



United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture

INVITATION TO BID – ITB Goods & related services

Ref: CAI/ED/AD/003/2022 570GLO1024

(Please quote this UNESCO reference in all correspondence)

Date 30 November 2022

You are invited to submit a bid for **Equipping and Operationalising an Educational Studio** in accordance with the present solicitation document.

The Invitation to Bid (ITB) consists of this cover page and the following Annexes:

Part 1	Bidding Procedures
Annex I	Instructions to Bidders
Annex II	Bid Data Sheet
Annex III	Bid Submission Form
Annex IV	Price Schedule Form
Annex V	Intention To Bid Form
Annex VI	Bidder Information Form
Part 2	Supply Requirements
Annex VII (A)	Technical Specification Form
Annex VII (B)	Scope of works
Part 3	Contract
Annex VIII	General Terms and Conditions
Annex IX	Special Contract Conditions

Your offer submitted by email, should reach ONLY the following address cairo-itb@unesco.org no later than **21 December 2022, 12:00 PM (noon) Cairo time without any copy to any other email addresses (not even in CC or BCC)** and with the subject as : "ITB Ref: CAI/ED/AD/003/2022 Equipping and Operationalising an Educational Studio"

Offers addressed at any other email accounts will be disqualified. It should also be noted that all files exceeding 10MB must be sent in separate batches clearly marked as "Bidder name_Batch 1, Bidder name_Batch2, etc..."

This letter is not to be construed in any way as an offer of contract. Your bid could, however, form the basis for a contract between your company and UNESCO.

Bidders are kindly requested to acknowledge the receipt of the ITB using the Intention to Bid Form on Annex V.

For and on behalf of UNESCO:
Education Unit/Cairo Office

Mary Anne Therese Manuson
Programme Specialist

ANNEX I – Instructions to Bidders

The Instructions to Bidders contain general guidelines and instructions on the preparation, clarification, and submission of Bids.

A. INTRODUCTION

1. General

UNESCO as the Purchaser invites electronic Bids for the supply of goods to the UN system.

2. Eligible Bidders

Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the specifications, and other documents to be used for the procurement of goods to be purchased under this Invitation to Bid.

This bid is open to all national and international suppliers who are legally constituted and can provide the requested goods.

Bidders are ineligible if at the time of submission of the offer:

- (a) The bidder is on the exclusion list published on the global portal for suppliers of the United Nations Organization, (<http://www.ungm.org>) due to fraudulent activities.
- (b) The name of the bidder appears on the Consolidated United Nations Security Council Sanctions List which includes all individuals and entities subject to sanctions measures imposed by the Security Council.
- (c) The bidder is excluded by the World Bank Group.

3. Fraud and corruption

UNESCO requires that bidders, contractors and their subcontractors adhere to the highest standard of moral and ethical conduct during the procurement and execution of UNESCO contracts and do not engage in corrupt, fraudulent, collusive, coercive or obstructive practices.

For the purpose of this provision such practices are collectively referred to as “fraud and corruption” and defined as follows:

- “Corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, an undue advantage, in order that the person receiving the advantage, or a third person, act or refrain from acting in the exercise of their official duties, or abuse their real or supposed influence;
- “Fraudulent practice” is a knowing misrepresentation of the truth or concealment of a material fact aiming at misleading another party in view of obtaining a financial or other benefit or avoiding an obligation, or in view of having another party act to their detriment;
- “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
- “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.

- “Obstructive practice” means acts intended to materially impede the exercise of UNESCO’s contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UNESCO investigation into allegations of fraud and corruption.
- “Unethical practice” means conduct or behaviour that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, postemployment provisions, abuse of authority and harassment.

UNESCO expects that all suppliers who wish to do business with UNESCO will embrace the [United Nations Supplier Code of Conduct](#)

UN Agencies have adopted a zero tolerance policy on gifts and therefore, it is of overriding importance that UNESCO staff should not be placed in a position where their actions may constitute or could be reasonably perceived as reflecting favourable treatment of an individual or entity by accepting offers of gifts, hospitality or other similar favours. Vendors are therefore requested not to send or offer gifts or hospitality to UNESCO personnel.

UNESCO will:

- Reject a proposal to award a contract if it determines that a vendor recommended for award has engaged in fraud and corruption in competing for the contract in question.
- Cancel or terminate a contract if it determines that a vendor has engaged in fraud and corruption in competing for or in executing a UNESCO contract.
- Declare a vendor ineligible, either indefinitely or for a stated period of time, to become a UN registered vendor if it at any time determines that the vendor has engaged in fraud and corruption in competing for or in executing a UNESCO contract.

Any concern or evidence that corruption or fraud may have occurred or is occurring related to a UNESCO contract shall be forwarded to the Office of Internal Oversight. Please refer to [how-to-report-fraud-corruption-or-abuse](#).

4. Cost of Bid

The Bidder shall bear all costs associated with the preparation and submission of the Bid, and the procuring UNESCO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. SOLICITATION DOCUMENTS

5. Examination of Solicitation Documents

The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder’s risk and may affect the evaluation of the Bid.

6. Clarification of Solicitation Documents

A prospective Bidder requiring any clarification of the Solicitation Documents may notify UNESCO in writing. The response will be made in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the Deadline for the Submission of Bids. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that received the Solicitation Documents.

7. Amendments of Solicitation Documents

Prior to the Deadline for Submission of Bids, UNESCO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Solicitation Documents. All prospective Bidders that have received the Solicitation Documents will be notified in writing of any amendments. In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, UNESCO may, at its discretion, extend the Deadline for the Submission of Bids.

C. PREPARATION OF BIDS

8. Language of the Bid

The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and UNESCO shall be written in the language indicated on the Bid Data Sheet (Annex II).

9. Documents Comprising the Bid

The Bid must comprise the following documents:

- (a) a Bid Submission form;
- (b) a Price Schedule completed in accordance with the Annexes IV, VII, and VIII and clause 12 of Instructions to Bidders;
- (c) documentary evidence established in accordance with clause 10 of Instructions to Bidders that the Bidder is eligible to and is qualified to perform the contract if its Bid is accepted;
- (d) documentary evidence established in accordance with clause 11 of Instructions to Bidders that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the Bidding Documents.

