

REQUEST FOR PROPOSAL – RFP 2009-041

SUBJECT: Purchase of (1) Video Conferencing system & Terms of Reference for services related to video conferences gateway (H.320 – H.323)

Secretariat of the Convention on Biological Diversity

The United Nations Environment Programme (UNEP), Secretariat of the Convention on Biological Diversity (SCBD) hereby solicits your proposal for the above subject, in accordance with this document and the Annexes attached. Proposals are required to be submitted to the SCBD no later than **01 November 2009 at close of business (Montreal time)**.

Introduction and Context

1. This request for Proposal (RFP) consists of this document and the following annexes:
Annex A: Statement of Specification / Required Services
Annex B: Acknowledgement Letter
Annex C: Terms and Conditions to submit a proposal
2. Please note that this document is an RFP and not an invitation to bid. You should also note that the terms set forth in this RFP, including the contents of Statement of work/Specifications set forth in Annex A and the UN General Conditions will form a part of any contract should the SCBD accept your proposal. Any such contract will require compliance with all factual statements and representations made in the proposal, subject to any modifications to the proposal agreed to by the United Nations in the context of negotiations, should negotiations be entered into.
3. Your proposal must be submitted in English language in **THREE COPIES**. Your proposal must include information in sufficient scope and detail to allow the SCBD to consider whether the company has the necessary capability, experience, knowledge, expertise, finance strength, and the required capacity to perform the work specified satisfactorily.
4. a. Your proposal must be submitted in a sealed envelope/package clearly marked and addressed as follows:

The Secretariat of the Convention on Biological Diversity Procurement Service Attn: Bid Opening, Room 871 413 St-Jacques, Suite 800 Montreal, Quebec H2Y 1N9	RFP Number : RFP 2009-041 Mr. Victor OGBUNEKE Closing date & Time: 01 November 2009 Name of your company:
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Please note that Extension 871 should not be used for queries concerning this RFP. This number is only for facilitating receipt of bids delivered by hand or by courier.

b. It is the exclusive responsibility of the proposers to ensure that the sealed envelope/package containing the bid reaches the above address before the time and date indicated above, so that it is time stamped and acceptable for opening. Bids must be delivered to the designated address during the SCBD working hours from 9:00 a.m. to 5:00 p.m. Monday through Friday except for the SCBD holidays. Delivery to any other United Nations office location will be at the risk of proposer and will not constitute timely delivery. Written proof of receipt will not be given unless a Postal/Courier service receipt or other form of receipt is presented for signature by the SCBD. Proposals received after the above mentioned opening time will be invalidated.

c. Outer envelope/package of your proposal must clearly indicate RFP number, name of the SCBD official indicated in paragraph 4.a and 6 of this RFP, deadline and name of your company so that the SCBD can identify your proposal at the time of receipt. Each proposal for each RFP must be submitted in a separate envelope.

d. Financial proposals for (I) equipment and (II) services **must be submitted under separate cover** with all marking information requested in paragraph above. Please note that, prior to the final selection, **the vendor will have to offer a free demonstration** of the proposed equipment to the SCBD with a view to test the complete system and evaluate its user friendliness.

5. **For queries on this RFP, please contact the Procurement Assistant, Ms. Marcelle Lefebvre, in writing at facsimile no. 514-288-6588 by 25 October 2009. Please also notify the SCBD immediately if any part of this RFP is missing and/or illegible.**
6. You are kindly requested **to return the attached Annex B** - Acknowledgement Letter duly signed by an authorized representative to the SCBD via facsimile advising whether or not your company intends to submit a proposal prior to the designated closing date for receipt of proposals. Please indicate the reason if you do not intend to submit a proposal at this time. The SCBD will review the registration status of companies, which have failed to return the completed acknowledgement letter. Failure to return the completed acknowledgement letter may result in removal of your company from the roster of registered suppliers.

ANNEX A - STATEMENT OF SPECIFICATION and REQUIRED SERVICE

Purchase of one (1) Video Conferencing system & Terms of Reference for services related to video conferences

(It is not necessary that equipment and services described in Annex A are offered by the same company.)

