

## Annex 1

### ToR and Evaluation Criteria

#### **1. Introduction of OPEC**

The Organization of the Petroleum Exporting Countries (OPEC) is a permanent intergovernmental organization composed of 13 oil-exporting countries. The OPEC Secretariat carries out the executive functions of the Organization, in accordance with the provisions of its Statute. The OPEC's Headquarters are located in Vienna, Austria.

The mission of OPEC is to coordinate and unify the petroleum policies of its Member Countries with the aim of ensuring the stabilization of oil markets, to secure an efficient, economic and regular supply of petroleum to consumers, a steady income to producers and a fair return on capital for those investing in the petroleum industry.

The PR and Information Department is statutorily responsible for presenting OPEC's objectives, decisions and actions in their true and most desirable perspective, contributing to the awareness of governments, national and international institutions and companies, as well as the general public, about OPEC and its activities, while presenting the OPEC Secretariat as a professional institution in the field of energy market data, analyses and projections.

#### **2. Questions and Inquiries**

Questions and inquiries regarding this Request for Bid and any other attachments to this document shall be addressed to Mr. Prem PARIKH from the Administration and IT Services Department not later than **29<sup>th</sup> September 2023**.

##### Contact information

Mr. Prem PARIKH

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Administration and IT Services Department

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#### **3. Project Overview**

##### **a. Requirements Specifications:**

##### **Introduction**

OPEC wishes to install new Video Conference system with Microsoft Teams Room in multiple meeting rooms at its HQ in Vienna. All vendors are invited to visit OPEC HQ to take detailed measurements and overview of the room and current equipment used

##### **Kindly provide us with:**

Expected delivery time of all mentioned equipment

Installation time frame

Please follow precisely the instructions of submitting your offer as mentioned in the this ToR letter

All offers should be in English Language

### Microsoft Teams Rooms Pro Licenses

Description	Qty
Microsoft Teams Rooms Pro - 1 Year - Annual Billing	8

### Room 1 - 7.160 – SG Meeting Room

Description	Qty
LG 86UH5J-H 86" IPS, UHD, webOS 6.0, SoC, Wlan, OPS, 24/7 with wall mount kit	1
SMS Presence Wall/Floor fixed, up to 150 kg; Cable Management included in stand, periphery can be stored in the chassis	1
Logitech Rally Bar Graphite	1
Logitech Wall-Mount for Video Bars	1
Logitech Swytch LAPTOP-LINK	1
Logitech TAP with Cat5e Kit	1
Logitech TAP Table Mount	1
Logitech Tap Scheduler White	1
Logitech Sight	1
Logitech Select - 2 Year Plan - Centralized Management	1
On-Site Installation (per hour) - estimate	

### Room 2 - 2.240 - Meeting Room 2nd floor

Description	Qty
LG 136" All-In -One LED Screen incl. Wallmount, 24/7	1
SMS Leddy Wall/Floor LG LAS 136" black	1
Logitech Rally Bar Graphite	1
Logitech Wall-Mount for Video Bars	1
Logitech Swytch LAPTOP-LINK	1
Logitech Tap Scheduler White	1
Logitech TAP with Cat5e Kit	1
Logitech TAP Table Mount	1
Logitech Rally Mic Pod Microphone (2,95 m cable length)	2
Logitech Mic Pod Mount for Rally Microphone	2
Logitech Extension Cable for Rally Mic Pod 10m	1
Logitech Sight	1
Logitech Select - 2 Year Plan - Centralized Management	1
On-Site Installation (per hour) - estimate	

### Room 3 - 2.210 - Informal Closed Session Room

Description	Qty
Logitech Swytch LAPTOP-LINK	1
Logitech COMPUTE MOUNT for RoomMate	1
Logitech Roommate	1
Logitech Tap Scheduler White	1
Logitech Wall-Mount for Video Bars	1
Logitech TAP with Cat5e Kit	1
Logitech TAP Table Mount	1
Logitech Rally Mic Pod Hub	1
Logitech Mic Pod Ceiling Mount	4
Logitech Mic Pod Mount for Rally Microphone	4
Digitus HDMI AOC Hybrid-Fibre-Cable 15m	1
Logitech Select - 2 Year Plan - Centralized Management	1
On-Site Installation (per hour) - estimate	