10. Documents Establishing Bidder's Eligibility and Qualifications

The Bidder shall furnish evidence of its status as qualified Supplier. The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall be established to the Purchaser's satisfaction:

- (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorised by the goods' manufacturer or producer to supply the goods in the country of final destination.
- (b) that, the Bidder has the financial, technical, and production capability necessary to perform the contract.

11. Documents Establishing Goods' Conformity to Bidding Documents

The Bidder shall also furnish as part of its Bid, documents establishing the conformity to the Bidding Documents of all goods and related services which the Bidder proposes to supply under the contract.

The documentary evidence of conformity to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristics of the goods;
- (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc, necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods.

12. Bid Currencies/Bid Prices

All prices shall be quoted in US dollars or any other convertible currency. The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total Bid Price of the goods it proposes to supply under the contract.

13. Period of Validity of Bids

Bids shall remain valid for 90 days after the date of Bid Submission prescribed by UNESCO pursuant to clause 16 of Instructions to Bidders (Annex I). A Bid valid for a shorter period may be rejected as non-responsive pursuant to clause 20 of Instructions to Bidders. In exceptional circumstances, UNESCO may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.

D. SUBMISSION OF BIDS

14. Format and Signing of Bids

A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

15. Sealing and Marking of Bids

- Not applicable. Offers are requested to be received by e-mail. Please refer to instructions on the cover page.
- The e-mail shall:
 - (a) Be addressed exclusively to e-mail account given in the cover page of these solicitation documents and make reference to the subject: to be completed with the time and date specified pursuant to Clause 16 of Instructions to Bidders
 - (b) The attachments shall indicate the name of the Offeror

16. Deadline for Submission of Bids/Late Bids

- 16.1 Bids must be sent by email to: cairo-itb@unesco.org on or before the date and time specified in annex II of these Solicitation Documents.
- 16.2 UNESCO may, at its discretion, extend this deadline for the submission of the bids by amending the Bidding Documents in accordance with clause 7 of Instructions to Bidders, in which case all rights and obligations of UNESCO and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 16.3 Any Bid received by UNESCO after the Deadline for Submission of Bids will be rejected and returned unopened to the Bidder.

17. Modification and Withdrawal of Bids

The Bidder may withdraw its Bid after submission, provided that written notice of the withdrawal is received by UNESCO prior to the deadline for submission. No Bid may be modified after passing of the Deadline for Submission of Bids. No Bid may be withdrawn in the interval between the Deadline for Submission of Bids and the expiration of the Period of Bid Validity.

E. OPENING AND EVALUATION OF BIDS

18. Opening of Bids

UNESCO will open all Bids after the deadline for submissions and in accordance with the rules and regulations of the organization. The opening of bids may or may not be in public.

19. Clarification of Bids

To assist in the examination, evaluation and comparison of Bids, UNESCO may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.

20. Preliminary Examination:

- 20.1 Prior to the detailed evaluation, UNESCO will determine the substantial responsiveness of each Bid to the Invitation to Bid (ITB). A substantially responsive Bid is one which conforms to all the terms and conditions of the ITB without material deviations.
- 20.2 UNESCO will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.
- 20.3 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.
- 20.4 A Bid determined as not substantially responsive will be rejected by UNESCO and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

21. Conversion to Single Currency

To facilitate evaluation and comparison, UNESCO will convert all Bid Prices expressed in the amounts in various currencies in which the Bid Prices are payable to US dollars at the official UN exchange rate on the last day for Submission of Bids.

22. Evaluation of Bids

Determination of compliance with the Solicitation Documents is based on the content of the Bid itself without recourse to extrinsic evidence.

- (a) Compliance with pricing conditions set in the ITB.

- (b) Compliance with requirements relating to technical design features or product's ability to satisfy functional requirements.
- (c) Compliance with Special and General Conditions specified by these Solicitation Documents.
- (d) Compliance with start-up, delivery or installation deadlines set by the procuring entity.
- (e) Demonstrated ability to comply with critical provisions such as execution of the Purchase Order/Contract by honouring the tax-free status of the UN.
- (f) Demonstrated ability to honour important responsibilities and liabilities allocated to Supplier in this ITB (e.g. performance guarantees, warranties, or insurance coverage, etc).
- (g) Proof of after-sales service capacity and appropriateness of service network.

F. AWARD OF CONTRACT

23. Award Criteria

UNESCO will issue the Purchase Order/Contract to the lowest priced technically qualified Bidder. UNESCO reserves the right to accept or reject any Bid, to annul the solicitation process and reject all Bids at any time prior to award of Purchase Order/Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for UNESCO's action.

24. UNESCO's Right to Vary Requirements at Time of Award and to Negotiate

UNESCO reserves the right at the time of making the award of contract to increase or decrease by up to 20 % the quantity of goods specified in the Schedule of Requirements without any change in unit prices or other terms and conditions.

UNESCO reserves the right to undertake further negotiations on the proposed offer.

25. Notification of Award

Prior to the expiration of the period of Bid Validity, UNESCO will send the successful Bidder the Purchase Order/Contract. The Purchase Order/Contract may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order/Contract, as herein specified. Acceptance of this Purchase Order/Contract shall affect a contract between the parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of this Purchase Order/Contract.

26. Signing of the Purchase Order/Contract

The successful Bidder shall sign the Purchase Order/Contract and return it to UNESCO at the earliest convenience but no later than within 7 days of date of issuance.

27. Performance Security

If so requested, the successful Bidder shall provide a Performance Security, within 30 days of receipt of the Purchase Order/Contract from UNESCO.

Failure of the successful Bidder to comply with the requirement of clause 26 or clause 27 of Instructions to Bidders shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security if any, in which event UNESCO may make the award to the next lowest evaluated Bidder or call for new Bids.

ANNEX II – Bid Data Sheet

The following specific data shall complement, supplement or amend the provisions in Annex I - Instructions to Bidders. Whenever there is a conflict, the provisions herein shall prevail.

