



USAID
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ASIA

REQUEST FOR QUOTATION

A. RFQ no. and Date:	RFP 022/2017 – July 11, 2017
B. Subject:	Audio Visual (AV) System Upgrade/Replacement
C. Issuing Office/Section:	USAID RDMA, Executive Office 25th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand
D. Closing date for receipt of question: Closing date for receipt of quotation:	July 27, 2017 – (5pm, Bangkok Time) August 9, 2017 – (5pm, Bangkok Time)
D. Type of Award:	Fixed Price – Purchase Order
E. Basis for Award:	Soliciting competition, evaluation of quotations or offers, award and documentation (FAR Part 13.106)

Description of Requirements

The United States Government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit a technical and cost proposal for services specified below. This is to support the USAID Regional Development Mission Asia operations in Bangkok, Thailand.

Questions regarding this Request for Quotation (RFQ) and quotation submissions must be via email only to bangkokusaidproc@usaid.gov by the time/date specified above.

The award of a contract hereunder is subject to the availability of funds. Issuance of this RFQ does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a quotation. **Please be advised that all interested parties are required to be registered in Dun and Bradstreet and are subject to SAM registration before an award can be made.** Information on obtaining the Data Universal Numbering System (DUNS), can be found at this website: <http://fedgov.dnb.com/webform>. Offerors are also required to

register their business on the U.S. Government's System for Award Management (SAM) at www.sam.gov. Information on this process for foreign vendors is available [here](#). Prospective offerors are encouraged to register in SAM prior to the submittal of quotations.

Asia Regional Training Center (ARTC) Audio Visual (AV) System Upgrade/Replacement

1. General Description

USAID is a government agency providing US economic and humanitarian assistance throughout the world. The Bangkok office of USAID is the regional office for the Agency and needs to be able to accommodate training, presentations, teleconferencing and meetings. The upgrade/replacement covers the Audio Visual system for the offices of USAID at Plaza Athenee, 31st floor, Wireless Road, Pathumwan, Bangkok, 10330 Thailand.

The general concept for the audio visual system upgrade/replacement in all areas is to provide a robust system for presentations, meetings and video-conferencing with an adequate amount of future growth. Where possible, existing equipment and technology should be used.

Below are the three system meeting rooms:

1. Audio Visual & Teleconference System – Mandalay and Beijing Room
2. Audio Visual & Teleconference System – Saigon Computer Room
3. Audio Visual & Teleconference System – Chiang Mai Room

Existing Government Owned Equipment

1. Audio Visual System – Mandalay and Beijing Room (Connecting room)
 - These two meeting rooms are managed to support multiple meeting room layouts. These two rooms can be combined for one large meeting room, or divided into two sectional rooms.
 - The ceiling speakers - Tannoy CVS6 (12 units)
 - The HD projector - Epson SB1965 (total 2 units)
 - Two sets of Da-Lite motorized projection screen.
 - Two sets of 120 inch smartboard SB685ix
 - One set of the Cisco SX20 teleconference system.
 - Two ports inlet for Cisco SX20 teleconference.
 - Two sets of 32 inch Sony LED TV.
 - TrueVision - Cable TV system.
 - Four sets of motorized curtains & blind, via Somfy C4 controller.

- Two stations of Microsoft Windows workstation with 3 mm. audio/VGA/HDMI port.
- 4 ports of microphone Inlet for Audio Technica wireless microphone.
- Lighting system control via Clipsal C-BUS lighting controller.
- Power-Amp: QSC (GX3, ISA300Ti)
- Digital Signal Processing (DSP): Biamp (Nexia SP/Nexia VC)
- Audio visual and video-conference equipment are controlled via programmable touch panel: AMX system

