

**CLARIFICATION MEETING ON THE SUPPLY AND INSTALLATION OF VIDEO
CONFERENCING FACILITY HELD AT MOFEP CONFERENCE ROOM ON 26TH
AUGUST 2010**

OPENING

The meeting was opened at 10:00 by Mrs. Agatha Nketsiah, Director (ICT) who indicated that the purpose of the meeting was for tenderers to seek clarification on the tender launched for the supply and installation of a video conferencing facility (VCF).

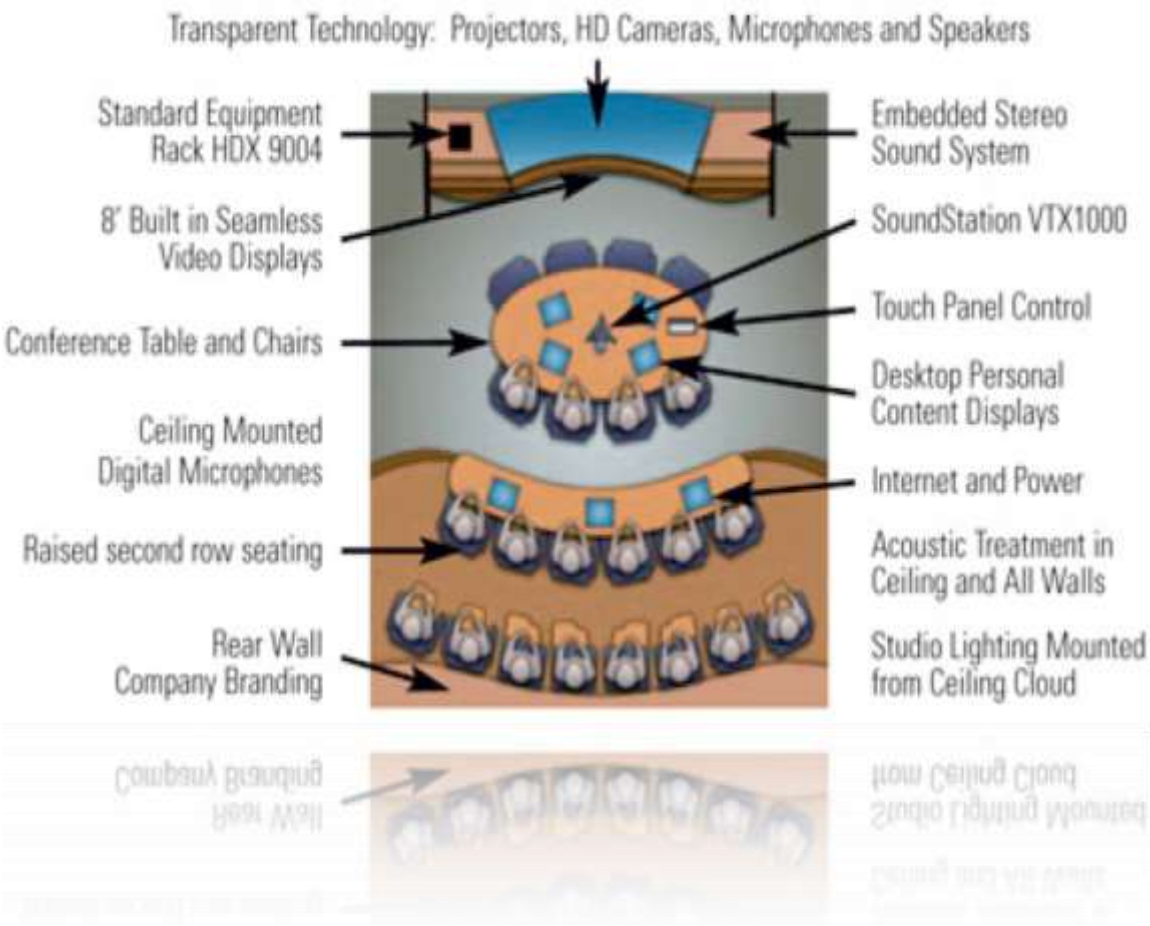
ITEM	ISSUES DISCUSSED	ACTION BY
1.0	<p style="text-align: center;"><u>CONSULTANT'S BRIEF</u></p> <p>The consultant informed tenderers that the Video Conferencing Facility is a multi-call one. Indicating that while a conference is on-going, other participants who wish to take part should be able to call-in. He indicated that the facility platform should be Microsoft platform compatible (i.e. E5). Additional information concerning the Microsoft platform would be uploaded onto the MoFEP website.</p> <p>The consultant further explained that tenderers need to meet all the minimum specifications requested in the tender dossier as these would count a lot during technical and financial evaluation.</p>	<p>Information to be provided by consultant</p> <p><i>(The information was originally provided in the technical specification. I have marked it in the technical document)</i></p>
2.0	<p style="text-align: center;"><u>CONCERNS OF TENDERERS</u></p> <p>The tenderers wanted to know if the conferencing system with 2 62" plasma screens – HD as indicated on pg. 1 of 3 of the Technical Specifications are two separate systems. They were informed that this was one system i.e. just two 62" plasma screen</p> <p>Another tenderer inquired if they were supposed to quote VAT in their bids. The answer was that even though VAT was not requested, the tenderers were required to submit VAT certificates in their bids. They were also informed to include other information like their tax returns. Tenderers were also assured of having their imports exempted from payment of taxes in line with Annex IV, Article 31 of the Cotonou Agreement.</p>	