#### Room 4 - 3.188 - FHRD Meeting Room (FishTank)

Description	Qty
Samsung WM65B 65" FLIP E-Board Touch Display 16/7 lightgrey	1
Peerless SmartMount flat Univ. wall-mount up to 79 kg	1
Logitech Rally Bar Mini Graphite	1
Logitech Swytch LAPTOP-LINK	1
Logitech Tap Scheduler White	1
Logitech TAP with Cat5e Kit	1
Logitech Select - 2 Year Plan - Centralized Management	1
On-Site Installation (per hour) - estimate	

#### Room 5 - 4.188 – DSD Meeting Room (FishTank)

Description	Qty
Logitech Swytch LAPTOP-LINK	1
Logitech Tap Scheduler White	1
Logitech Wall-Mount for Video Bars	1
Logitech TAP with Cat5e Kit	1
Peerless SmartMount flat Univ. wall-mount up to 79 kg	1
Logitech Select - 2 Year Plan - Centralized Management	1
On-Site Installation (per hour) - estimate	

#### Room 6 - 5.188 - ESD/EMD Meeting Room (FishTank)

Description	Qty
Samsung WM65B 65" FLIP E-Board Touch Display 16/7 lightgrey	1
Peerless SmartMount flat Univ. wall-mount up to 79 kg	1
Logitech Rally Bar Mini Graphite	1
Logitech Swytch LAPTOP-LINK	1
Logitech Tap Scheduler White	1
Logitech TAP with Cat5e Kit	1

Logitech Select - 2 Year Plan - Centralized Management	1
On-Site Installation (per hour) - estimate	

**Room 7 - 6.188 - ESD/EMD Meeting Room (FishTank)**

Description	Qty
Samsung WM65B 65" FLIP E-Board Touch Display 16/7 lightgrey	1
Peerless SmartMount flat Univ. wall-mount up to 79 kg	1
Logitech Rally Bar Mini Graphite	1
Logitech Swytch LAPTOP-LINK	1
Logitech Tap Scheduler White	1
Logitech TAP with Cat5e Kit	1
Logitech Select - 2 Year Plan - Centralized Management	1
On-Site Installation (per hour) - estimate	

**Room 8 - 8.250 - PRID Meeting Room**

Description	Qty
Samsung WM75B 75" FLIP E-Board Touch Display 16/7 white	1
Peerless SmartMount flat Univ. wall-mount up to 79 kg	1
Logitech Rally Bar Mini Graphite	1
Logitech Wall-Mount for Video Bars	1
Logitech Swytch LAPTOP-LINK	1
Logitech Tap Scheduler White	1
Logitech TAP with Cat5e Kit	1
Logitech TAP Table Mount	1
Logitech Rally Mic Pod Microphone (2,95 m cable length)	1
Logitech Mic Pod Mount for Rally Microphone	1
Logitech Extension Cable for Rally Mic Pod 10m	1
Logitech Select - 2 Year Plan - Centralized Management	1
On-Site Installation (per hour) - estimate	

**b. Delimitations:**

Assumptions:

- Availability of the meeting rooms for the installation

Prerequisites:

- Required empty piping, electricity, network on site and functional at the start of installation.
- Load-bearing masonry.
- If microphones are mounted in false ceilings, there are sufficient inspection openings.

#### **4. Instruction for Bidders**

##### **a. Submission of Bids**

You are hereby requested to address your Offer to the “Secretary of the Contracts Committee” in a sealed envelope which shall be marked “Confidential”. Any offer received after the expiration of the proposal submission deadline will not be accepted.