2. Audio Visual System – Saigon Computer Training Room

- The ceiling speakers - Tannoy CVS6 (6 units)
- The HD projector - Epson SB1965 (total 1 unit)
- One set of Da-Lite motorized projection screen.
- One set of 120 inch smartboard SB685ix
- The two motorized curtains & blind, via Somfy C4 controller.
- Two stations of Microsoft Windows workstation with 3 mm. audio/VGA/HDMI ports for dual computers for trainers.
- 2 ports of microphone Inlet for Audio Technica wireless microphone.
- Lighting system control via Clipsal C-BUS lighting controller.
- Power-Amp: QSC (GX3, ISA300Ti)
- Digital Signal Processing (DSP): Biamp (Nexia SP/Nexia VC)
- Audio visual and video-conference equipment are controlled via programmable touch panel: AMX system

3. Audio Visual System - Chiang Mai Room

- The ceiling speakers - Tannoy CVS6 (6 units)
- The HD projector - Epson SB1965 (total 1 unit)
- One set of Da-Lite motorized projection screen.
- One set of 120 inch smartboard SB685ix
- One set of 90 inch LED TV.
- One port inlet for Cisco SX20 teleconference.
- The two motorized curtains & blind, via Somfy C4 controller.
- One station of Microsoft Windows workstation with 3 mm. audio/VGA/HDMI port.
- 2 ports of microphone Inlet for Audio Technica wireless microphone.
- Lighting system control via Clipsal C-BUS lighting controller.
- Power-Amp: QSC (GX3, ISA300Ti)
- Digital Signal Processing (DSP): Biamp (Nexia SP/Nexia VC)
- Audio visual and video-conference equipment are controlled via programmable touch panel: AMX system

2. Statement of Work for the ARTC Audio Visual System Replacement/Upgrade

The contractor shall provide all resources necessary to provide meeting room audio visual system upgrades to the ARTC. The upgrade/replacement shall include designing and integrating the audio visual system of the new and government owned equipment, purchasing additional audio visual equipment, installation of new and government owned equipment, and all other work as specified within this document.

2.1 Equipment replacement requirements

- The contractor shall install the new audio cable and use the shielded audio cable for existing in-wall and ceiling speakers wiring in all meeting rooms.
- The contractor shall install and use the shielded twisted pair cable for existing audio visual equipment. The cable grounding system must be in-placed to prevent noise, hum and electro-magnetic interference into the audio visual system.
- The contractor shall install the power stabilizer/regulator at all audio visual racks to maintain the power source from electrical surge, power sag or signal anomalies.
- The contractor shall provide automation software management license via iPad or tablet (Tablet or iPad will be provided by ARTC).
- The contractor shall program, test, and configure existing equipment and new equipment and ensure this integration is operational successfully.
- Audio Visual System – Mandalay and Beijing Room (Connecting room)
 - Visual
 - The contractor shall replace the existing 32” LED Sony TV in Beijing room. The new LED TV must be at least 32” or larger that will fit the frame.
 - The contractor shall replace the projector with new laser projector.
 - The contractor shall install four AV inlets multimedia interface for a computer connection. (Two points per room)
 - The contractor shall install power outlets located near the AV inlets multimedia interface.
 - The contractor shall uninstall the Smartboard SB685ix units, the cables and wires and relocate the equipment to ARTC storage.
 - Audio
 - The contractor shall utilize existing wireless microphones and install additional wireless microphones. These two rooms require eight (8) handheld wireless microphones. The contractor shall install the additional microphone antennas for microphone signal coverage. Wireless microphone receivers are to be installed in the

control rack.

o AV Controller Unit

- The contractor shall integrate the cable TV system.
- The contractor shall replace the new automation controller unit to support the existing & new equipment.
- The contractor shall replace the audio visual matrix switcher to support a new automation controller unit.
- The contractor shall replace the touch panel control unit.

Equivalent equipment: Crestron, AMX, Extron, Key Digital, Audio Technical, Shure, Panasonic, Sony.