1. Deadline for Submission:	21 December 2022, 12:00 PM (noon) Cairo time.
2. Electronic offer to be received at (to be marked):	<p>Bids must be sent by email to: cairo-itb@unesco.org</p> <p>1. The e-mail submission should not be copied to any other email addresses (not even in CC or BCC) - Offers addressed at any other email accounts will be disqualified.</p> <p>2. You may send the proposal in several e-mail batches, labelling each batch (ie: Batch 1, Batch 2, Batch 3) and indicating bidders name and the reference in the email subject as well as Ref: ITB/XXXX.</p> <p>3. All files sent together as a batch should not exceed 10 MB</p> <p>4. Each file should be labelled with bidders name (and batch number if necessary).</p>
3. Bid Opening:	Bids will be opened in the presence of UNESCO Bid Opening Committee. The bid opening is not open for public.
4. Delivery terms:	<p>The prices quoted shall be as per following INCOTERMS 2010 and place:</p> <p><i>DAP</i></p> <p><i>Place of delivery: Professional Academy for Teachers (PAT) at 6th of October city, Giza, Egypt</i></p>
5. Mode of transport:	<p>The preferred mode of transport from FCA point to the Place of Delivery shall be:</p> <p><i>Sea Freight and Road</i></p>
6. Goods for use in:	<i>Professional Academy for Teachers (PAT) at 6th of October City, Giza, EGYPT</i>
7. Bid Validity Period:	90 days
8. Completeness of bids:	<p><input checked="" type="checkbox"/> Partial bids permitted. <input type="checkbox"/> Partial bids not permitted.</p> <p>“Bidders may submit bid for Lot1 or Lot 2 separately or for both Lots. Bids shall be received complete including all items listed per lot. Partial bids per lot are not permitted.”</p> <p>UNESCO reserves the right to award one contract per lot or one contract for both lots based on received offers.</p>
9. Language of the Bid:	<i>ENGLISH</i>
10. Request for Clarification must be directed to:	<i>All communication must be directed to d.abonaem@unesco.org cc h.abdou@unesco.org</i>

<p>11. Submission of Bids:</p>	<p>The original and copy of the bid shall include - as a minimum - the following documentation (for items B - D, Bidders are required to use the dedicated forms contained in the ITB).</p> <ul style="list-style-type: none"> A. Cover letter (optional); B. Bid Submission Form; C. Price Schedule Form; D. Technical Specification Form; E. Descriptive literature (technical brochures / technical data sheets for each item quoted); F. Document listed under 13 Qualification Criteria including work plan / project approach & schedule for implementation schedule, CV of key technical staff; G. All submittals shall bear the initials/signature of the Bidder.
<p>12. Eligibility Criteria</p>	<p>In order to be considered for the technical evaluation, supporting evidence that criteria as listed below under 12. Eligibility Criteria and 13. Qualification Criteria are met must be provided.</p> <ul style="list-style-type: none"> ▪ Business registration reflecting years of incorporation ▪ Institutional profile ▪ Local after sales required, please state name and contact of local entity for provision of after-sales services
<p>13. Qualification Criteria</p>	<ul style="list-style-type: none"> ▪ At least two (2) years of proven experience in equipping and setting up audiovisual studios ▪ At least two implemented projects of similar size and nature - including the names, address and contact information and value of similar projects/contracts – to this end Annex VI – Bidder information form to be duly filled in ▪ The supplier must have qualified technical teams who guarantee successful commissioning for the equipment, provide training for maximum of 10 staff in Arabic (Lot 1) and guarantee successful execution of works (Lot 2) (CVs for key staff and engineers should be furnished as part of the bid) ▪ Implementation Plan and approach including implementation schedule ▪ Detailed information of warranty and how the possible warranty repair for the equipment will be covered ▪ The firm/company must clearly state that the proposed models of equipment and applications are brand new and up-to-date specifications/ technology, with no obsolete or discontinued models. ▪ Statement by supplier to furnish full warrantee for equipment at least for 12 months; ▪ It is <u>desirable</u>/an asset for the bidder to meet/address the following three Sustainability Procurement (SP) considerations: <ul style="list-style-type: none"> - Economic Pillar: Bidders must provide a plan on how they train the beneficiaries of the project in the maintenance and repair of the built structures - Environmental Pillar: Electric equipment, products must hold a relevant energy efficiency label such as Energy Star, TCO Certification, EPEAT or equivalent. - Social Pillar: Service provider to have at least one (1) female service team member. If the female team member is not currently available, the service provider must provide a commitment to have a female team member before the end of of the contract.

14. Audit assurance clause	<p>UNESCO shall have the right, at its own expense, to have the Contractor's books and records pertaining to the project bank account and project execution reviewed (and, if desired, copied) upon prior written notice at any reasonable time agreeable to the Contractor by the UNESCO's, internal/external auditor, auditors as UNESCO may appoint or the Contractor's own auditor.</p> <p>UNESCO may conduct, or arrange for, a periodic evaluation of the contractor's implementation of the project. To this end, the contractor will upon UNESCO's request, enable representatives or designees of UNESCO to visit the project site(s) and facilities, inspect property and review books and records related to the project.</p>
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ANNEX III – Bid Submission Form

To: UNESCO

(To form an integral part of the Bid Submission)

Dear Sir/Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver goods as described in Annex IV (Price Schedule Form) and Annex VII (Technical Specification Form) of this ITB in conformity with the said Solicitation Documents for the sum of *[total bid amount in words and figures]* as may be ascertained in accordance with the Price Schedule Sheet attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with INCOTERMS 2010 and the delivery schedule specified in the Solicitation Documents.

Provided that a Purchase Order/Contract is issued by UNESCO within Bid Validity Period, the undersigned hereby offers, subject to the terms of such Purchase Order/Contract, to furnish any or all items at the prices offered and to deliver same to the designated point(s) within the delivery time stated in the price schedule attached to this form.

We understand that you are not bound to accept any Bid you may receive.

Name of Bidder:	
Address of Bidder:	
Authorised Signature:	
Name & title of Authorised Signature:	
Date:	

ANNEX IV – Price Schedule Form

The Price Schedule prepared by the Bidder must provide a detailed cost breakdown for each item.