(I) SPECIFICATIONS:

The SCBD would like to purchase a new Video Conferencing system with the specifications stated below:

Features	
Internal Multisite must support 3+1 video connections with all sites being connected up to 384kbps.	
System must support simultaneous transmission of dual streams, being any source (video or XGA) in point to point calls and multisite sessions.	
The system must have embedded encryption supporting AES or any other 128 bit standard encryption algorithm over IP.	
The algorithm should be standard based and work with multiple vendor endpoints.	
The unit should have support for dual stream H.239 functionality.	
The system should be user friendly to allow a non technician staff to manage on his owns a Video Conference with a minimum learning time.	
The system should be mobile on a rolling cart or similar and easily movable form offices to offices	
The system must be equipped with a Pan-Tilt-Zoom HD Camera controllable from remote controller.	

Video	
The system should have DVI, S-Video and HD video mode.	
Input and output: DVI, S-video and Composite. DVI is essential to support HD video.	
The system must include an easy connecting VGA input (with XGA and SXGA signal support) so that any PC can be connected to the VC equipment.	
The System must support the ITU H.263 and H.264 video protocol.	
The system must be able to deliver 30 fps from 192kbps	

Audio	
System must have XLR phantom powered microphone inputs with separate echo cancellation and integrated Noise Reduction algorithms	

Network	
The system must include the following network connectivity: LAN Ethernet Connection.	
The system must support H.323 and SIP protocol and must be reachable from Internet via a Session Border Controller (SBC) that provides standards-based firewall traversal for SIP and H.323.	
The system must support both IPv4 and IPv6.	

Apart from the equipment, the company must be able to provide a comprehensive and basic set of purchase related services covering:

- Helpdesk, Basic Training
- Access to complete documentation
- Cover cost of repairing including shipping when the system is under warranty
- Hardware replacement service
- Local support service (troubleshooting, diagnostics, onsite repair)

(II) SESSION BOARDER CONTROLLER AND GATEWAY SERVICES:

Terms of Reference for services related to video conferences

To allow a trouble-less firewall traversal, the usage of an external **Session Boarder Controller (SBC)** is necessary. The Service Boarder Controller should allow external video conference endpoints using H.323 and H.320 to connect to the SCBD videoconference, behind the SCBD firewall.

Furthermore, since the video conferencing system will only be H.323 (IP) enabled, the service of an external **gateway** is mandatory to connect to elder H.320 (ISDN) equipments. The gateway shall at minimum:

- be standard based and interoperate with multiple vendors endpoints
- support Standard, Enhanced and High Definition (HD w720p at 30fps using H.264)
- support H.264 with IP and ISDN
- support H.239 for presentation sharing capabilities

The SCBD is seeking proposals from service providers that can offer the type of services described above. Details of each service and costs (initial setup, recurring costs, communication costs for all countries, etc) must be provided.

ANNEX B - ACKNOWLEDGEMENT LETTER

Subject: **Purchase of one (1) Video Conferencing system &
Terms of Reference for services related to video conferences**

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP 2009-041) published on the webpage of the SCBD and hereby confirms that we:

{ } INTEND { } DO NOT INTEND

To submit a proposal to the United Nations/SCBD by the deadline of **01 November 2009, close of business, Montreal time.**

We acknowledge that this RFP is confidential and proprietary to the SCBD, and contains privileged information. Upon request, we will return this RFP or any part thereof, and all copies thereof, to the SCBD.

Name and title of Authorized Representative: _____

Signature _____

Company Name and Address _____

Telephone No.: _____ Facsimile No.: _____

Kindly return this acknowledgement immediately via fax (514-288-6588)

ANNEX C: TERMS AND CONDITIONS TO SUBMIT A PROPOSAL

Submission of Proposal

Proposal must be submitted in the English language on the requirements specified in this RFP.

Vendors must provide all requisite information under this RFP and clearly and concisely respond to all points set out in this RFP. Any proposal, which does not fully and comprehensively address this RFP, may be rejected. However, unnecessary elaborate brochures or other presentations beyond that deemed sufficient to present complete and effective Proposals are not encouraged. Prices must be stated in Canadian Dollars and value added tax should be itemized separately.

Following submission of the proposals and their final evaluation, the SCBD reserves the right to retain unsuccessful proposals. It is the responsibility of the vendor to identify any information of a confidential or proprietary nature contained in its proposal so that it may be handled accordingly. However, the SCBD cannot guarantee confidentiality.

Technical Specifications of Requirement

Vendors must adhere strictly to all requirements of this RFP. No changes, substitutions or other alterations to the technical specifications of requirement stipulated in this Request for Proposal, document will be accepted unless approved in writing by the SCBD.

