To:  **To Whom It May Concern**

Date: **10/06/2022**

Attn:

Fax:

From: **UNDP Bosnia and Herzegovina**

Subject: **Notice on Amendment No. 1 RFQ-112-22-** **Creative and technical support for the event tentatively planned for Thursday 23rd June 2022 in Sarajevo in BiH**

 Dear Sir/Madam,

UNDP BiH made a decision to amend the BIH RFQ-112-22 by changing wording under

**ANNEX 1: SCHEDULE OF REQUIREMENTS, Technical Specifications of Goods:**

|  |  |  |
| --- | --- | --- |
|  | **Original text** | **Changed text** |
| **1** | **Design elements of fair and exhibition that include following:**  | **pcs/kom** | **1** | **Design elements of fair and exhibition that include following:**  | **pcs/kom** |  |
| **1.1** | *The Service Provider should design visually appealing venue concepts (2 at least) for UNDP to choose from. The concepts should provide overall idea and sketches)* Technical support team (installation, set-up, branding of the event venue, etc) (set up the design before the event in agreement with the UNDP, city authorities and provide support during and after the event)The event, June 23rd is supposed to start at 10:00am, for registration of the participants and Media statement. Thereafter the panel discussion on the main stage will follow. At 1pm, the reception of the guest is scheduled, while the set-up with all technical equipment needs to be arranged one day before the event. | **pcs/kom** | 1 | *The Service Provider should design visually appealing venue concepts (2 at least) for UNDP to choose from. The concepts should provide overall idea and sketches)* Technical support team (installation, set-up, branding of the event venue, etc) (set up the design before the event in agreement with the UNDP, city authorities and provide support during and after the event)The event, June 23rd is supposed to start at 10:00am, for registration of the participants and Media statement. Thereafter the panel discussion on the main stage will follow. At 1pm, the reception of the guest is scheduled, while the set-up with all technical equipment needs to be arranged one day before the event. | **pcs/kom** | 1 |
| **1.2** | Design the space and create visually appealing set up to attract participants and provide interactive setting to all attendees. Total space that will be available will be determined latter, tentatively the event will be organized in the entrance floor, 1 main reception rooms, capacities up to maximum 100 and minimum 80 sitting places.The Service Provider will secure all required approvals, stage, chairs, cover all related expenses that are mandatory and necessary. The Service Provider will be responsible to secure access to electricity and all other necessary installations that will be needed in order for the event to be executed and organized in professional manner and in line with the approved concept. It is critical that all technical conditions are met for suggested design and setup to function. That might include extension cords, protection ducts/conduits, and other technical support needed for smooth execution of the event. | **pcs/kom** | 1 | Design the space and create visually appealing set up to attract participants and provide interactive setting to all attendees. Total space that will be available will be determined latter, tentatively the event will be organized in the entrance floor, 1 main reception rooms, capacities up to maximum 100 and minimum 80 sitting places.The Service Provider will secure all required approvals, stage, chairs, cover all related expenses that are mandatory and necessary. The Service Provider will be responsible to secure access to electricity and all other necessary installations that will be needed in order for the event to be executed and organized in professional manner and in line with the approved concept. It is critical that all technical conditions are met for suggested design and setup to function. That might include extension cords, protection ducts/conduits, and other technical support needed for smooth execution of the event. | **pcs/kom** | 1 |
| **1.3** | Technical support team (*installation, set-up, branding of the event venue,* *etc*) *(set up the design before the event in agreement with the UNDP, municipal authorities and provide support during and after the event)* | **pcs/kom** | 1 | Technical support team (*installation, set-up, branding of the event venue,* *etc*) *(set up the design before the event in agreement with the UNDP, municipal authorities and provide support during and after the event)* | **pcs/kom** | 1 |
| **1.3.1** | Audio-visual equipment compactible with Sarajevo City Hall to produce screen projection and ensure hall sound system, together with staff support in realization and setting up the equipment. | **pcs/kom** | 1 | Audio-visual equipment compactible with Sarajevo City Hall to produce screen projection and ensure hall sound system, together with staff support in realization and setting up the equipment. | **pcs/kom** | 3 |