1. Technical descriptions for each proposed item must provide sufficient detail to allow the Purchaser to determine compliance of Bid with specifications as per UNESCO's Requirements and Technical Specifications of this ITB.
2. Estimated weight/volume of the consignment must be part of the documentation submitted.
3. All prices/rates quoted must be exclusive of all taxes, since UNESCO is exempt from taxes.
4. The format shown may be used in preparing the Price Schedule. The format uses a specific structure which may or may not be applicable but are indicated to serve as examples

For the list of equipment and specifications, please refer to Annex XI

Name of Bidder	
Delivery terms <i>Please refer to Bid Data Sheet</i>	DAP INCOTERM 2010 Place of delivery: Professional Academy for Teachers (PAT) at 6th of October city, Giza, Egypt
FOB/FCA point	
Delivery time to FCA/FOB point	
Delivery time to final destination	
Approximate total volume (m3)	
Approximate total gross weight (kg)	
Mode of transport <i>Please refer to Bid Data Sheet</i>	
No & type of containers (if applicable) <i>Specify 20ft or 40ft</i>	
Freight per container (if applicable)	

Item	Description	Qty	Unit	Currency	
				Unit Price FOB/FCA	Total Price FOB/FCA
LOT1					
1	All-in-one Ultra HD live production switcher UHD 4K-compatible, 8-input live production switcher with an integrated control panel, suitable for broadcast, sports, web, and A/V productions. This versatile switcher's eight independent 12G-SDI inputs accept all popular HD and UHD signals up to 2160p60. <ul style="list-style-type: none"> • 8-Channel 12G-SDI 	1	Piece		

Item	Description	Qty	Unit	Currency	
	Switcher <ul style="list-style-type: none"> • HD and UHD Signal-Compatible to 2160p60 • 12-Input, 2-Channel Audio Mixer • Re-Sync on All Inputs • UHD 4K Multiview Output • Low-Latency Converter • Built-In Talkback Feature • CCU Control for Select Cameras • ATEM Advanced Chroma Keyer • Powerful DVE Processor, 2 x Clip Pool 				
2	PTZ Camera with HDMI, IP, and 3G-SDI Output . <ul style="list-style-type: none"> • Up to 1920 x 1080 Resolution at 60 fps • Optionally Upgradable to UHD 4K • 1/2.5" Exmor R CMOS Sensor • 3G-SDI, HDMI & Ethernet Output • 340° Pan and 110° Tilt • Wide 70° Angle of View • 12x Optical Zoom • Low-Light Rating: 1.6 lux at 1/30s • Runs on PoE+ or DC Power • IR Remote Control Included 	2	Piece		
3	Remote control Remotely control BRC remote cameras over an IP network. Control up to 112 BRC cameras using a combination of IP and serial	1	Piece		

Item	Description	Qty	Unit	Currency	
	<p>communication, and up to five RM-IP10 controllers can operate on the same LAN.</p> <ul style="list-style-type: none"> • Control up to 112 BRC Cameras over LAN • Up to 5 Controllers Can Operate on 1 LAN • 1 x RJ45 Ethernet Port • Control up to 7 Cameras with VISCA • Configuration Software Included 				
4	<p>A compact broadcast-quality record/playback deck. 1 RU tall recorder is 1/2 of a rack wide and powers from 100 to 240 VAC or via an optional 12 VDC power supply</p> <ul style="list-style-type: none"> • Records up to 4K DCI at 30 fps • Plays Back up to 3840 x 2160 at 30 fps • 1 x 6G-SDI Input, 1 x HDMI 2.0 Input • 1 x HDMI 2.0 and 2 x 6G-SDI Outputs • Records ProRes, DNxHD, and H.264 • Records in H.264 SDI 4:2:2 10-Bit • Front-Panel Buttons, Jog Wheel, LCD • Timecode and Reference Input/Output • 1/2 Rack-Mountable Form Factor • USB Type-C, 1G Ethernet, RS-422 	1	Piece		
5	<p>Full HD NXCAM Camcorder</p> <ul style="list-style-type: none"> • Single 1" Exmor R 	1	Piece		

Item	Description	Qty	Unit	Currency	
	CMOS Sensor <ul style="list-style-type: none"> • Up to 1920 x 1080p60 • Lens with 12x Optical Zoom • 24x Clear Image Zoom, 48x Digital Zoom • Discrete Manual Focus, Zoom & Iris Rings • XAVC S, AVCHD 2.0 & DV Recording Codecs • Create & Share Picture Profiles • Slow- & Quick-Motion Functions • Dual SD Memory Card Slots • 2 x 3-Pin XLR Audio Inputs 				
6	HDMI to SDI converter link HDMI cameras or computers to pro-style SDI (BNC) monitors or components. Enable use several units to extend HDMI over long distances using SDI cable. <ul style="list-style-type: none"> • 1 x HDMI Input, 2 x SD/HD/3G-SDI Outputs • Selectable SD/HD Level A/B SDI Ports • Supports up to 1080p60 Resolution I/O • USB Power/SDI Re-Clocking/Timecode • Automatic Input Signal Detection • Compact, Rugged Design • Embedded Audio • LED Video & Power Signal Indicators • AC Power Supply & 	1	Piece		

Item	Description	Qty	Unit	Currency	
	Socket Adapters				
7	Tripod System <ul style="list-style-type: none"> • 502AH Pro Video Head with Flat Base • MT055XPRO3 Tripod with Center Column • 22 lb Payload, 8.8 lb Counterbalance • 67" Max Height with Column Raised • 55" Standard Max Height 	3	Piece		
8	Screen <ul style="list-style-type: none"> • 50" Class Direct-Lit 4K UHD • K UHD (3840 x 2160) Native Resolution • 300 cd/m² Brightness • 2x HDMI Inputs, 1x USB 2.0 Port • Dual 10W Speakers • Digital Signage-Capable • IP5X Rating • Rated for 16/7 Usage • Remote Control Included 	1	Piece		
9	Vocal set A digital wireless microphone system designed to provide secure wide-range frequency reproduction and out-of-the-box functionality for singers, presenters, at live shows, conferences. <ul style="list-style-type: none"> • Includes Microphone, Receiver & Battery • 2.4 GHz Fixed Frequency Agile 	2	Piece		

