-, Audio- and Video technology. The rooms are categorized in different rooms types according to the capacity of the room.

Objective:

Purchase of a total of 3 LED Display Units, including all installation services, for mid-size conference rooms in the Langer Eugen building.

The services must include necessary configuration, installation works, as well documentation and warranty.

Room Type	High-ceiling - mid-size conference room up to 50 Participants
	Room 2112 – 21 st floor in Langer Eugen
	Room 2116 – 21 st floor in Langer Eugen
	Room 2716 – 27 th floor in Langer Eugen

Scope of Work and Service Description

The selected offeror of the competitive bidding will need to deliver both, delivery of the equipment as well as installation works.

The offeror must submit technical specification and financial offer to UNV for installation of the required item and services. This shall include at the minimum the following components.

- All required services, including but not limited to installation, set up, training and warranty services

- Any pre-installation requirements are to be stated clearly by the offeror and need to be verified jointly by the offeror and UNV.
- Additional materials and items required for installation a timebound project implementation plan.

Any equipment, fitting, material, software or supplies which may not be specifically mentioned in the specifications but which are necessary for carrying out the contract works within the scope of the tender are to be provided for and rendered by the offeror.

- Such items not quoted by the offeror must be supplied at no extra charge by the offeror.
- The offeror shall ensure that migration from the current setup to new setup is done in such a way so that existing operation of conference technology and business continuity is not affected. The migration needs to be planned in a phased and well-planned manner to achieve minimum downtime and constant business continuity.
- Testing and user training need to be carried out on-site.
- The offeror shall submit a project completion report once the installation is established, including full documentation, user manual, customized software code (if applicable), as well as maintenance plan and warrant provisions.

Technical Requirements

Based on room size, conference layout and building restrictions, the LED Display Unit must fulfill the following technical specifications,

- 130" LED All in one single Display Unit (no video wall system), non-glare display
- The resolution needs to be Full HD (1920x1080px), with brightness of 800cd/m² after calibration maximum; Pixel pitch minimum 1,5 mm or less (< 1,5 mm)
- Viewing angle 178°/178°
- Installed on an electrically height adjustable stand (height of the lower edge of the display should be adjustable from 1000 mm to 1400 mm), since mounting the unit to the walls or ceiling is not possible. Floor plate size of max 850 mm depth and max 1900 mm width. The maximum floor load of 500kg/ sqm cannot be exceeded
- Power consumption; one plug 230 V with max. capacity of 16A (incl. electrically high adjustable stand)
- The Unit must be easily full controllable by the end user via a provided IR Remote control

- The LED Unit needs to be front serviceable. The needed tools should be included and stored on site
- Also include at least one full Cabinet of spare parts (panel) per Display Unit, which need to be stored on site for service purposes
- The LED unit needs to feature the following input options: 2x HDMI, 1x DP, 2x USB for integrated Media Player
- The provided warranty should cover 5 years on all non-wear parts.

Logistical Note

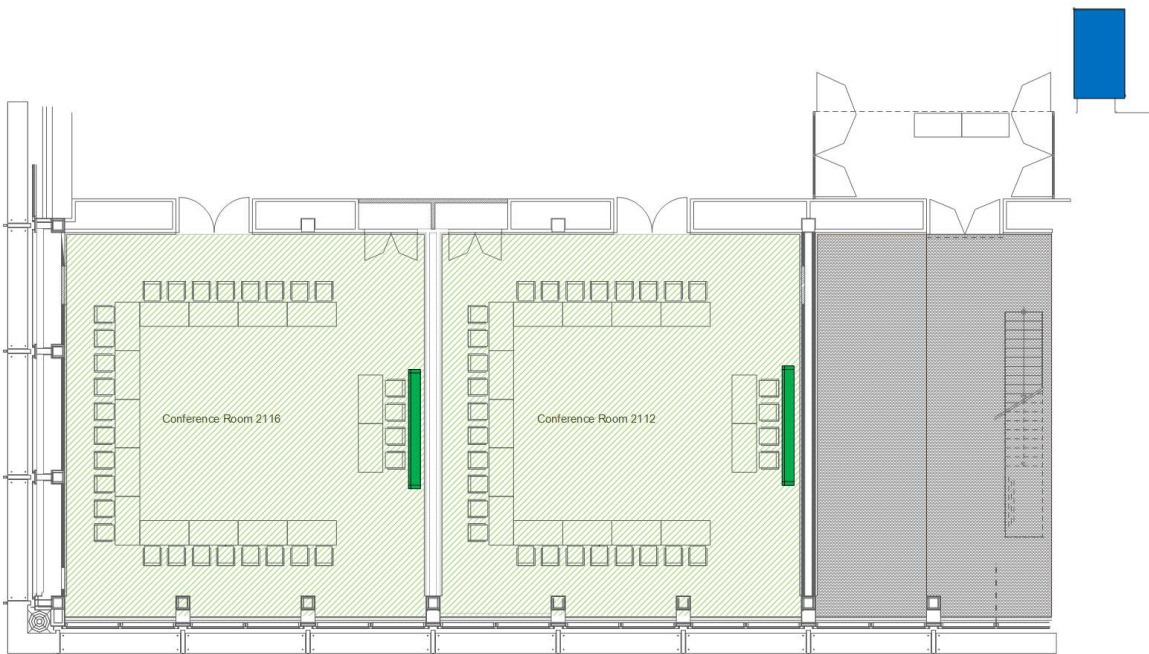
Due to the limited elevator space, the Unit might have to be delivered in partitions or segments, not exceeding more than 2,5m x 1,38m x 1,99m (L x W x H). Planning of delivery and of final set up needs to be performed by manufacturer trained, qualified and duly authorized technician.

Delivery and installation of the system should be completed in January 2019, at the latest before 01 February 2019.

