

Video Conference System for a meeting room

Terms of Reference:

Introduction

OPEC wishes to install a new Video Conference system in a meeting room 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; Site visit is mandatory to accept the offer.

General Guidelines and requirements

- The Cameras shall cover all participants who are seated on the table as follows:
 - Over view on all participants
 - Individual view on each corresponding Microphone that shall show one or two participants faces in an acceptable and adequate viewpoint.
- The existing Bosch microphone system shall be used and integrated with the Video Conference system
- The Video conference system shall be compatible with Cisco WebEx and Microsoft Teams platforms
- The camera(s) shall be automatically positioned to the person with the microphone on through a preset position on the system
- Two 85-Inch screens shall be installed and integrated with the system in order to be able to choose which screen shows the cameras and which can show the presentation etc.
- Cable management is very important Please provide the proposal that would eliminate visible wires as much as possible
- The workstation (i.e. the laptop that will host the Video conference) can be placed either on the main table or the back table (Further elaboration during the Site visit).

Expected deliverables

- Expected delivery time of all equipment
- Installation time frame
- All offers should be in English Language
- Please follow precisely the instructions of submitting your offer as mentioned in the invitation letter

Optional Requirement

This is an optional requirement, please provide this as optional and in a separate item when doing the pricing

- Wireless Shure conference microphones that can be integrated with the proposed Video Conference system

Other Notes

- OPEC will provide the Electrician for any electric works
- For any technical questions and coordination of on-site visit of OPEC HQ – kindly contact Mr. Prem PARIKH, Systems and User Support Specialist email: pparikh@opec.org, Tel 21112-3235, to fix an appointment