| **1.4.** | In line with the selected interior design, the Service provider will secure and pay for design, printing and set up of the event.The Service Provider should suggest and list all necessary items that could be used for branding, decorating and set up of the event that are not necessarily envisioned by this RFQ but could be instrumental for successful organization and visibility of the event. *(metal construction, branded stalls, music, speakers, backdrop, materials in addition to requirements stated under the section 2.)* UNDP will pay for items that will be accepted, displayed and used during the event in line with the selected design.  | **pcs/kom** |  | In line with the selected interior design, the Service provider will secure and pay for design, printing and set up of the event.The Service Provider should suggest and list all necessary items that could be used for branding, decorating and set up of the event that are not necessarily envisioned by this RFQ but could be instrumental for successful organization and visibility of the event. *(metal construction, branded stalls, music, speakers, backdrop, materials in addition to requirements stated under the section 2.)* UNDP will pay for items that will be accepted, displayed and used during the event in line with the selected design.  | **pcs/kom** | 1 |
| **1.5.** | **Staff to be engaged** | **pcs/kom** | 2 | **Staff to be engaged** | **pcs/kom** |  |
| **1.5.1** | Cameraman and technical producer | **pcs/kom** | 1 | Cameraman and technical producer | **pcs/kom** | 2 |
| **1.5.2** | Event producer | **pcs/kom** |  | Event producer | **pcs/kom** | 1 |
| **1.6.** | **Material to be designed** | **pcs/kom** | 1 | **Material to be designed** | **pcs/kom** |  |
| **1.6.1** | Design, printing and set up of stage together with LED stage background 6m x 3m | **pcs/kom** | 8 | Design, printing and set up of stage together with LED stage background 6m x 3m | **pcs/kom** | 1 |
| **2** | **Suggested venue design should include:** | **pcs/kom** | 15 | **Suggested venue design should include:** | **pcs/kom** |  |
| **2.1** | LCD 43 or 49-50 inch or larger display with stands and sound system for video to be displayed with auto play reproduction possibility through use of laptop or internal USB capabilities. Metal stalls for LCD screens should be secured. | **pcs/kom** | 100 | LCD 43 or 49-50 inch or larger display with stands and sound system for video to be displayed with auto play reproduction possibility through use of laptop or internal USB capabilities. Metal stalls for LCD screens should be secured. | **pcs/kom** | 15 |
| **2.2** | Chairs 100 for audience  | **pcs/kom** | 3 | Chairs 100 for audience  | **pcs/kom** | 100 |
| **2.3** | Set of Ambient and intelligent lightning (in line with design approved by UNDP) | **pcs/kom** | 4 | Set of Ambient and intelligent lightning (in line with design approved by UNDP) | **pcs/kom** | 3 |
| **2.4** | Create props related to the theme of the event with hashtags | **pcs/kom** | 1 | Create props related to the theme of the event with hashtags | **pcs/kom** | 4 |
| **2.5** | If needed print and set up stage frame made out of capafix  | **pcs/kom** | 1 | If needed print and set up stage frame made out of capafix  | **pcs/kom** | 1 |
| **2.6** | Wireless microphone for moderator  | **pcs/kom** | 5 | Wireless microphone for moderator  | **pcs/kom** | 1 |
| **2.7** | Wireless microphones for the panelist  | **pcs/kom** | 2 | Wireless microphones for the panelist  | **pcs/kom** | 5 |
| **2.8** | Microphone for participants | **pcs/kom** | 1 | Microphone for participants | **pcs/kom** | 2 |
| **2.9.** | Music along with copyrights | **pcs/kom** | 1 | Music along with copyrights | **pcs/kom** | 1 |
| **2.10** | Secure press corner with elegant desk for microphones | **pcs/kom** | 6 | Secure press corner with elegant desk for microphones | **pcs/kom** | 1 |
| **3.1.** | 6 creative armchairs for speakers | **pcs/kom** | 8 | 6 creative armchairs for speakers | **pcs/kom** | 6 |
| **3.2.** | 8 stage reflectors with different colors, green/blue/yellow, CRI (Color rendering index) value over 90, and Flicker free | **pcs/kom** | 2 | 8 stage reflectors with different colors, green/blue/yellow, CRI (Color rendering index) value over 90, and Flicker free | **pcs/kom** | 8 |
| **3.3.** | Design and rent of equipment for 3D holograms to produce logos and event signature. Size of the holograms: Diameter: 150cm/59'', Resolution: 2048\*2880, LED: 2880pc, Rated Power: 320W | **pcs/kom** | 100 | Design and rent of equipment for 3D holograms to produce logos and event signature. Size of the holograms: Diameter: 150cm/59'', Resolution: 2048\*2880, LED: 2880pc, Rated Power: 320W | **pcs/kom** | 2 |
| **3.4.** | Cabin for translation, translation equipment and 100 headsets for translation  | **pcs/kom** | 1 | Cabin for translation, translation equipment and 100 headsets for translation  | **pcs/kom** | 100 |
| **4.** | Production of the HD live stream to be produced on Facebook | **pcs/kom** | 2 | Production of the HD live stream to be produced on Facebook | **pcs/kom** | 1 |
| **4.1.** | Internet connection to enable HD production of live stream, together with WIFI extenders and one wifi connection for participants, at highest speed  | **pcs/kom** | 2 | Internet connection to enable HD production of live stream, together with WIFI extenders and one wifi connection for participants, at highest speed  | **pcs/kom** | 2 |