Attachment

Floor plan - 21st floor in Langer Eugen

UN Campus / Langer Eugen Floor Plan 21st - floor

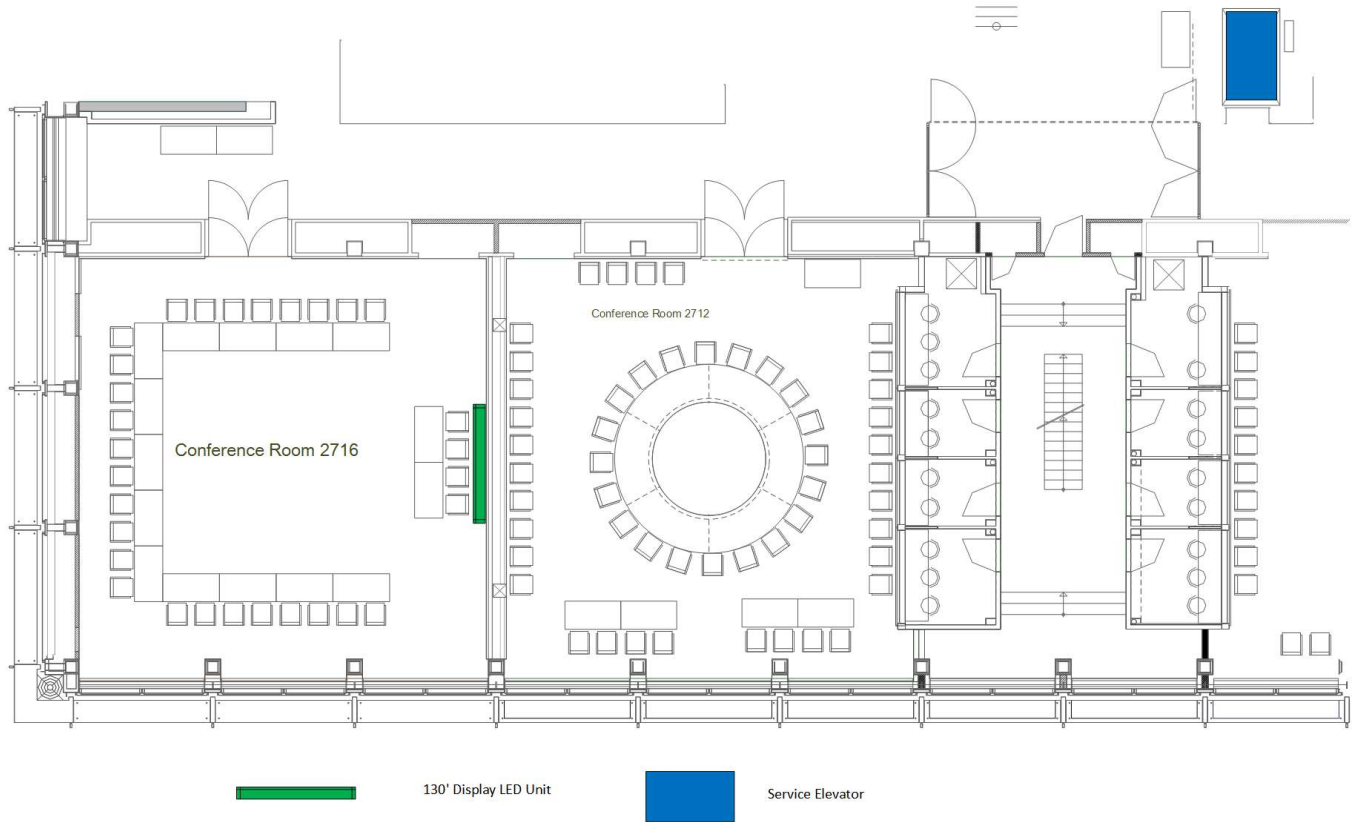


130' Display LED Unit



Service Elevator

UN Campus / Langer Eugen Floor Plan 27th - floor



Lot 2

Ref.	Item	Specifications	Quantity	Delivery Date
1	SDI Distributer	Blackmagic Mini Converter SDI / HD-SDI / SDI Distribution Connections 1 x SDI Video Input. Switchable between SD, HD and 3G-SDI. SDI Video Outputs 8 outputs automatically match the SDI video input. Multi Rate Support Auto detection of SD, HD or 3G-SDI. SD Video Standards 525i59.94 NTSC, 625i50 PAL	10	28 Jan - 01 Feb 2019
2	SD / HD Converter	Blackmagic Mini Converter SD/HD UpDownCrossHD Connections SDI Video Inputs 1 x SD, HD or 3G-SDI Video Input and 1 x External Reference Input. HDMI Video Input 1 x HDMI type A connector. SDI Video Outputs 1 x loop out and 2 x outputs HDMI Video Output HDMI type A out. Output supports EDID of the monitor. Output supports EDID of the monitor.	6	28 Jan - 01 Feb 2019
3	Analog to SDI	Blackmagic Mini Converter Analog to SDI Connections SDI Video Outputs 2 x SDI Video Outputs. Analog Video Inputs NTSC, PAL, S-Video and Component SD/HD input. Digital Audio Inputs 2 channels of balanced AES/EBU audio. Multi Rate Support Auto detection of SD or HD. Updates and Configuration Via USB 2.0 high speed. (480 Mb/s)	3	28 Jan - 01 Feb 2019
4	SDI/HDMI	Blackmagic Design Micro Converter BiDirectional SDI/HDMI Converts SDI to HDMI & HDMI to SDI; Simultaneous Conversions 1 x Input & 1 x Output SD/HD/3G-SDI; 1 x Input & 1 x Output HDMI Converts up to 1080p60; Automatic Input Signal Detection SDI Reclocking; Micro-USB Power; AC Power Supply Included	6	28 Jan - 01 Feb 2019
5	MultiView	Blackmagic Design MultiView 4 SDI video inputs 4 x 10-bit SD-SDI, HD-SDI and 6G-SDI SDI video outputs 4 looped, 1 HD / Ultra HD SDI rates 270 MBit; 1.5 G; 3G; 6G SDI video outputs for multi-display 1 x 10-bit HD-SDI and 10-bit 6G-SDI	4	28 Jan - 01 Feb 2019

Ref.	Item	Specifications	Quantity	Delivery Date
		HDMI video outputs for multi-display 1 HDMI Type A connector output supports the monitor's EDID data.		
6	SSD Rekorder	Blackmagic HyperDeck Studio Pro SDI video inputs 1 entrance SDI video outputs 4 outputs, single link or quad link SDI rates 270 Mbps; 1.5 G; 3G; 6G HDMI video inputs 1 HDMI socket type A including support for Ultra HD 4K HDMI video outputs 1 HDMI socket type A including support for Ultra HD 4K Analog video inputs Y, B-Y, R-Y Analog video outputs Y, B-Y, R-Y	8	28 Jan - 01 Feb 2019
7	Docking Station	Dual Docking Station SATA HDD Support-Typ: 3,5 / 2,5 Zoll SATA-I / II / III-Festplatte und SSD (Solid State Disk) Produktschnittstelle: USB3.0 Übertragungsrate: USB3.0-Unterstützung für 5Gbps, USB2.0-Unterstützung für 480Mbps Systemunterstützung: für Windows 2003 / XP / Vista / für Win7 / für Win8.X / für Win10, für MAC 10.3 oder höher, für Linux	2	28 Jan - 01 Feb 2019
8	SSD	Samsung SSD 860 Pro Series 1TB SATA 6Gb/s, 6,4cm(2,5") 376,55 376,55	18	28 Jan - 01 Feb 2019
9	Monitor Bridge	Blackmagic SmartView DuoSmartView SDI video inputs Automatically switches between SD, HD and 3G-SDI signals. Reclocked loop-through output Multi-rate support Automatic recognition of 2K, HD or SD inputs Updates and configuration About USB 2.0 High Speed (480 Mbps) Ethernet network 10/100 BaseT with through-sand filter	8	28 Jan - 01 Feb 2019