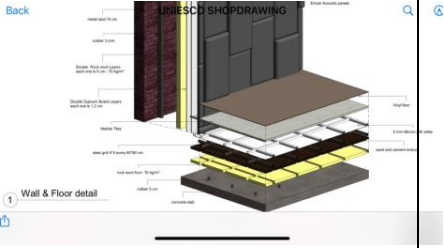
Item	Description	Qty	Unit	Currency	
	System <ul style="list-style-type: none"> • 35 Hz to 20 kHz Frequency Range • 128-Bit Encryption • Range up to 328' • No Channel Selection Required • One-Touch Pairing • Mute Switch, Low Handling Noise • XLR and 1/4" Outputs • Includes Clip, Bag, and Micro-USB Cable 				
10	Headphones <ul style="list-style-type: none"> • Closed, Around-Ear Design • Soft Ear Cushions & Ergonomic Design • 20 Hz to 20 kHz Frequency Response • 6.6' Single Sided Cable • Includes 1/4" Stereo Jack Adapter 	1	Piece		
11	Vocal Mic and Switch A high output performance microphone, offering power, clarity and projection. Extended high frequency response and supercardioid pick-up pattern for higher signal <ul style="list-style-type: none"> • Dynamic Vocal Mic for Live Performance • Supercardioid Polar Pattern • Smooth Tonal Response with Presence Lift • Rugged Metal Construction • Hum-Compensating Coil • Handles High SPL 	1	Piece		

Item	Description	Qty	Unit	Currency	
	<ul style="list-style-type: none"> • On/Off Switch for Easy Muting 				
12	<p>Microphone Desk Stand SB microphone that captures broadcast-quality recordings</p> <ul style="list-style-type: none"> • For Podcasting, Voice-Overs & Music • Works with Computers & iOS Devices • Included Pop Filter Minimizes Plosives • 3.5mm Headphone Jack • Cardioid Polar Pattern for Room Noise • Headphone Volume & Mix Control • Broadcast Quality 48 kHz/16-Bit Audio • Bus-Powered from Device • Included Ring Mount & Pouch • Included Tripod Desk Stand & Cable 	1	Piece		
13	<p>Digital Camera-Mount Wireless Omni Lavalier Microphone System Ultra compact easy-to-use wireless microphone system offering a cost-effective, all-inclusive solution for recording one subject to camera, camcorder,. 24-bit / 48 kHz resolution</p> <ul style="list-style-type: none"> • For Videographers, Journalists, Vloggers • Omni Lavalier Mic & Built-In Omni Mic • Ultra compact Clip-On Pro Transmitter 	1	Piece		

Item	Description	Qty	Unit	Currency	
	<ul style="list-style-type: none"> • Ultra compact Dual-Channel Pro Receiver • Separate 3.5mm Main & Headphone Outputs • Easy to Use, Informative OLED Screens • Mute Function, Mono/Stereo Output Mode • Internal 8-Hour Batteries, Charging Case • 3.5mm Cables for Camera & Mobile Device • 18 Systems at Once Max, up to 328' Range 				
14	<p>Two-Way Studio Monitor</p> <ul style="list-style-type: none"> • Bi-Amplified Powered Reference Monitor • Dual 41W Class-D Amplifiers • Low Frequency Woofer: 5" • Neodymium Woven-Composite Tweeter: 1" • Image Control Waveguide Technology • Balanced XLR and 1/4" TRS Inputs • 3-Position HF Trim Switch • Boundary EQ for Placement Near Walls • Slip Stream Low-Frequency Port Design • Selectable Input Sensitivity Switch 	4	Piece		
15	<p>12-input analog mixer with onboard effects</p> <ul style="list-style-type: none"> • 12-Input Analog Mixer 	1	Piece		

Item	Description	Qty	Unit	Currency	
	<ul style="list-style-type: none"> • 8 Ghost Mic Preamps • Sapphyre British EQ Per Channel • 2-in/2-out USB Recording • Lexicon Effects Engine • Switchable Hi-Z inputs • HPF & 48V on Mic Channels 				
16	<p>Bi-Color DMX LED Video Light</p> <ul style="list-style-type: none"> • Color Temperature: 3300-5600K, ±300K • On-Board and DMX Control • Dimming: 0-100% • Maximum Power: 70W • Built-In Color Filter Slot • Yoke with Tightening Knob • Four Reflective Barndoors • Built-In 13-16.8V DC Power Supply • Accepts 14.8V BP-L V-Mount Batteries 	6	Piece		
17	<p>Air-Cushioned Light Stand</p> <ul style="list-style-type: none"> • Load Capacity: 22 lb • Max. Height: 114" • Min. Height: 48" • Folded Length: 42" • 3 Sections • Removable 5/8" Spigot with Threaded Ends 	6	Piece		
18	<p>Service and installation Provision of cabling and installation services, including all materials. Complete and successful installation and full functionality of all equipment</p>	1	service		

Item	Description	Qty	Unit	Currency	
	and devices.				
19	Training Conducting training for PAT staff on the operationalisation of the studio in Arabic (Maximum of 10 staff to be trained)	1	service		
20	Warranty Warranty for all items on parts and labour for a minimum period of twelve (12) months from the date of goods acceptance. Availability of authorised technical support, warranty, and after-sales service in Egypt for servicing, repairs, periodic maintenance and supply of spare parts and maintenance consumables. Provision of technical support and servicing				
TOTAL LOT1					
LOT2					
21	Room Isolation Supply and installation of sound insulating inos walls, consisting of hangers anti-vibration and two layers of rock wool and two layers of gypsum board and mounting accessories	183	Square meter		
22	Room Isolation Supply and installation of the sound insulating inos for the ceiling, which is composed of hanger anti-vibration and a layer of rock wool and gypsum board and mounting accessories	88	Square meter		
23	Room Isolation Supply and installation of sound-treated palettes in the walls. The required decoration consists of a layer of rock wool, processed fabric and	183	Square meter		