##### **b. Equal Opportunities**

OPEC will make every effort to ensure all Bidders/Vendors are treated fairly and equally throughout the entire invitation, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same information.

##### **c. Bid Ownership**

Once submitted, all Offers/Bids, including attachments, supplementary materials, addenda, etc. shall become the property of OPEC and will not be returned to the Bidder/Vendor.

##### **d. Conflict of interest**

OPEC aims to ensure that all Offers/Bids are given an objective and fair evaluation. The evaluation cannot be objective or fair if there is an actual, potential or perceived conflict of interest that would unfairly impact the evaluation and distort the results through bias. Therefore, it is required that you do not have a conflict of interest, professional, personal, or other interest that would conflict in any manner or degree in the final results of this process. Any Bidder/Vendor found to have a conflict of interest shall be disqualified.

No employee of OPEC, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof.

##### **e. Non Collusion**

The Bidder/Vendor shall guarantee that the Offer/Bid submitted is not a product of collusion with any other Bidder/Vendor and no effort has been made to fix the Offer/Bid price of any Bidder/Vendor or to fix any overhead, profit or cost estimate of any Offer/Bid price, in an effort to control who is selected in this process.

## **5. Selection Process**

### **a. Evaluation Criteria**

*The evaluation criteria includes:*

- *Technical Specifications and Professional Competence (TS/PC)*
- *Financial Specifications (FS)*

*Both criteria must be analyzed in the evaluation of offers. However, the modality of evaluation and the weight of each criteria should be decided by the requesting DOU for each procurement procedure.*

#### **- *Modality of evaluation***

*There are two modalities of evaluation, one of them to be selected by the DOU for each process:*

- a. Evaluate first the TS/PC credentials over 100 points, and if the Bidder/Vendor passes a certain points threshold determined by the DOU (e.g., 70 out of 100), then the less expensive qualified offer will be selected. This possibility is recommended when different providers are expected to deliver products or services of very similar quality (e.g., printing services).*
- b. Evaluate both the TS/PC and FS together, and then select the offer that reaches the highest combined number of points. This option is advisable when the product or service can substantially vary depending on the provider chosen.*

*In this system, the TS/PC and FS points allocation has to be decided by the DOU. The addition of the maximum scores of the TS/PC and FS shall reach 100 points (e.g., 60 points for TS/PC and 40 points for FS).*

#### **- *Technical Specifications and Professional Competence***

*[The DOU will determine how many points it will assign to any of the evaluation categories below mentioned, or to any other category that is relevant in the specific case]*

<i>Evaluation Criteria</i>
<i>Qualification</i> <ul style="list-style-type: none"><li>- <i>Knowledge</i></li><li>- <i>Expertise</i></li><li>- <i>Suitability of proposed CVs</i></li><li>- <i>Professional certifications</i></li></ul>

<p><i>Compliance with tender specifications</i></p> <ul style="list-style-type: none"> <li>- <i>Meets requirements</i></li> <li>- <i>Meets applicable standards to the industry</i></li> </ul>
<p><i>Track record/Past Performance</i></p> <ul style="list-style-type: none"> <li>- <i>Experience in industry</i></li> <li>- <i>Prior experience</i></li> <li>- <i>Service rating</i></li> <li>- <i>Quality rating</i></li> <li>- <i>Technical rating</i></li> </ul>
<p><i>Quality system for deliverables</i></p> <ul style="list-style-type: none"> <li>- <i>Work organization and methodological approach including timetable</i></li> <li>- <i>Proposed form and usefulness of deliverables</i></li> <li>- <i>Suitability of proposed data tools</i></li> <li>- <i>Suitability of proposed data analysis</i></li> </ul>
<p><i>Logistics</i></p> <ul style="list-style-type: none"> <li>- <i>Location</i></li> </ul>

- **Financial Proposal**

*The Bidder/Vendor will submit a detailed explanation of the costs involved for the goods or services offered, and their final costs (excluding VAT).*

*[In the procurement system where price is part of the initial evaluation (point 5.b of this ToR), the offer with the lowest price shall receive the maximum score, and the other offers financial proposals shall be graded proportionally.]*

**a. Declarations**

The Bidder/Vendor shall sign the Declaration as per the text included at the end of this Annex.