Lot 3

Ref.	Item	Specifications	Quantity	Delivery Date
1	Video Prozessor	Analog Way Vio4k Video Processing ToolBox VIO 4K at a glance: The "All in One" solution for any conversion User-friendly and Intuitive Graphic interface Diverse selection of option cards for video and audio system expansion Advanced LED Wall functionalities Ultra-low latency 10-bit processing 4:4:4 New exclusive high-quality scaling engine	4	28 Jan - 01 Feb 2019
2	Remote Controller	Analog Way RK-350 Remote Control	4	28 Jan - 01 Feb 2019
3	Video Controller	Analog Way - Orchestra2 - ORC50 Simultaneously control up to 6 projections with single projection or softedge store up to 64 presets per screen selection Controls a variety of Seamless Switchers from Analog Way Off-line Programming Snap Function Equipped with a USB port - the full event configuration can be saved for future use	1	28 Jan - 01 Feb 2019

Lot 4

Ref.	Item	Specifications	Quantity	Delivery Date
1	Audio Recorder	Denon DN-700R 19", 1HE, Player: WAV/AIFF/AAC MP3, Rec.: WAV/MP3, SD/SDHC Slot, USB	8	28 Jan - 01 Feb 2019
2	Audio Interface	Yamaha DANTE-MY16-AUD2 AUDINATE INTERFACE CARD	4	28 Jan - 01 Feb 2019
3	Microphone	Table top Microphone AKG CGN 521 STS	8	28 Jan - 01 Feb 2019
4	Headset	DPA 4066 F Headset EW Bundle Headset microphone Directivity: sphere removable neckband adjustable for right and left application for wireless transmitters with B + K plug (optional adapter for almost all transmitters available) Color beige DPA DAD6034 adapter for Sennheiser EW series	6	28 Jan - 01 Feb 2019
5	Audio Loudspeaker	Neumann KH 120 A Active 2-way studio near-field monitor Equipment: 5.25 "woofer + 1" tweeter Frequency range: (+/- 3 dB): 52 Hz - 21 kHz Maximum level: 112.2 dB SPL Power: 50W woofer and 50W tweeter	4	28 Jan - 01 Feb 2019
6	Pocket Transmitter	Sennheiser EK 100 G3-B 1680 UHF frequencies selectable within 42MHz bandwidth 20 fixed frequency banks with up to 12 compatible preset frequencies + 1 bank with recordable frequencies Adaptive diversity technology for high reception quality Pilot tone squelch for trouble-free operation Scan function to find free receiving channels delivery <ul style="list-style-type: none"> • 1 diversity receiver EK 100 G3 • 1 hot shoe adapter CA 2 • 1 jack cable CL 1 • 1 XLR cable CL 100 • 2 batteries 	6	28 Jan - 01 Feb 2019

Lot 5

Ref.	Item	Specifications	Quantity	Delivery Date
1	Touch Panel	Crestron TS-1542-TILT-B-S 15.6" HD Touch Screen, Tabletop Tilt, Black Smooth Incl. table top	1	28 Jan - 01 Feb 2019
2	Touch Panel	Crestron TSW-760-B-S & TSW-760-TTK-B-S 7" Touch Screen, Black Smooth incl. table top TSW-760-TTK-B-S	4	28 Jan - 01 Feb 2019
3	DM - A/V Switcher	Crestron DM-MD16X16	1	28 Jan - 01 Feb 2019
4	Digital Media Card Chassis	Crestron DMF-CI-8 Incl. DigitalMedia™ 4K60 4:4:4 HDR Network AV Encoder/Decoder Card	4	28 Jan - 01 Feb 2019
5	Digital Media	Crestron DM-NVX-350 DigitalMedia™ 4K60 4:4:4 HDR Network AV Encoder/Decoder	8	28 Jan - 01 Feb 2019
6	HDMI Splitter	Crestron HD-DA2-4K-E 1-to-2 4K HDMI® Distribution Amplifier	14	28 Jan - 01 Feb 2019
7	Video Transmitter	Crestron HD-TX-101-C-E DM Lite – HDMI® over CATx Transmitter	10	28 Jan - 01 Feb 2019
8	Video Receiver	Crestron HD-RX-101-C-E DM Lite – HDMI® over CATx Receiver	10	28 Jan - 01 Feb 2019
9	Network Switch	Crestron CEN-SW-POE-5 5-Port PoE Switch	5	28 Jan - 01 Feb 2019
10	A/V Interface Card	Crestron Input Card HDBT for modular Matrix Frame DM-MD DMC-4K-C-HDCP2	3	28 Jan - 01 Feb 2019
11	A/V Interface Card	Crestron Input Card HDMI for modular Matrix Frame DM-MD DMC-4K-HD-HDCP2	13	28 Jan - 01 Feb 2019
12	A/V Interface Card	Crestron Output Card HDBT 2Ch. Output Card for modular Matrix Frame DM-MD DMC-4K-CO-HD-HDCP2	2	28 Jan - 01 Feb 2019
13	A/V Interface Card	Crestron Output Card HDMI 2Ch. Output Card for modular Matrix Frame DM-MD DMC-4K-HDO	6	28 Jan - 01 Feb 2019

Lot 6

Ref.	Item	Specifications	Quantity	Delivery Date
1	Wireless A/V transmitter	Barco ClickShare CSE-800 Pack EU Laptops and Tablet PC with only one Push of a button, wireless with the video technology of the Conference room. Several participants can do theirs Show a presentation with a click and so on just like never sharing content.- up to 4 participants simultaneously displayable (split screen) on one Display- up to 8 participants can be displayed simultaneously (Split screen) on two displays- max. Output resolution: 4,096x2160 pixels (4K DCI) - max. Input resolution: 4,096x2160 pixels (4K DCI) - 2x HDMI OUT- 2x HDMI IN- up to 64 participants (ClickShare Buttons) expandable - No installation ClickShare CSE-800 Pack EU Lieferumfang: 1x	4	28 Jan - 01 Feb 2019
2	Wireless A/V transmitter	Barco ClickShare ClickShare CSE-200 Pack EU ClickShare CSE-200 Pack EU ClickShare connects Laptops and Tablet PC with only one Push of a button, wireless with the video technology of the Conference room. Several participants can do theirs Show a presentation with a click and so on just like never share content.- max. Output resolution: 1,920 x 1200- up to 16 Participants (ClickShare Buttons) expandable- None Installation or Admin rights necessary Manufacturer - Warranty: 3 years (Selective Sales: Sales only with valid Barco Connect partnership)	8	28 Jan - 01 Feb 2019
3	Wireless Remote Control	Dsan Perfect Cue Mini, Cue Light System including transport case, USB connection cable, Plug-in power supply (12V / 2A) and a remote control by choice Range about 50m	8	28 Jan - 01 Feb 2019
4	Ceiling mount	Peta - STANDARD Projector ceiling mount PETA 100.001.070-130 Incl. adapter plate Barco Projektion (BARCO) F90-4K13	1	28 Jan - 01 Feb 2019
5	Projector	Barco Projektion (BARCO) F90-4K13 1-chip DLP laser phosphor projector, 4K resolution 3.840x2.400	1	28 Jan - 01 Feb 2019
6	Lense for Projector	Barco Lense for F90-4K13 FLD+ 1.7 – 2.5 : 1 (EN41) (R9801216)	1	28 Jan - 01 Feb 2019
7	Noise protection case	Vicom SSG17 Vicom Soundproof Housing Custom Made Barco F90 including sled	1	28 Jan - 01 Feb 2019
8	Wireless Remote Control	Logitech Spotlight Presenter Dual connection - connect the logitech spotlight presentation remote via the usb receiver or the bluetooth low energy technology • 30 meter range - you can move freely in the room up to 30 m away for medium to large rooms • Requires installation of the logitech presentation software	8	28 Jan - 01 Feb 2019