Item	Description	Qty	Unit	Currency	
	pallets to be in a wooden frame.				
24	Room Isolation Supply and installation of tiles for the ceiling, consisting of a layer of earthwall, including installation accessories.	88	Square meter		
25	Room Isolation plastic soundproof paints with high quality specifications	183	Square meter		
26	Room Isolation Supply and installation of floating flooring, consisting of an anti-vibration rapper to be installed in the floor and an iron feed. The iron feed is made 60 cm*60 cm and placed inside it a form of size* 4 cm. In addition, between the iron and the form, a Rock wool is installed. The form and wool are covered with a layer of rolled mortar in preparation for the installation of a layer of marble or ceramic, then a layer is made with Vinyl finish. Picture for better illustration:	88	Square meter		
					
27	Room Isolation Supply and installation of sound insulating doors PVC STC Door	3	Piece		
28	Room Isolation	1	Piece		

Item	Description	Qty	Unit	Currency	
	Supply and installation of double soundproof doors PVC STC Door				
GRAND TOTAL FOB/FCA					
FREIGHT CHARGES					
INSURANCE (IF APPLICABLE)					
GRAND TOTAL					

- Note: In case of discrepancy between unit price and total, the unit price shall prevail.

ANNEX V – Intention to Bid Form

To be completed and returned within ten (10) working days after date of issuance of the ITB.

By email to UNESCO Focal Point

Attn: Please refer to Section II – Bid Data Sheet

ITB Ref.: **CAI/ED/003/2022 570GLO1024**

Yes, we intend to submit a bid.

We are sorry to inform you that we are unable to submit a bid in response to the above-mentioned invitation to bid due to the reason(s) listed below:

- The requested products are not within our range of supply
- We are unable to submit a competitive offer for the requested products at the moment
- The requested products are not available at the moment
- We cannot meet the specifications required
- Insufficient time is allowed to prepare a bid
- We cannot meet the delivery requirements
- We cannot adhere to your terms and conditions (please specify which: e.g. payment terms, request for performance bond etc)
- The information provided for bid purposes is insufficient
- We do not export
- Our production capacity is currently full
- We are closed during the holiday season
- We had to give priority to other clients' requests
- We do not sell directly but through distributors
- We have no after-sales service available in the country of destination
- Others (please specify)

If UNESCO has any question about this NO BID, please contact

Mr./Ms. who will be able to assist you.

Name of the Bidder:

Authorised Signature

Date:

ANNEX VI – Bidder Information Form

General Information:

Company Name:	
City, Country	
Web Site URL:	
Contact Person:	
Title:	
Phone:	
Email Address:	

Expertise of the Bidder

Line of Business, area of expertise:	
Type of business (manufacturer, distributor, etc):	
Years of company experience:	
Main export countries/area:	
Past Contracts with other UN organizations:	
Quality Certificate (e.g. ISO):	

References: Please provide at least three references for similar supply contracts including contact details:

Organization Name/Country:	Contact person:	Telephone:	Email:
1.			
2.			
3.			

ANNEX VII (A) – Technical Specifications

Item No	UNESCO minimum requirements/specifications	Bidder's Compliance Statement YES/NO	Bidder's Specifications (Mandatory - please fill in all details including proposed brand/model- Minor deviation to given minimum technical specifications may be accepted provided they do not impact the performance of the proposed equipment and if in the interest of UNESCO – those deviations if any should be stated and addressed by the supplier)
1	<p>All-in-one Ultra HD live production switcher UHD 4K-compatible, 8-input live production switcher with an integrated control panel, suitable for broadcast, sports, web, and A/V productions. This versatile switcher's eight independent 12G-SDI inputs accept all popular HD and UHD signals up to 2160p60.</p> <ul style="list-style-type: none"> • 8-Channel 12G-SDI Switcher • HD and UHD Signal-Compatible to 2160p60 • 12-Input, 2-Channel Audio Mixer • Re-Sync on All Inputs • UHD 4K Multiview Output • Low-Latency Converter • Built-In Talkback Feature • CCU Control for Select Cameras • ATEM Advanced Chroma Keyer <p>Powerful DVE Processor, 2 x Clip Pool</p>		
2	<p>PTZ Camera with HDMI, IP, and 3G-SDI Output .</p> <ul style="list-style-type: none"> • Up to 1920 x 1080 Resolution at 60 fps • Optionally Upgradable to UHD 4K 		

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	<ul style="list-style-type: none"> • 1/2.5" Exmor R CMOS Sensor • 3G-SDI, HDMI & Ethernet Output • 340° Pan and 110° Tilt • Wide 70° Angle of View • 12x Optical Zoom • Low-Light Rating: 1.6 lux at 1/30s • Runs on PoE+ or DC Power <p>IR Remote Control Included</p>		
3	<p>Remote control Remotely control BRC remote cameras over an IP network. Control up to 112 BRC cameras using a combination of IP and serial communication, and up to five RM-IP10 controllers can operate on the same LAN.</p> <ul style="list-style-type: none"> • Control up to 112 BRC Cameras over LAN • Up to 5 Controllers Can Operate on 1 LAN • 1 x RJ45 Ethernet Port • Control up to 7 Cameras with VISCA • Configuration Software Included 		
4	<p>A compact broadcast-quality record/playback deck. 1 RU tall recorder is 1/2 of a rack wide and powers from 100 to 240 VAC or via an optional 12 VDC power supply</p>		