No commitment

This RFP does not commit the SCBD to award a contract or to pay any costs incurred in the preparations or submission of proposals, or costs incurred in making necessary studies for the preparation thereof or to procure or contract for services or supplies. The SCBD reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any of the vendors or other firms in any manner deemed to be in the best interest of the SCBD. The SCBD reserves the right to negotiate and award only a portion of the requirements; to negotiate and award separate or multiple contracts for the elements covered by this RFP in any combination it may deem appropriate, at its sole discretion to add new considerations, information or requirements at any stage of the procurement process, including during negotiations with vendors; and reject proposal of any vendor that has previously failed to perform properly or in a timely manner contracts of a similar nature, or of a vendor that, in the opinion of the SCBD, is not in a position or is not sufficiently qualified to perform the contract.

This RFP contains no contractual proposal of any kind; any proposal submitted will be regarded as a proposal by the vendor and not as an acceptance by the vendor of any proposal by the SCBD. No contractual relationship will exist except pursuant to a written contract document signed by the authorized procurement official of the SCBD and by the successful vendor(s) chosen by the SCBD.

Criteria for Evaluation

All proposals will be evaluated in accordance with the provisions of the Financial Rules and Regulations of the United Nations and the evaluation criteria as specified in this RFP.

The evaluation procedure will consist of a formal, substantive and financial assessment of the proposals received. Price is an important factor; however, it is not the only consideration in evaluating responses to this RFP. Detailed evaluation leading to a final selection or award may take several weeks.

Prices and Terms of Contract

The price quotes shall be free of any tax (such as VAT) and duty. VAT should be itemized separately. Prices shall be final and not subject to revision from the time of entering into force of the contract until the end of contractual obligations.

Price quotes shall include any necessary service to be provided by the selected proposer (even if such services are not expressly enumerated) in order to ensure a satisfactory fulfillment of the contract, as well as any other expenses incurred by the selected proposer, e.g. travel, accommodation, daily subsistence, telecommunication, postal charges.

In no case may the selected proposer invoke a hiatus or an oversight in the description of the work components in the tender documents or claim inadequate explanations for seeking any price increase or any release from contractual liabilities.

Payment Terms

The Financial Regulations of the United Nations preclude advance payments and payments by letter of credit. Such provisions in a proposal will be prejudicial to its evaluation by the SCBD. The normal terms of payments are 30 days (or similarly discounted payment terms if offered by vendors) upon satisfactory delivery of goods or performance of services and acceptance thereof by the SCBD. Vendors must therefore clearly specify in their proposals the payment terms being offered.

Validity of Proposals

The proposal shall remain open and valid for a period of at least 90 days from the designated closing date indicated for receipt of proposals in the RFP. Please state in your proposal that it will remain valid for this period. Once your proposal is accepted during this period, the price quoted in your proposal must remain unchanged for the entire period of the resulting contract unless otherwise specified in this RFP.

Rejection of Proposals and Split Awards

The SCBD reserves the right to reject any and all proposals if they are, inter alia:

Received after the deadline stipulated in the Request for Proposal;
Not properly marked or addressed as required in the Request for Proposal;
Delivered to another UN office location than the one required in the Request for Proposal;
Transmitted by facsimile;
Unsolicited;
Alternates proposal(s); or
Not otherwise in compliance with this Request for Proposal.

The SCBD also reserves the right to split an award between any vendors in any combination, as it may deem appropriate. If the proposal is submitted on a “all or none” basis, it should clearly state as so in the Proposal.

Withdrawals and Modification of Proposals

Proposals may be modified or withdrawn in writing, prior to the proposal closing time specified therein. Proposals may not be modified or withdrawn after that time.

Errors in Proposal

Vendors or their authorized agents are expected to examine any maps, drawings, specifications, circulars, schedules and other instructions pertaining to the work, made available by the SCBD to the vendors for inspection. Failure to do so will be at the vendor's own risk. In case of error in the totaling of prices, the unit price will govern.

Confidentiality

This Request for Proposal or any part thereof, and all copies thereof must be returned to the SCBD upon request. It is understood that this Request for Proposal is confidential and proprietary to the SCBD, contains privileged information, part of which maybe copyrighted and is communicated to and received by bidders on the condition that no part thereof or any information concerning it may be copied, exhibited or furnished to others without the prior written consent of the SCBD except that vendors may exhibit the specifications to prospective sub-contractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the Request for Proposal, vendors will be bound by the contents of this paragraph whether or not their company submits a bid or responds in any other way to this Request for Proposal.

Contract

Any contract resulting from this Request for Proposal will include the General Conditions of Contract