Lot 7

Ref.	Item	Specifications	Quantity	Delivery Date
1	Headphones	Bosch LBB3443/00 Lightweight stereo headphones, 50 - 20 kHz, 3.5 mm	300	28 Jan - 01 Feb 2019
2	Camera control	Bosch KBD-DIGITAL Video Keyboard for DIVAR 5000 Display of all Operating functions via LCD display 3m cable to Connection included Power supply via DVR when used with decoders or PCs 12V Supply voltage separately Incl. RS 232 adapter to USB	4	28 Jan - 01 Feb 2019
3	Bosch Gooseneck	Bosch LBB3549/50 Plug-in microphone with long gooseneck. Packing unit 2 pieces	60	28 Jan - 01 Feb 2019
4	DCN Unit	CCS 1000 D Diskussions System Bosch CCSD-CURD CCS 1000 D central unit with DASS and Recording function - automatic digital Feedback Cancellation	2	28 Jan - 01 Feb 2019
5	Microphones	Bosch CCSD-DS CCS 1000 D delegate table microphone (short), compact device, microphone with gooseneck (310mm), light ring, speaker, headphone jack with volume control, "speaking possible" display.	20	28 Jan - 01 Feb 2019
6	Cable	Bosch LBB4116/5	4	28 Jan - 01 Feb 2019

Lot 8

Ref.	Item	Specifications	Quantity	Delivery Date
1	A/V Switcher	Lightware MX12x12DVI-Plus 20 meters input cable compensation, Advanced EDID management, RS-232 and IP control, Ruggedized Ethernet connector; built in front panel button control, Built in power supply.	4	28 Jan - 01 Feb 2019
2	A/V Switcher	Lightware MX2-8x8-HDMI20 The MX2-8x8-HDMI20-Audio HDMI2.0 standalone matrix switcher uncompromised 4K UHD resolution 60Hz 4:4:4. 8 HDMI2.0 inputs and 8 HDMI2.0 outputs transmitting up to 4K at 60Hz in 4:4:4 format, while supporting 3D, Dolby TrueHD and DTS-HD Master Audio.	7	28 Jan - 01 Feb 2019

Lot 9

Ref.	Item	Specifications	Quantity	Delivery Date
1	Preview Screen	Samsung Smart Signage PM49H Diagonal: 124,26cm / 49 ", S-PVA panel, resolution: 1920x1080, brightness: 500cd / m ² , contrast: 4000: 1 (static), reaction time: 8ms, viewing angle: 178 ° / 178 °, VESA: 400x400, loudspeaker 2x 10W, extended Connection options (2x DP v1.2, 2x HDMI, DVID, 15pin D-Sub, RS-232C via RJ-45 and 3.5mm Jack, DP Loop Out supports HDCPS Signal Forwarding	10	28 Jan - 01 Feb 2019
2	Display stands	Chief Confidence monitor cart MFQU black With universal mounting bracket for 30-55 inches Displays, tilttable: + 15 ° / + 45 ° Carrying capacity: 56,7 kg, VESA grid 100 x 100 - 709 x 431 mm	10	28 Jan - 01 Feb 2019
3	Interactive Screen	Samsung FLIP WM55H LED Monitor Diagonal Size 55 Type 60Hz E-LED Resolution 3840 x 2160 (Landscape) 2160 x 3840 (Portrait) Brightness(Typ.) 300 (without glass), 220 (with glass) nit Contrast Ratio 4700:01:00 Viewing Angle(H/V) 178:178 Response Time(G-to-G) 8ms(Typ.)	8	28 Jan - 01 Feb 2019
4	Stand for Samsung FLIP	Samsung STN-WM55H Dimension (mm) Set 1023 X 1611 X 991 Package 1682 X 221 X 1038 Color Light Gray VESA Mount (mm) Connectivity HDMI 1 / Touch Out 1 / RJ45 1 /Power 1	8	28 Jan - 01 Feb 2019
5	Monitor Screen	Samsung Smart Signage QM55H Non glare panel Diagonal: 138.7cm / 54.6 ", S-PVA Panel (Haze 25%), Resolution: 3840x2160, Brightness: 500cd / m ² , Contrast: 4000: 1 (static), response time: 8ms, viewing angle: 178 ° / 178 °, VESA: 400x400, loudspeaker 2x 10W, extended connection options (DP In, 2x HDMI In, DVI In, 2x USB, Stereo Mini Jack, Black, central infrared sensor, IP5X certification, SoC, SSSP 5.0 (LH55QMHLPGC / EN)	4	28 Jan - 01 Feb 2019
6	Monitor Screen	Samsung QM75F Edge-Lit 4K UHD LED Display, non glare panel Display Screen Size 75" Panel Technology 60Hz E-LED BLU Resolution 3840x2160 Aspect Ratio 16:9 Brightness 500nit Contrast Ratio (Typical) 4000: Viewing Angle (H/V) 178/178 Connectivity Input RGB: DVI-I(D-Sub Common), Display Port 1.2 (2) (Support UHD 60hz)	4	28 Jan - 01 Feb 2019

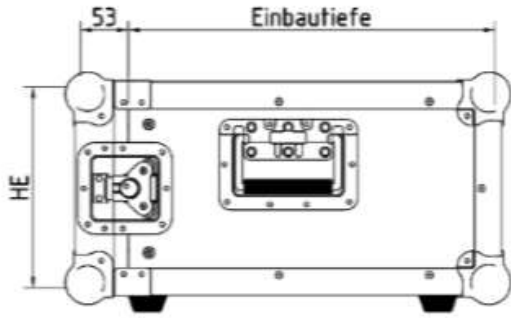
Ref.	Item	Specifications	Quantity	Delivery Date
		VIDEO: HDMI 1.4 (4) HDCP: HDCP1.4 (support UHD 30hz) AUDIO: Stereo mini Jack, RGB, DVI, HDMI USB: (S/W update only) Output Audio: Stereo Mini Jack External Control		
7	Digital Poster screen	Viewsonic EP5520T Screen size 55 inches / 139.7 cm Resolution 1920 x 1080 / Full HD Panel / viewing angle SuperClear®VA / 178/178 degrees Operating time (max) 16/7 - 16 hours / day, 7 days / week Connectivity 2x HDMI / 3x USB-Down / VGA Brightness 350 cd / m ² Speaker 2x 10 watts Warranty 3 years Pick Up, Repair, Return Special feature Freestanding design, Interactive on-demand messaging, Internal Scheduler, IR Pass-Through, Integrated quad-core media player with 16 GB of memory	4	28 Jan - 01 Feb 2019
8	Monitor Stand	Kindermann VST-D Motor 120 4008 000 003 roller stand Display stand, manual height adjustable, incl. camera shelf plus notebook shelf Display stand, electric motor height adjustable, can be hung on the wall, in the corner or in the middle of the room to be placed. Inside, in addition to the power and data lines a mini PC integrate. <ul style="list-style-type: none"> • Removable back panel with top and bottom vents • Stroke: approx. 60 cm, lifting capacity: 120 kg • Display holder according to VESA standard 100 x 100 to 800 x 400 • Cable management inside the column and integrated mount for Mini PC with VESA 100 x 100 • Cable outlets at the back and bottom of the removable rear panel • Powder coated sheet steel, column gray aluminum, RAL 9005, glossy • Dimensions: 180 x 131 x 78 cm (HxWxD) • Roller stand: with 4 swivel castors (diameter approx. 80 mm), 2 of them lockable 	4	28 Jan - 01 Feb 2019
9	Monitor Bridge	Marshall M-LYNX-503 Triple 5 Zoll screen Rackmountable with HDMI, 3G-SDI, Composite	8	28 Jan - 01 Feb 2019
10	Monitor Display	ViewSonic Display VX2276-SMHD VIEWSONIC VX2276-SMHD 54.61 cm (21.5 ") SuperClear® IPS LED, 1920 x 1080, 16: 9, 250cd / m ² , 4ms, tilt, 80,000,000: 1 dynamic contrast, 178 ° / 178 °, 1x VGA, 1x DP, 1x HDMI, integrated speakers (2x3 W)	4	28 Jan - 01 Feb 2019