Item No	UNESCO minimum requirements/specifications	Bidder's Compliance Statement YES/NO	Bidder's Specifications (Mandatory - please fill in all details including proposed brand/model- Minor deviation to given minimum technical specifications may be accepted provided they do not impact the performance of the proposed equipment and if in the interest of UNESCO – those deviations if any should be stated and addressed by the supplier)
	<ul style="list-style-type: none"> • Records up to 4K DCI at 30 fps • Plays Back up to 3840 x 2160 at 30 fps • 1 x 6G-SDI Input, 1 x HDMI 2.0 Input • 1 x HDMI 2.0 and 2 x 6G-SDI Outputs • Records ProRes, DNxHD, and H.264 • Records in H.264 SDI 4:2:2 10-Bit • Front-Panel Buttons, Jog Wheel, LCD • Timecode and Reference Input/Output • 1/2 Rack-Mountable Form Factor • USB Type-C, 1G Ethernet, RS-422 		
5	<p>Full HD NXCAM Camcorder</p> <ul style="list-style-type: none"> • Single 1" Exmor R CMOS Sensor • Up to 1920 x 1080p60 • Lens with 12x Optical Zoom • 24x Clear Image Zoom, 48x Digital Zoom • Discrete Manual Focus, Zoom & Iris Rings • XAVC S, AVCHD 2.0 & DV Recording Codecs • Create & Share Picture Profiles • Slow- & Quick-Motion 		

Item No	UNESCO minimum requirements/specifications	Bidder's Compliance Statement YES/NO	Bidder's Specifications (Mandatory - please fill in all details including proposed brand/model- Minor deviation to given minimum technical specifications may be accepted provided they do not impact the performance of the proposed equipment and if in the interest of UNESCO – those deviations if any should be stated and addressed by the supplier)
	Functions <ul style="list-style-type: none"> • Dual SD Memory Card Slots • 2 x 3-Pin XLR Audio Inputs 		
6	HDMI to SDI converter link HDMI cameras or computers to pro-style SDI (BNC) monitors or components. Enable use several units to extend HDMI over long distances using SDI cable. <ul style="list-style-type: none"> • 1 x HDMI Input, 2 x SD/HD/3G-SDI Outputs • Selectable SD/HD Level A/B SDI Ports • Supports up to 1080p60 Resolution I/O • USB Power/SDI Re-Clocking/Timecode • Automatic Input Signal Detection • Compact, Rugged Design • Embedded Audio • LED Video & Power Signal Indicators • AC Power Supply & Socket Adapters 		
7	Tripod System <ul style="list-style-type: none"> • 502AH Pro Video Head with Flat Base • MT055XPRO3 Tripod with Center Column • 22 lb Payload, 8.8 lb 		

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	Counterbalance <ul style="list-style-type: none"> • 67" Max Height with Column Raised • 55" Standard Max Height 		
8	Screen <ul style="list-style-type: none"> • 50" Class Direct-Lit 4K UHD • K UHD (3840 x 2160) Native Resolution • 300 cd/m² Brightness • 2x HDMI Inputs, 1x USB 2.0 Port • Dual 10W Speakers • Digital Signage-Capable • IP5X Rating • Rated for 16/7 Usage • Remote Control Included 		
9	Vocal set A digital wireless microphone system designed to provide secure wide-range frequency reproduction and out-of-the-box functionality for singers, presenters, at live shows, conferences. <ul style="list-style-type: none"> • Includes Microphone, Receiver & Battery • 2.4 GHz Fixed Frequency Agile System • 35 Hz to 20 kHz Frequency Range • 128-Bit Encryption • Range up to 328' 		

Item No	UNESCO minimum requirements/specifications	Bidder's Compliance Statement YES/NO	Bidder's Specifications (Mandatory - please fill in all details including proposed brand/model- Minor deviation to given minimum technical specifications may be accepted provided they do not impact the performance of the proposed equipment and if in the interest of UNESCO – those deviations if any should be stated and addressed by the supplier)
	<ul style="list-style-type: none"> • No Channel Selection Required • One-Touch Pairing • Mute Switch, Low Handling Noise • XLR and 1/4" Outputs • Includes Clip, Bag, and Micro-USB Cable 		
10	<p>Headphones</p> <ul style="list-style-type: none"> • Closed, Around-Ear Design • Soft Ear Cushions & Ergonomic Design • 20 Hz to 20 kHz Frequency Response • 6.6' Single Sided Cable <p>Includes 1/4" Stereo Jack Adapter</p>		
11	<p>Vocal Mic and Switch A high output performance microphone, offering power, clarity and projection. Extended high frequency response and supercardioid pick-up pattern for higher signal</p> <ul style="list-style-type: none"> • Dynamic Vocal Mic for Live Performance • Supercardioid Polar Pattern • Smooth Tonal Response with Presence Lift • Rugged Metal Construction • Hum-Compensating Coil 		

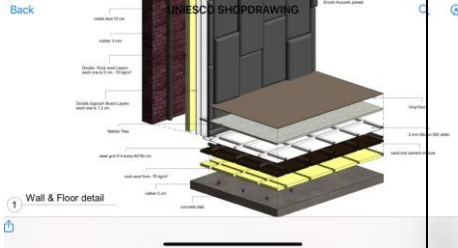
Item No	UNESCO minimum requirements/specifications	Bidder's Compliance Statement YES/NO	Bidder's Specifications (Mandatory - please fill in all details including proposed brand/model- Minor deviation to given minimum technical specifications may be accepted provided they do not impact the performance of the proposed equipment and if in the interest of UNESCO – those deviations if any should be stated and addressed by the supplier)
	<ul style="list-style-type: none"> • Handles High SPL • On/Off Switch for Easy Muting 		
12	<p>Microphone Desk Stand SB microphone that captures broadcast-quality recordings</p> <ul style="list-style-type: none"> • For Podcasting, Voice-Overs & Music • Works with Computers & iOS Devices • Included Pop Filter Minimizes Plosives • 3.5mm Headphone Jack • Cardioid Polar Pattern for Room Noise • Headphone Volume & Mix Control • Broadcast Quality 48 kHz/16-Bit Audio • Bus-Powered from Device • Included Ring Mount & Pouch • Included Tripod Desk Stand & Cable 		
13	<p>Digital Camera-Mount Wireless Omni Lavalier Microphone System Ultra compact easy-to-use wireless microphone system offering a cost-effective, all-inclusive solution for recording one subject to camera, camcorder,. 24-bit / 48 kHz resolution</p>		

