

**Multipurpose Room Audio Visual Equipment Supply and Installation**  
**Solicitation Number 19KE5019Q0012 A Pre-proposal Conference**  
**September 10, 2019**  
**Questions & Answers**

Q1. If the screen is free-standing, how far up and out can it be?

A1. It can be as high as it needs to be, and the wall behind where the screen will be placed may be used to secure and support the free-standing screen structure. The screen must be installed behind the curtain.

Q2. Are we allowed to drill the screen structure to the floor for safety?

A2. Yes, that will be allowed.

Q3. We need clarification on ceiling speakers. How will they be supported?

A3. The ceiling tile doesn't support the speakers. The contractor will need to attach the speakers to the ceiling with guy wire to support the weight of the speakers.

Q4. Will you renovate the ceiling tiles, or will we use the same ceiling tiles?

A4. The ceiling tiles will not be renovated at this time. However, the contractor may cut out holes in the ceiling tile that are bigger than the existing holes that surround the current speakers in order to accommodate the speakers and microphones.

Q5. How far is the concrete slab from the ceiling tile?

A5. It is about two meters.

Q6. Is there a provision for accessing it?

A6. Yes, the space inside can be accessed by opening the ceiling tiles.

Q7. Can we get the measurement of the room and elevation of the ceiling tile and ceiling?

A7. Yes, the room dimensions will be provided as well as a drawing of the room indicating the general location of the screen. See Attachment "MPR (Dimensions in Millimeters)". Location of the screen is indicated by a red line and the elevation (space between the ceiling tile and slab) is two meters.

Q8. Who will cut the ceiling tile to accommodate the speakers?

A8. That is the contractor's responsibility.

Q9. Are the ceiling tiles locally available?

A9. It is believed to be locally available, but we cannot confirm that. The vendor should not put the price of ceiling tiles in the bid. If the vendor damages the ceiling tiles, it is the vendor's responsibility to replace it. If during the installation process it is determined that additional ceiling tiles are necessary and are not on the market, the embassy will procure them. However, the vendor must notify if there is possibility of damaging or need to replace the tiles.

Q10. The concern is that the ceiling microphone has an edge around it and aesthetically it might not look good unless we cut out the ceiling tile.

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A10. It is the contractor's responsibility to assess this and ensure the end result is aesthetically pleasing.

Q11. Will the current equipment be removed, and who will remove it?

A11. The current equipment and system setup will be removed by the U.S. Embassy.

Q12. How will the existing system be integrated with the new setup?

A12. The only existing system to be integrated with the new set up is our proprietary video conferencing system, which is a camera and a Cisco switch rack mount. The Cisco switch will be placed in the closet.

Q13. Will someone be operating the video conference system from the closet?

A13. We will be operating the system from within the room, but not from inside the closet.

Q14. Clarification is required on page 9, line item 2: Video wall standing mount. You indicated that it is one mount, but the unit indicates that it is four units.

A14. Each screen has individual mounts that link into one. When providing the unit price, be sure to divide the amount by 4. The total amount should reflect the price of one structure supporting four screens.

Q15. Clarification is required on page 9, line items 3 and 4. Can you clarify whether you want HDMI or Ethernet cables?

A15. The preference is HDMI. The solicitation will be amended to reflect this.

Q16. Clarification is required on page 14, item 12. Please explain what 5 zones mean.

A16. The sound setup we have now is such that we can control the speakers in the different parts of the room. We would like to have the same setup with the new installation. This is because the room can be partitioned and used by different groups simultaneously, and we would like to control the sounds in the different partitioned sections.

Q17. There is no specification for rack mount. Are we to provide a rack?

A17. Do not bid on a rack. If a rack is needed, it will be procured separately and will be housed in the closet. The mounting will be done by the contractor.

Q18. There is a concern about the warranty. We would like to avoid a situation where we are contacted frequently to troubleshoot issues caused by improper use.

A18. That should not occur since part of the contract is to adequately train the U.S. Embassy staff on the system.

Q19. Who will set up the proprietary video camera?

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A19. The contractor will set it up and integrate the video camera with the guidance of the U.S. Embassy IT team.

Q20. The solicitation document lists six speakers and a microphone. What if we suggest less or more speakers or microphones for a better experience?

Q20. The 6 speakers requested are of high quality and will be sufficient for this room. However, after the vendor is selected, such discussions may take place and minor adjustments may be made as necessary.