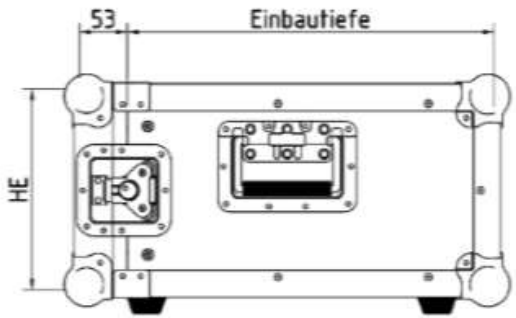
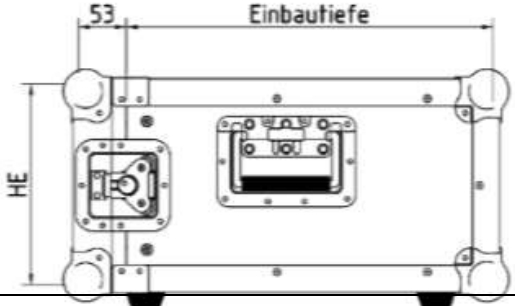
Ref.	Item	Specifications	Quantity	Delivery Date
11	Monitor Display	LG 24UD58-B display type 4K TFT-LCD Active Matrix with White LED Backlight screen size 60.45 cm / 23.8 " Active screen 558.02 mm x 232.51 mm pixel configuration RGB stripes Wide Technology AH-IPS (Advanced High Performance In Plane Switching) surface treatment Hard Coating (3H) Anti-glare	4	28 Jan - 01 Feb 2019


Lot 10

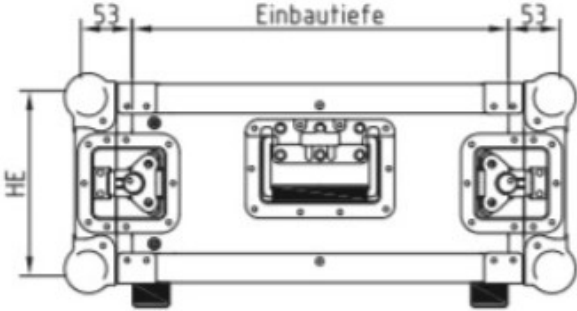


Ref.	Item	Specifications	Quantity	Delivery Date
1	Projector Lamp	Panasonic ET-LAD60W Original projector lamp ET-LAD60W, lamp set (PU: 2 pieces)	8	28 Jan - 01 Feb 2019
2	Projector Lamp	Panasonic ET-LAD120W Original projector lamp ET-LAD120W, lamp set (PU: 2 pieces)	4	28 Jan - 01 Feb 2019
3	Cable defender	Adam Hall Defender Nano BLK Cable bridge 6 channels with black cover	6	28 Jan - 01 Feb 2019
4	Cable defender	Adam Hall Defender Office GREY Non-slip ultra-flat cable bridge	80	28 Jan - 01 Feb 2019
5	Monitor table stand	Dataflex Viewmaster <ul style="list-style-type: none"> •Color: Black • Stepless height adjustment • Integrated / hidden cable management • For 4 monitors • Adjustable height • Parts made of die-cast aluminum • VESA mount MIS-D 75x75 and 100x100mm compatible • Rotatable 360 ° • inclinable + 55 ° / -55 ° • swiveling + 90 ° / -90 ° • Pillar height 355 mm • Load capacity max. 12 kg per monitor • Maximum monitor: width 610 - height 618 mm • Due to its excellent stability it is also suitable for touchscreens • Cable clips and loops included • 2x separate table attachment required 	1	28 Jan - 01 Feb 2019
6	Network switch	Cisco SG350-28MP 26 x 10/100/1000 ports (24 PoE + ports with a power budget of 382 W) • 2 SFP slots • 2 mini GBIC combo ports incl. rack mount brackets	1	28 Jan - 01 Feb 2019
7	Microphone protectors	Monacor WS-30 Microphone windscreen made of black foam	300	28 Jan - 01 Feb 2019
8	Cable Extractors	Retractor Series/2 Network Extron 70-1065-03	8	28 Jan - 01 Feb 2019
9	Cable Extractors	Retractor Series/2 VGA-A Extron 70-1065-11	8	28 Jan - 01 Feb 2019
10	Cable Extractors	Retractor Series/2 HDMI Extron 70-1065-04	8	28 Jan - 01 Feb 2019

Lot 11

Ref.	Item	Specifications	Quantity	Delivery Date
1	Flight Case	<p>High quality 2RU Case Installation depth 458mm , Installation hight 2 RU 7,0 mm multiplex with ABS coating Medium corner balls inlays in the wood two recessed folding handles front double stepless rubber rails with rubber spring four big rubber feet Lid on the front service flap on the back Colour white</p>  <p><i>DD = Deckel vorne / Serviceklappe hinten</i></p>	8	28 Jan - 01 Feb 2019
2	Rack Accessories	<p>Adam Hall 1RU Rack drawer fitting in the rack, black</p>	8	28 Jan - 01 Feb 2019
3	Flight Case	<p>High quality 6RU Case Installation depth 458mm , Installation hight 6 RU 7,0 mm multiplex with ABS coating Medium corner balls Inlays in the wood Two recessed folding handles Front double stepless rubber rails with rubber spring Four big rubber feet Lid on the front service flap on the back Colour white</p>	8	28 Jan - 01 Feb 2019