UNDP BiH also made a decision to amend the BIH RFQ-112-22by changing wording under

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER – GOODS**

|  |  |
| --- | --- |
| **Original text** | **Changed text** |
| **LOT** | **Description** | **UOM** | **Qty** | **Unit price** | **Total price**  | **LOT** | **Description** | **UOM** | **Qty** | **Unit price** | **Total price**  |
| **1** |  | **pcs/kom** | **1** |  |  | **1** |  | **pcs/kom** |  |  |  |
| **1.1** |  | **pcs/kom** | 1 |  |  | **1.1** |  | **pcs/kom** | 1 |  |  |
| **1.2** |  | **pcs/kom** | 1 |  |  | **1.2** |  | **pcs/kom** | 1 |  |  |
| **1.3** |  | **pcs/kom** | 1 |  |  | **1.3** |  | **pcs/kom** | 1 |  |  |
| **1.3.1** |  | **pcs/kom** | 1 |  |  | **1.3.1** |  | **pcs/kom** | 3 |  |  |
| **1.4.** |  | **pcs/kom** |  |  |  | **1.4.** |  | **pcs/kom** | 1 |  |  |
| **1.5.** |  | **pcs/kom** | 2 |  |  | **1.5.** |  | **pcs/kom** |  |  |  |
| **1.5.1** |  | **pcs/kom** | 1 |  |  | **1.5.1** |  | **pcs/kom** | 2 |  |  |
| **1.5.2** |  | **pcs/kom** |  |  |  | **1.5.2** |  | **pcs/kom** | 1 |  |  |
| **1.6.** |  | **pcs/kom** | 1 |  |  | **1.6.** |  | **pcs/kom** |  |  |  |
| **1.6.1** |  | **pcs/kom** | 8 |  |  | **1.6.1** |  | **pcs/kom** | 1 |  |  |
| **2** |  | **pcs/kom** | 15 |  |  | **2** |  | **pcs/kom** |  |  |  |
| **2.1** |  | **pcs/kom** | 100 |  |  | **2.1** |  | **pcs/kom** | 15 |  |  |
| **2.2** |  | **pcs/kom** | 3 |  |  | **2.2** |  | **pcs/kom** | 100 |  |  |
| **2.3** |  | **pcs/kom** | 4 |  |  | **2.3** |  | **pcs/kom** | 3 |  |  |
| **2.4** |  | **pcs/kom** | 1 |  |  | **2.4** |  | **pcs/kom** | 4 |  |  |
| **2.5** |  | **pcs/kom** | 1 |  |  | **2.5** |  | **pcs/kom** | 1 |  |  |
| **2.6** |  | **pcs/kom** | 5 |  |  | **2.6** |  | **pcs/kom** | 1 |  |  |
| **2.7** |  | **pcs/kom** | 2 |  |  | **2.7** |  | **pcs/kom** | 5 |  |  |
| **2.8** |  | **pcs/kom** | 1 |  |  | **2.8** |  | **pcs/kom** | 2 |  |  |
| **2.9.** |  | **pcs/kom** | 1 |  |  | **2.9.** |  | **pcs/kom** | 1 |  |  |
| **2.10** |  | **pcs/kom** | 6 |  |  | **2.10** |  | **pcs/kom** | 1 |  |  |
| **3.1.** |  | **pcs/kom** | 8 |  |  | **3.1.** |  | **pcs/kom** | 6 |  |  |
| **3.2.** |  | **pcs/kom** | 2 |  |  | **3.2.** |  | **pcs/kom** | 8 |  |  |
| **3.3.** |  | **pcs/kom** | 100 |  |  | **3.3.** |  | **pcs/kom** | 2 |  |  |
| **3.4.** |  | **pcs/kom** | 1 |  |  | **3.4.** |  | **pcs/kom** | 100 |  |  |
| **4.** |  | **pcs/kom** | 2 |  |  | **4.** |  | **pcs/kom** | 1 |  |  |
| **4.1.** |  | **pcs/kom** | 2 |  |  | **4.1.** |  | **pcs/kom** | 2 |  |  |

UNDP BiH uses this opportunity to apologize for any inconvenience that this might have caused.

Best regards,

**UNDP BIH**

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