<p>3.0</p>	<p>One tenderer asked if the tender dossiers were for sale and was informed that the amount has been waived as capture in the instructions to tenderers. The dossiers are therefore made available to them free of charge.</p> <p>It was inquired from the consultant by the tenderers if it was the successful tenderer who was going to do the Microsoft integration as required.</p> <p>The consultant indicated that the facility only had to be Microsoft compatible with documentation indicating how subsequent integration with the facility could be done. This is particularly necessary for a participant who is not at the venue of the conference but would like to take part in discussions using the same LAN system.</p> <p><u>ISSUES RAISED AT INSTALLATION SITE</u></p> <p>The consultant briefed the tenderers on some few changes that should be made to the conference room prior to installation of the VCF. These include sealing-off some sections of the room to conceal wirings and other connections.</p> <p>The consultant also informed tenderers that network ports and power cables should be strategically located in the middle of the room to enable many participants connect to the system when a conference is on-going.</p> <p>It was proposed that a pictorial sitting arrangement be posted on the MOFEP website to enable tenderers have an appreciation how audience would be seated for conferences.</p> <p>A tenderer wanted to know if two microphones would not serve the same purpose and why the need for four. He was informed that the four microphones were a requirement to ensure there was no interruption because one or two microphones failed to function.</p> <p>Another tenderer was concerned about the</p>	<p>Sealing of sections of room to be done by successful bidder</p> <p>Sitting arrangement to be pasted by Consultant</p> <p><i>(Indicated below)</i></p>
------------	--	--

	<p>lighting noting that the lights were not on the beam, hence the room might not be bright enough for proper camera viewing. It was agreed that spotlights be put on the beams to make the room brighter than it currently is.</p> <p>The meeting came to a close at 10:50 a.m.</p>	<p>MOFEP to liaise with contractor of building for spotlights to be placed on beams of ceiling.</p>
--	--	---

Proposed room design

The picture below gives an idea how the room will be design. There will not be raised floor