Ref.	Item	Specifications	Quantity	Delivery Date
		 <p>DD = Deckel vorne / Serviceklappe hinten</p>		
4	Rack Accessories	19-inch 1 RU power strip with switch Parts 87471 T 8 x schuko sockets on the back, Powercon connection on the front Powercon female / connection line / Schuko male	8	28 Jan - 01 Feb 2019
5	Rack Accessories	1x Rack panel 1RU, 8 sockets, black 2x Neutrik NA3FDM 2x Neutrik NA3MDF 2x Neutrik NAHDMI-W-B 2x Neutrik NBB75DFG 4x High quality Video Patch cable HD-SDI (HDTV) SC-Vector 0.8 / 3.7, 1 x 0.80 mm ² , BNC, 1m 4x High quality Microphone cable, 2 x 0.34 mm ² , XLR / XLR, NEUTRIK connectors 1,00m 2x High quality HDMI cable - 1.00 meters 1x All needed small parts, for the assembly.	8	28 Jan - 01 Feb 2019
6	Flight Case	High quality 12RU Case Installation depth 458mm, Installation height 12 RU 7,0 mm multiplex with ABS coating Medium corner balls Inlays in the wood Two recessed folding handles Front double stepless rubber rails with rubber spring Lid on the front service flap on the back Colour white Removeable roll board, suitable for the Case	4	28 Jan - 01 Feb 2019
		 <p>DD = Deckel vorne / Serviceklappe hinten</p>		

Ref.	Item	Specifications	Quantity	Delivery Date
7	Rack Accessories	Removeable roll board,  suitable for the Case	4	28 Jan - 01 Feb 2019
8	Rack Accessories	19-inch 1 RU power strip with switch <u>Parts 87471 T</u> 8 x schuko sockets on the back, Powercon connection on the front Powercon female / connection line / Schuko male 1x Rack panel 1RU, 12 sockets, black 1x 19-inch Cable entry panel, 1U with brush insert, black 1x 2RU Rack drawer fitting in the rack, black 2x Neutrik NA3FDM male 2x Neutrik NA3MDF female 6x Neutrik NAHDMI-W-B female 1x Neutrik NE8FDP-B female 1x Neutrik NO2-4FDW-1-A dual, female 2x High quality Microphone cable, 2 x 0.34 mm ² , XLR male / RCA (chinch) Male, NEUTRIK connectors 1,50m 2x High quality Microphone cable, 2 x 0.34 mm ² , XLR female / RCA (chinch) Male, NEUTRIK connectors 1,50m 10x High quality HDMI cable - 1.00 meters 10x High quality HDMI cable - 2.00 meters 1x Rack mounting kit (19-inch Rack mounting ears) for "Polycom Group 700" 1x Rack mounting kit (19-inch Rack mounting ears) for "cisco switch SF302-08PP" 1x All needed small parts, for the assembly	4	28 Jan - 01 Feb 2019
9	Rack	High quality 12RU Case Installation depth 458mm, Installation Hight 12 RU 7,0 mm multiplex with ABS coating Medium corner balls Inlays in the wood Two recessed folding handles Front double stepless rubber rails with rubber spring Rear double stepless rubber rails with rubber spring Lid on the front Lid on on the back Colour white	4	28 Jan - 01 Feb 2019

Ref.	Item	Specifications	Quantity	Delivery Date
		 <p>DD = Deckel vorne / Deckel hinten</p>		
10	Rack Accessories	Removeable roll board, suitable for the Case 	4	28 Jan - 01 Feb 2019
11	Rack Accessories	2x Adam Hall 19" Parts 8747 19-inch socket strip 8-fold, direct connection to schuko 2x 19 inch rack shelf Parts "Adam Hall 8754" 440 mm x 248 mm x 44,5 mm Universal hole pattern in the floor for mounting different devices	4	28 Jan - 01 Feb 2019
12	Flight Case	Studio Rack 14 RU Manufacturer "gaeng-case" Depth 550 Installation depth 485mm, Installation height 14 RU 15,0 mm multiplex Textured paint varnished No corner balls Glas front door no folding handles Front double stepless rubber rails with rubber spring No stepless rubber rails in the back Screwed service cover on the back Colour White  <p>ohne Rackschienen hinten</p>	1	28 Jan - 01 Feb 2019
13	Rack Accessories	Adam Hall 2HE Rack drawer fitting in the rack, black	6	28 Jan - 01 Feb 2019

Lot 12

Ref.	Item	Specifications	Quantity	Delivery Date
1	Power Cable	Standard quality multiple plug with 3 Schuko plugs without power switch, black with 5m cable. For indoor use, with mounting brackets	20	28 Jan - 01 Feb 2019
2	Power Cable	Standard quality multiple plug with 3 Schuko plugs without power switch, black with 3m cable. For indoor use, with mounting brackets	20	28 Jan - 01 Feb 2019
3	Power Cable	Standard quality multiple plug with 3 Schuko plugs without power switch, black with 1.5m cable. For indoor use, with mounting brackets	20	28 Jan - 01 Feb 2019
4	Power Cable	Standard quality multiple plug with 8 Schuko plugs, without switch, black with 5m cable. For indoor use, with mounting brackets	20	28 Jan - 01 Feb 2019
5	Power Cable	Standard quality multiple plug with 8 Schuko plugs, without switch, black with 3m cable. For indoor use, with mounting brackets	20	28 Jan - 01 Feb 2019
6	Power Cable	Standard quality multiple plug with 8 Schuko plugs, without switch, black with 1.5m cable. For indoor use, with mounting brackets	20	28 Jan - 01 Feb 2019
7	Power Cable	Standard quality Schuko extension cable for indoor use, black 3x 1,5mm ² 10m	10	28 Jan - 01 Feb 2019
8	Power Cable	Standard quality Schuko extension cable for indoor use, black 3x 1,5mm ² 7m	10	28 Jan - 01 Feb 2019
9	Power Cable	Standard quality Schuko extension cable for indoor use, black 3x 1,5mm ² 5m	10	28 Jan - 01 Feb 2019
10	Video Cable	High quality DVI-D male to DVI-D male cable 1m	20	28 Jan - 01 Feb 2019
11	Video Cable	High quality DVI-D male to DVI-D male cable 2m	20	28 Jan - 01 Feb 2019
12	Video Cable	High quality DVI-D male to DVI-D male cable 5m	10	28 Jan - 01 Feb 2019
13	Video Cable	High quality DVI male to HDMI male cable 1m	40	28 Jan - 01 Feb 2019
14	Video Cable	High quality DVI male to HDMI male cable 2m	40	28 Jan - 01 Feb 2019
15	Video Cable	High quality DVI male to HDMI male cable 5m	40	28 Jan - 01 Feb 2019
16	Video Cable	High quality DVI male to HDMI male cable 7m	40	28 Jan - 01 Feb 2019
17	Video Cable	High quality HDMI male to HDMI male cable 0.5m	20	28 Jan - 01 Feb 2019
18	Video Cable	High quality HDMI male to HDMI male cable 1m	30	28 Jan - 01 Feb 2019
19	Video Cable	High quality HDMI male to HDMI male cable 2m	20	28 Jan - 01 Feb 2019
20	Video Cable	High quality HDMI male to HDMI male cable 5m	40	28 Jan - 01 Feb 2019