● Audio Visual System – Saigon Computer Training Room

o Visual

- The contractor shall replace the projector with new laser projector.
- The contractor shall install three AV inlets multimedia interface for a computer connection.
- The contractor shall install power outlets located near the AV inlets multimedia interface.
- The contractor shall install the AV keypads for visual source selection.
- The contractor shall uninstall the Smartboard SB685ix units, the cables and wires and relocate the equipment to ARTC storage.

o Audio

- The contractor shall utilize existing wireless microphones. This room requires two handheld wireless microphones. The contractor shall install the additional microphone antennas for wireless microphone. Wireless microphone receivers are to be installed in control rack.

o AV Controller Unit

- The contractor shall integrate the cable TV system.
- The contractor shall replace the new automation controller unit to support the existing & new equipment.
- The contractor shall replace the audio visual matrix switcher to support a new automation controller unit.
- The contractor shall replace the touch panel control unit.

Equivalent equipment: Crestron, AMX, Extron, Key Digital, Audio Technical, Shure, Panasonic, Sony.

- Audio Visual System – Chiang Mai Room.
 - Visual
 - The contractor shall replace the projector with new laser projector.
 - The contractor shall install two AV inlets multimedia interface for a computer connection.
 - The contractor shall install power outlets located near the AV inlets multimedia interfaces.
 - The contractor shall uninstall the Smartboard SB685ix units, the cables and wires and relocate the equipment to ARTC storage.
 - The contractor shall uninstall the LED TV 90 inch and relocate the equipment to ARTC storage.
 - Audio
 - The contractor shall utilize existing wireless microphones. This room requires two handheld wireless microphones. If necessary, the contractor shall install the additional microphone antennas for wireless microphone. Wireless Microphone receivers are installed in control rack.
 - AV Controller Unit
 - The contractor shall integrate the cable TV system.
 - The contractor shall replace the new automation controller unit to support the existing & new equipment.
 - The contractor shall replace the audio visual matrix switcher to support a new automation controller unit.
 - The contractor shall replace the touch panel control unit.

Equivalent equipment: Crestron, AMX, Extron, Key Digital, Audio Technical, Shure, Panasonic.

2.2 Audio visual system statement of work

1. The Contractor shall develop Design Proposals that meet the functional requirements and site survey reports taking the existing government owned equipment into consideration. The Contractor shall prepare and submit a narrative description of the proposed system design and associated drawings including equipment layout, equipment mounting arrangements, interconnection diagrams, and system schematics.
2. The Contractor shall prepare and submit a list of hardware and software required in the proposed architecture. The hardware list shall include manufacturers' names, make, model, description, specifications, and quantities. The software list shall include manufacturers' names, version, description, specifications,

quantities, associated hardware requirements, and licensing information.

3. The Contractor shall develop, provide, deliver, install and connect completely all of the hardware and software required to upgrade the ARTC audio visual system to meet requirements as described in Design Proposals. The Contractor shall perform the implementation and integration of the audio visual system upgrade as described.
4. The Contractor shall prepare and submit detailed Maintenance Plan proposal for one year with three optional years.
5. The Contractor shall submit a Training Plan that will furnish the Government's representatives to properly operate the system. The Contractor shall conduct a training session for system users and administrators in accordance with the Training Plan described.
6. The Contractor shall supply "As-Built" System Drawings and documentation that provide the detailed layout of the various items of equipment, their functional relationships, and associated interconnectivity. The Contractor shall provide manufacturer documentation for all new equipment and appliances.
7. The Contractor shall provide close out documentation to include, programming code, design drawing, operation user manuals, training material, warranty information and other documentation as required on CD.

3. Physical Requirements

Physical requirement defines all the installation definitions, physical hardware standards, terminations, etc.

Installation

Installation shall include supply, delivery, loading, unloading, setting and fastening equipment to walls, ceilings, floors, furniture or any structure as required; interconnect cabling between equipment within the rack, equipment setting out within the rack, cable management; equipment alignment and adjustment.

Physical

- All equipment shall be firmly secured unless required for portability.
- Double-sided tape is not allowed for holding equipment to trays. Velcro tape is allowed. Aluminum "L" brackets are allowed.
- Identification stickers are not allowed. Traffolyte engraved labels shall be used.
- Stacking equipment one on top of the other is not allowed. Proper spacing for ventilation, cable access and maintenance is required.