Item #	Component	Minimum Specification	Quantity
1	Conferencing System With 2 62 " plasma screens - HD	<p>Video Standards and Protocols</p> <ul style="list-style-type: none"> • H.264, H.264 High Profile, H.263++, H.261 • H.239 and H.263 & H.264 Video Error Concealment <p>Video Input</p> <ul style="list-style-type: none"> • 2 x Polycom EagleEye™ HD camera • 1 x Component (main camera #1) • 1 x Component (VCR/DVD) • 1 x DVI-I <p>Video Out</p> <ul style="list-style-type: none"> • 2 x DVI-I HD video out • 1 x BNC (S-Video/Composite) VCR <p>People Video Resolution</p> <ul style="list-style-type: none"> • 720p, 30 fps from 512 Kbps • 720p, 60 fps from 832 Kbps • 1080p, 30 fps from 1024 Kbps • 4SIF/4CIF, 30 fps from 128 Kbps • 4SIF/4CIF, 60 fps from 512 Kbps • SIF (352 x 240), CIF (352 x 288) • QSIF (176 x 120), QCIF (176 x 144) <p>Content Video Resolution</p> <ul style="list-style-type: none"> • Input: WSXGA+ (1680 x 1050), SXGA (1280 x 1024), HD (1280 x 720), XGA (1024 x 768), SVGA (800 x 600), VGA (640 x 480) • Output: 720p (1280 x 720), 1080 (1920 x 1080), XGA (1024 x 768), SVGA (800 x 600) • Content Frame Rate: 30 fps 	1

Item #	Component	Minimum Specification	Quantity
		<p>Audio Input</p> <ul style="list-style-type: none"> • 4 Microphone arrays supported • 1 x Line-level stereo in • 1 x PC audio in • 1 x VCR / DVD stereo audio-in <p>SNMP</p> <ul style="list-style-type: none"> - Converged Management Application (CMATM) • International languages (17) • Wildcard language tool • USB software update Security • Secure Web • Security mode • AES FIPS 197, H.235V3 and H.233/234 • FIPS 140-2 Validation Certificate (#918) • IPv6 (DISA) • Secure password authentication Options • Ceiling microphones • Extension cables • Software for up to 4 sites (HDCP) • Network interfaces modules • IP Speakerphone integration • PolycomHDX Media Center options • IR remote receiver • Electrical Auto sensing power supply • Typical operating voltage/power 189VA @ 115V @ 60 Hz @ .67 • PF 192VA @ 230V @ 60 Hz @ .66 PF 196VA @ 230V @ 50 Hz @ .65 PF <p>Environmental Specification</p> <ul style="list-style-type: none"> • Operating temperature: 0–40°C • Operating humidity: 10–80% • Non-operating temperature: 40°–70°C • Non-operating humidity (non-condensing): 10–90% • Maximum altitude: 10,000 feet <p>Physical Characteristics</p> <p>Audio Standards and Protocols</p> <ul style="list-style-type: none"> • Surround Stereo • 22 kHz bandwidth • 14 kHz bandwidth G.722.1 • 7 kHz bandwidth with G.722, G.722.1 • 3.4 kHz bandwidth with G.711, G.728, G.729A • Automatic gain control • Automatic noise suppression • Keyboard noise reduction • Live Music Mode • Instant adaptation echo cancellation 	

Item #	Component	Minimum Specification	Quantity
2	Camera	A 1080p Camera - 1920 x 1080 CMOS imager - 10X optical zoom, 70° FOV min - 1920 x 1080 EPTZ camera - 4X digital zoom, 55° FOV min - Internal stereo microphones	2
3	Ceiling Microphone	Stereo with Noise Canceling and Sound Auto sensing Capabilities	4
4	Software	Capable of providing training, presentation, or remote video conference using chroma key technology	1
5	Training	User and Technical Training: We expect at least two technical staff to be trained on the use of the system to be able to help with minor support. There should also be user training for the unit that will be in charge of the Video conference facility.	
6	Warranty	Please indicate the warranty period covering the system. What it covers and the responsibility of the client.	
7	Maintenance agreement	Please submit a draft maintenance agreement for technical support after warranty period	