Ref.	Item	Specifications	Quantity	Delivery Date
21	Video Cable	High quality HDMI male to HDMI male cable 7m	20	28 Jan - 01 Feb 2019
22	Video Cable	High quality Displayport male to DVI male cable 2m	5	28 Jan - 01 Feb 2019
23	Video Cable	High quality Displayport male to DVI male cable 5m	5	28 Jan - 01 Feb 2019
24	Video Cable	High quality Displayport male to DVI male cable 7m	5	28 Jan - 01 Feb 2019
25	Video Cable	High quality Displayport male to HDMI male cable 2m	5	28 Jan - 01 Feb 2019
26	Video Cable	High quality Displayport male to HDMI male cable 5m	5	28 Jan - 01 Feb 2019
27	Video Cable	High quality Displayport male to HDMI male cable 7m	5	28 Jan - 01 Feb 2019
28	Video Cable	Sommer cable, BNC male to BNC male video cable, 75 Ohm, green, 1m	10	28 Jan - 01 Feb 2019
29	Video Cable	Sommer cable, BNC male to BNC male video cable, 75 Ohm, green, 2m	10	28 Jan - 01 Feb 2019
30	Video Cable	Sommer cable, BNC male to BNC male video cable, 75 Ohm, green, 5m	10	28 Jan - 01 Feb 2019
31	Video Cable	Sommer cable, BNC male to BNC male video cable, 75 Ohm, green, 10m	10	28 Jan - 01 Feb 2019
32	Audio Cable	XLR male to XLR female cable with Neutrik connector, black, 10m	20	28 Jan - 01 Feb 2019
33	Audio Cable	XLR male to XLR female cable with Neutrik connector, black, 7m	20	28 Jan - 01 Feb 2019
34	Audio Cable	XLR male to XLR female cable with Neutrik connector, black, 5m	20	28 Jan - 01 Feb 2019
35	Audio Cable	XLR male to XLR female cable with Neutrik connector, black, 2m	20	28 Jan - 01 Feb 2019
36	Remote cable	Usb male to USB female 3.0 Aktiv Extension Repeater 5m	3	28 Jan - 01 Feb 2019
37	Converter	rs232 to usb converter	4	28 Jan - 01 Feb 2019
38	Cable cover	Flexible neoprene cable conduit, cable management with Velcro closure, black, width about 13cm, length 30m	1	28 Jan - 01 Feb 2019
39	Cable cover	Plastic spiral hose with threading aid, diameter 30 mm, black, length 100m	1	28 Jan - 01 Feb 2019
40	Cable cover	flexible fabric cable conduit with Velcro, variable inside diameter up to 30 mm, black, 10m	1	28 Jan - 01 Feb 2019

Section 5b: Other Related Requirements

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements:

Delivery Term [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	DAP
Exact Address of Delivery/Installation Location	UN Campus, Platz der Vereinten Nationen 1, 53113 Bonn, Germany
Installation Requirements	Please see instructions for Lot 1.
Warranty Period (if applicable)	5 years for Lot 1; 2 years for Lot 2-Lot 12
Payment Terms <i>(max. advanced payment is 20% as per UNDP policy)</i>	100% within 30 days upon UNDP's acceptance of the goods delivered as specified and receipt of invoice
Conditions for Release of Payment	<input checked="" type="checkbox"/> Inspection upon arrival at destination <input checked="" type="checkbox"/> Installation (only applicable for Lot 1) <input checked="" type="checkbox"/> Testing (only applicable for Lot 1) <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with ITB requirements
All documentations, including catalogues, instructions and operating manuals, shall be in this language	English / German

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

Technical Bid:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities	<input type="checkbox"/>
▪ Form G: Form of Bid Security	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
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Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNV.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNV accept this Bid.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNV vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNV vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	[Complete]
Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	[Complete]
Is your company a member of the UN Global Compact	[Complete]
Contact person that UNV may contact for requests for clarifications during Bid evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]

Please attach the following documents:

- Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured
- Certificate of Incorporation/ Business Registration
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
- Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney.

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNV for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNV.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Organization's commitment to sustainability.

SECTION 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

Goods and services to be Supplied and Technical Specifications	Your response			
	Compliance with technical specifications		Delivery Date (confirm that you comply or indicate your delivery date)	Comments
	Yes, we comply	No, we cannot comply (indicate discrepancies)		
Lot 1 130" LED All in one single Display Unit				
Lot 2				
1 Blackmagic Mini Converter SDI / HD-SDI / SDI Distribution				
2 Blackmagic Mini Converter SD/HD UpDownCrossHD				
3 Blackmagic Mini Converter Analog to SDI				
4 Blackmagic Design Micro Converter BiDirectional SDI/HDMI				
5 Blackmagic Design MultiView 4				
6 Blackmagic HyperDeck Studio Pro				

7	Dual Docking Station SATA HDD				
8	Samsung SSD 860 Pro Series				
9	Blackmagic SmartView DuoSmartView				
Lot 3					
1	Analog Way Vio4k				
2	"Analog Way RK-350				
Remote Control					
3	Analog Way - Orchestra2 - ORC50				
Lot 4					
1	Denon DN-700R				
2	Yamaha DANTE-MY16-AUD2				
3	Table top Microphone AKG CGN 521 STS				
4	DPA 4066 F Headset EW Bundle				
5	Neumann KH 120 A				
6	Sennheiser EK 100 G3-B				
Lot 5					
1	Crestron TS-1542-TILT-B-S				
2	Crestron TSW-760-B-S & TSW-760-TTK-B-S				
3	Crestron DM-MD16X16				
4	Crestron DMF-CI-8				
5	Crestron DM-NVX-350				
6	Crestron HD-DA2-4K-E				
7	Crestron HD-TX-101-C-E				
8	Crestron HD-RX-101-C-E				
9	Crestron CEN-SW-POE-5				
10	Crestron Input Card HDBT for modular Matrix Frame DM-MD				
11	Crestron Input Card HDMI for modular Matrix Frame DM-MD				
12	Crestron Output Card HDBT				
13	Crestron Output Card HDMI				
Lot 6					
1	Barco ClickShare CSE-800 Pack EU				
2	Barco ClickShare ClickShare CSE-200 Pack EU				
3	Dsan Perfect Cue Mini, Cue Light System				
4	Peta - STANDARD Projector ceiling mount				
5	Barco Projektion (BARCO) F90-4K13				
6	Barco Linse for F90-4K13				
7	Vicom SSG17				
8	Logitech Spotlight Presenter				
Lot 7					
1	Bosch LBB3443/00				
2	Bosch KBD-DIGITAL				
3	Bosch LBB3549/50				
4	CCS 1000 D Diskussions System				
5	Bosch CCSD-DS				
6	Bosch LBB4116/5				
Lot 8					
1	Lightware MX12x12DVI-Plus				
2	Lightware MX2-8x8-HDMI20				
Lot 9					
1	Samsung Smart Signage PM49H				
2	Chief Confidence monitor cart MFQU black				
3	Samsung FLIP WM55H LED Monitor				
4	Samsung STN-WM55H				
5	Samsung Smart Signage QM55H				
6	Samsung QM75F				
7	Viewsonic EP5520T				
8	Kindermann VST-D Motor 120				
9	Marshall M-LYNX-503				
10	ViewSonic Display VX2276-SMHD				
11	LG 24UD58-B				