**b. Contract Award**

When the review and selection process is concluded and all the necessary approvals are acquired, the contract will be awarded to the selected Bidder/Vendor:

- Award will be by written contract with the selected Bidder/Vendor.
- OPEC reserves the right to cancel this Request for Bid. OPEC reserves the right to reject any or all Offers/Bids received. Furthermore, OPEC shall have the right to waive any informality or technicality in the Offers/Bids received, when it is in the best interest of the OPEC.

**b. General Terms Applicable**

- OPEC neither makes nor assumes any contractual obligation by issuing this Request for Bid, receiving and evaluating Bidder/Vendor's Offers/Bids or making



- preliminary selections.
- OPEC reserves the right to negotiate individually or simultaneously with several Bidders/Vendors and to terminate negotiations at any time without incurring any liability. OPEC reserves the right to reject any or all Bids. OPEC does not commit itself to select a Bidder/Vendor based solely on fee or any other criteria. All agreements, commitments and conditions are subject to approval, which is at the sole discretion of OPEC.
  - OPEC reserves the right to amend this Request for Bid at any time prior to the selection of a Bidder/Vendor, as well as to cancel the selection process at any time prior to the signature of a contract.
  - Current standards and/or requirements are not to be construed as future standards and/or requirements.
  - By responding to this Request for Bid, the Bidder/Vendor acknowledges that all information revealed, obtained or developed in the course of and in connection with this Request for Bid shall be considered and treated as confidential and proprietary information of OPEC. The Bidder/Vendor acknowledges that OPEC may reveal information about its business operations and plans in the course of the Request for Bid process and the Bidder/Vendor must agree not to disclose any such confidential information that may be obtained in the course of preparation of the respective Bid.
  - Pricing and terms provided to OPEC will not be disclosed to any other third party without the prior consent of the Bidder/Vendor.
  - The Bidder/Vendor shall bear all costs associated with the preparation and submission of its Bid. Under no circumstances, OPEC will be held responsible or liable for these incurred costs, regardless of the outcome of the bidding process.
  - As part of the evaluation process, OPEC may request a meeting and/or a call to address any clarification prior to final selection.

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### **DECLARATION BY SUPPLIER/SERVICE PROVIDER**

I, \_\_\_\_\_ the undersigned, and representative of (Vendor's name) (the "Vendor") submitting an Offer/Bid in respect of (Procurement Process), hereby declare and confirm that the Vendor:

- Does not have any conflict of interest in connection to the Request for Bid process or the award of the contract. A conflict of interest may arise in particular as a result

of economic interests, political affinities, family or any other relevant connection or shared interest with OPEC or any related party;

- Will inform OPEC, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest;
- Must immediately take action to rectify any situation that may generate conflicts of interest. In face of a lack of action, OPEC may do any of the following:
  - (a) Require the Vendor to take further action within a specified deadline;
  - (b) Decide not to award a specific contract to the Vendor.
- Has not made, and will not make, any offer of any type whatsoever from which an advantage can be derived under the contract;
- Employs funds of licit origin for the execution of the contract;
- Has not granted, sought, attempted to obtain or accepted and will not grant, seek, attempt to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract;
- Understands that OPEC reserves the right to verify this information and that it is aware of the consequences which may derive from any false declaration in respect of the information required by OPEC as a condition of participation in the contract procedure.

By signing this declaration, the Vendor accepts the obligations stemming thereof. In the case where the Vendor does not respect any of the terms and conditions of the Request for Bid and/or the provisions of this declaration, OPEC may take all appropriate legal actions, and notify to the local authorities any situation that merits so.

Signed:

Authorized Representative: \_\_\_\_\_  
Name Position

Date signed: \_\_\_\_\_