- Equipment mounting to racks requires side support angle plates to avoid sagging and straining of front rack screws.
- Supports shall be adequate to support their loads.
- Any cable runs or suspensions above human traffic need to be approved by structural engineer, Athenee tower building engineer.
- All cables must have support in the rack for patch panels and termination panels to avoid cable sag from connectors.

Termination Panel

- All incoming and outgoing cables to the rack must be connected to a termination panel at the back of the rack. It is advised not to have equipment behind this panel as access will be difficult. It should be set back into the rack to the length of the connectors to be within the rack frame.
- Panel should be customized to size and color.
- The panel should be divided for different cable types.

Equipment Layout

- The equipment layout must be ergonomic.
- All source equipment should be between eye level and elbow level.
- Heavy equipment, like power amplifiers, should be located at the bottom of the rack.
- Allow ventilation panels for hot equipment, above and below.

Cable & Wiring

- All cables should be clearly marked and identified. Interconnected devices should be marked on both ends, about 25mm from the termination and clearly visible.
- Cables should be tied so as not to damage the cables and avoid slippage and sagging.
- The contractor is required to run all wiring that passes under the raised floor or above the false ceiling in a rigid metal conduit. The work of installing conduit and pulling wires through rigid conduit is solely the responsibility of the contractor. All conduit runs shall have pull boxes no less than every 15 meters.
- The contractor shall be responsible for installing conduit and for keeping the conduits as straight as possible. Conduit runs shall not mix low voltage (signal) cabling with high-voltage (power) cabling.

4. Deliverables

- Hardware, Software and Equipment, Design proposals according to specifications.
- As-Built Drawings: contractor shall produce all shop drawings needed for the job performance and provide to ARTC.
- Close out document: Users & administrator manual, operation manual, training material.

- Training: contractor shall provide the operational training of the new audio visual system to the ARTC operation's staff after completion.
- Service Maintenance plan: contractor shall provide the service maintenance plan for the first year of completion, and provide a cost estimate for the following two years for service maintenance.

5. Debris Disposal

Debris produced from the work shall be disposed on a daily basis outside ARTC office in compliance with applicable local codes for the industrial waste disposal.

6. Schedule of work

No work on site shall commence without ARTC approval. The contractor shall be ready to complete the contract work within 30 working days after commencement of the work, unless otherwise directed by the Contracting Officer (CO). Actual schedule of work and working zones shifting shall be discussed with ARTC team.

The working hours on business days are: start at 06.00 p.m. to 12.00 a.m. (midnight).

The working hours on weekend days are: start at 08.00 a.m. to 06.00 p.m.

7. Inspection and Acceptance

The ARTC designees may reserve a right to test/inspect all the work under this contract at any time. If any of the work does not conform to the contract requirements and/or specifications, the ARTC may require the contractor to perform the services again at no additional cost to the ARTC.

8. Guarantee

The contractor shall guarantee the contractor workmanship of the work completed under this contract for a one-year period from the date ARTC accepts the work as completed. During the guarantee period, the contractor shall correct and/or repair, at no cost to ARTC, any damages and/or deficiencies that may be attributed to the materials and workmanship provided by the contractor under this contract. The contractor shall provide all labor, materials, equipment, at their own expense, to perform the repair and/or correction. The repair and/or correction must be completed within 10 days from Notice of Damage(s).

9. Selection Criteria

- A) Detailed Price Quote (70%)
- B) Design Proposals (10%)
- C) Past Performance (20%)

All interested parties must submit a detailed price quotation, design proposals along with

documentation that demonstrates previous successful completion of services described in this statement of work; this could include letters of recommendations, appreciation or other evidence of vendor capability from previous customers.

The USAID Contracting Officer will select the successful contractor using a Best Value approach, considering price factors and past performance. The Contracting Officer, at the Government's discretion, may enter into negotiations with one or more offeror to discuss improvements in the proposal and cost deduction. Upon successful negotiation with the vendor, a purchase order will be issued, and a lump sum payment made upon acceptance of all deliverables and within 30 days of receipt of invoice.