Lot 10 1 Panasonic ET-LAD60W 2 Panasonic ET-LAD120W 3 Adam Hall Defender Nano BLK 4 Adam Hall Defender Office GREY 5 Dataflex Viewmaster 6 Cisco SG350-28MP 7 Monacor WS-30 8 Retractor Series/2 Network 9 Retractor Series/2 VGA-A 10 Retractor Series/2 HDMI				
Lot 11 1 High quality 2RU Case 2 "Adam Hall ; 1RU Rack drawer fitting in the rack, black 3 High quality 6RU Case 4 "19-inch 1 RU power strip with switch Parts 87471 T; 8 x schuko sockets on the back" 5 "1x Rack panel 1RU, 8 sockets, black; 2x Neutrik NA3FDM; 2x Neutrik NA3MDF; 2x Neutrik NAHDMI-W-B; 2x Neutrik NBB75DFG; 4x High quality Video Patch cable HD-SDI (HDTV) ; SC-Vector 0.8 / 3.7, 1 x 0.80 mm ² , BNC , 1m ; 4x High quality Microphone cable, 2 x 0.34 mm ² , XLR / XLR, NEUTRIK connectors 1,00m ; 2x High quality HDMI cable - 1.00 meters; 1x All needed small parts, for the assembly." 6 High quality 12RU Case 7 Removeable roll board 8 "19-inch 1 RU power strip with switch Parts 87471 T; 8 x schuko sockets on the back; Powercon connection on the front; Powercon female / connection line / Schuko male; 1x Rack panel 1RU, 12 sockets, black; 1x 19-inch Cable entry panel, 1U with brush insert, black; 1x 2RU Rack drawer fitting in the rack, black; 2x Neutrik NA3FDM male; 2x Neutrik NA3MDF female; 6x Neutrik NAHDMI-W-B female; 1x Neutrik NE8FDP-B female; 1x Neutrik NO2-4FDW-1-A dual, female; 2x High quality Microphone cable, 2 x 0.34 mm ² , XLR male / RCA (chinch) Male; NEUTRIK connectors 1,50m ; 2x High quality Microphone cable, 2 x 0.34 mm ² , XLR female / RCA (chinch) Male, NEUTRIK connectors 1,50m; 10x High quality HDMI cable - 1.00 meters; 10x High quality HDMI cable - 2.00 meters; 1x Rack mounting kit (19-inch Rack mounting ears) for "Polycom Group 700"; 1x Rack mounting kit (19-inch Rack mounting ears) for "cisco switch SF302-08PP"; 1x All needed small parts, for the assembly" 9 High quality 12RU Case 10 Removeable roll board, 11 "2x Adam Hall 19"" Parts 8747; 19-inch socket strip 8-fold, direct connection to schuko; 2x 19 inch rack shelf Parts "Adam Hall 8754" 440 mm x 248 mm x 44,5 mm; Universal hole pattern in the floor for mounting different devices 12 Studio Rack 14 RU Manufacturer "gaeng-case" 13 "Adam Hall 2HE Rack drawer fitting in the rack, black				
Lot 12 1 Standard quality multiple plug with 3 Schuko plugs without power switch, black with 5m cable. For indoor use, with mounting brackets 2 Standard quality multiple plug with 3 Schuko plugs without power switch, black with 3m cable. For indoor use, with mounting brackets 3 Standard quality multiple plug with 3 Schuko plugs without power switch, black with 1.5m cable. For indoor use, with mounting brackets 4 Standard quality multiple plug with 8 Schuko plugs, without switch, black with 5m cable. For indoor use, with mounting brackets 5 Standard quality multiple plug with 8 Schuko plugs, without switch, black with 3m cable. For indoor use, with mounting brackets 6 Standard quality multiple plug with 8 Schuko plugs, without				

switch, black with 1.5m cable. For indoor use, with mounting brackets				
7 Standard quality Schuko extension cable for indoor use, black 3x 1,5mm ² 10m				
8 Standard quality Schuko extension cable for indoor use, black 3x 1,5mm ² 7m				
9 Standard quality Schuko extension cable for indoor use, black 3x 1,5mm ² 5m				
10 High quality DVI-D male to DVI-D male cable 1m				
11 High quality DVI-D male to DVI-D male cable 2m				
12 High quality DVI-D male to DVI-D male cable 5m				
13 High quality DVI male to HDMI male cable 1m				
14 High quality DVI male to HDMI male cable 2m				
15 High quality DVI male to HDMI male cable 5m				
16 High quality DVI male to HDMI male cable 7m				
17 High quality HDMI male to HDMI male cable 0.5m				
18 High quality HDMI male to HDMI male cable 1m				
19 High quality HDMI male to HDMI male cable 2m				
20 High quality HDMI male to HDMI male cable 5m				
21 High quality HDMI male to HDMI male cable 7m				
22 High quality Displayport male to DVI male cable 2m				
23 High quality Displayport male to DVI male cable 5m				
24 High quality Displayport male to DVI male cable 7m				
25 High quality Displayport male to HDMI male cable 2m				
26 High quality Displayport male to HDMI male cable 5m				
27 High quality Displayport male to HDMI male cable 7m				
28 Sommer cable, BNC male to BNC male video cable, 75 Ohm, green, 1m				
29 Sommer cable, BNC male to BNC male video cable, 75 Ohm, green, 2m				
30 Sommer cable, BNC male to BNC male video cable, 75 Ohm, green, 5m				
31 Sommer cable, BNC male to BNC male video cable, 75 Ohm, green, 10m				
32 XLR male to XLR female cable with Neutrik connector, black, 10m				
33 XLR male to XLR female cable with Neutrik connector, black, 7m				
34 XLR male to XLR female cable with Neutrik connector, black, 5m				
35 XLR male to XLR female cable with Neutrik connector, black, 2m				
36 Usb male to USB female 3.0 Aktiv Extension Repeater 5m				
37 rs232 to usb converter				
38 Flexible neoprene cable conduit, cable management with Velcro closure, black, width about 13cm, length 30m				
39 Plastic spiral hose with threading aid, diameter 30 mm, black, length 100m				
40 flexible fabric cable conduit with Velcro, variable inside diameter up to 30 mm, black, 10m				

Other Related services and requirements <i>(based on the information provided in Section 5b)</i>	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>	
Warranty Lot 1 (5 years)			
Warranty Lot 2-12 (2 years)			
Installation Lot 1			

FORM F: PRICE SCHEDULE FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder is required to prepare the Price Schedule using the excel file " Form F: Price Schedule Form". The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

FORM G: Form of Bid Security

**Bid Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNV
[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Bid to UNV dated [Click here to enter a date.](#) to execute goods and/or services [Insert Title of Goods and/or Services] (hereinafter called "the Bid"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

- a) Fails to sign the Contract after UNV has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bids;
- c) Fails to comply with UNV's variation of requirement, as per ITB instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNV may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]