Item No	UNESCO minimum requirements/specifications	Bidder's Compliance Statement YES/NO	Bidder's Specifications (Mandatory - please fill in all details including proposed brand/model- Minor deviation to given minimum technical specifications may be accepted provided they do not impact the performance of the proposed equipment and if in the interest of UNESCO – those deviations if any should be stated and addressed by the supplier)
	<ul style="list-style-type: none"> • For Videographers, Journalists, Vloggers • Omni Lavalier Mic & Built-In Omni Mic • Ultra compact Clip-On Pro Transmitter • Ultra compact Dual-Channel Pro Receiver • Separate 3.5mm Main & Headphone Outputs • Easy to Use, Informative OLED Screens • Mute Function, Mono/Stereo Output Mode • Internal 8-Hour Batteries, Charging Case • 3.5mm Cables for Camera & Mobile Device • 18 Systems at Once Max, up to 328' Range 		
14	<p>Two-Way Studio Monitor</p> <ul style="list-style-type: none"> • Bi-Amplified Powered Reference Monitor • Dual 41W Class-D Amplifiers • Low Frequency Woofer: 5" • Neodymium Woven-Composite Tweeter: 1" • Image Control Waveguide Technology • Balanced XLR and 1/4" 		

Item No	UNESCO minimum requirements/specifications	Bidder's Compliance Statement YES/NO	Bidder's Specifications (Mandatory - please fill in all details including proposed brand/model- Minor deviation to given minimum technical specifications may be accepted provided they do not impact the performance of the proposed equipment and if in the interest of UNESCO – those deviations if any should be stated and addressed by the supplier)
	TRS Inputs <ul style="list-style-type: none"> • 3-Position HF Trim Switch • Boundary EQ for Placement Near Walls • Slip Stream Low-Frequency Port Design Selectable Input Sensitivity Switch		
15	12-input analog mixer with onboard effects <ul style="list-style-type: none"> • 12-Input Analog Mixer • 8 Ghost Mic Preamps • Sapphyre British EQ Per Channel • 2-in/2-out USB Recording • Lexicon Effects Engine • Switchable Hi-Z inputs • HPF & 48V on Mic Channels 		
16	Bi-Color DMX LED Video Light <ul style="list-style-type: none"> • Color Temperature: 3300-5600K, ±300K • On-Board and DMX Control • Dimming: 0-100% • Maximum Power: 70W • Built-In Color Filter Slot • Yoke with Tightening Knob • Four Reflective Barndoors • Built-In 13-16.8V DC 		

Item No	UNESCO minimum requirements/specifications	Bidder's Compliance Statement YES/NO	Bidder's Specifications (Mandatory - please fill in all details including proposed brand/model- Minor deviation to given minimum technical specifications may be accepted provided they do not impact the performance of the proposed equipment and if in the interest of UNESCO – those deviations if any should be stated and addressed by the supplier)
	Power Supply Accepts 14.8V BP-L V-Mount Batteries		
17	Air-Cushioned Light Stand <ul style="list-style-type: none"> • Load Capacity: 22 lb • Max. Height: 114" • Min. Height: 48" • Folded Length: 42" • 3 Sections • Removable 5/8" Spigot with Threaded Ends 		
18	Service and installation Provision of cabling and installation services, including all materials. Complete and successful installation and full functionality of all equipment and devices.		
19	Training Conducting training for PAT staff on the operationalisation of the studio (Maximum of 10 staff to be trained)		
20	Warranty Warranty for all items on parts and labour for a minimum period of twelve (12) months from the date of goods acceptance. Availability of authorised technical support, warranty, and after-sales service in Egypt for servicing, repairs, periodic maintenance and supply of spare parts and maintenance consumables. Provision of technical support		

Item No	UNESCO minimum requirements/specifications	Bidder's Compliance Statement YES/NO	Bidder's Specifications (Mandatory - please fill in all details including proposed brand/model- Minor deviation to given minimum technical specifications may be accepted provided they do not impact the performance of the proposed equipment and if in the interest of UNESCO – those deviations if any should be stated and addressed by the supplier)
	and servicing.		
TOTAL LOT 1:			
LOT2			
21	Room Isolation Supply and installation of sound insulating inos walls, consisting of hangers anti-vibration and two layers of rock wool and two layers of gypsum board and mounting accessories		
22	Room Isolation Supply and installation of the sound insulating inos for the ceiling, which is composed of hanger anti-vibration and a layer of rock wool and gypsum board and mounting accessories		
23	Room Isolation Supply and installation of sound-treated palettes in the walls. The required decoration consists of a layer of rock wool, processed fabric and pallets to be in a wooden frame.		
24	Room Isolation Supply and installation of tiles for the ceiling, consisting of a layer of earthwall, including installation accessories.		
25	Room Isolation plastic soundproof paints with high quality specifications		
26	Room Isolation		

Item No	UNESCO minimum requirements/specifications	Bidder's Compliance Statement YES/NO	Bidder's Specifications (Mandatory - please fill in all details including proposed brand/model- Minor deviation to given minimum technical specifications may be accepted provided they do not impact the performance of the proposed equipment and if in the interest of UNESCO – those deviations if any should be stated and addressed by the supplier)
	<p>Supply and installation of floating flooring, consisting of an anti-vibration rapper to be installed in the floor and an iron feed. The iron feed is made 60 cm*60 cm and placed inside it a form of size* 4 cm. In addition, between the iron and the form, a Rock wool is installed. The form and wool are covered with a layer of rolled mortar in preparation for the installation of a layer of marble or ceramic, then a layer is made with Vinyl finish. Picture for better illustration:</p> 		
27	<p>Room Isolation Supply and installation of sound insulating doors PVC STC Door</p>		
28	<p>Room Isolation Supply and installation of double soundproof doors PVC STC Door</p>		
TOTAL LOT 2:			
<p>Power Supply Requirement (if applicable): Compatible with Egyptian standards VOLT 220, HZ 50, Type pf Plug C and F</p>			

Item No	UNESCO minimum requirements/specifications	Bidder's Compliance Statement YES/NO	Bidder's Specifications (Mandatory - please fill in all details including proposed brand/model- Minor deviation to given minimum technical specifications may be accepted provided they do not impact the performance of the proposed equipment and if in the interest of UNESCO – those deviations if any should be stated and addressed by the supplier)
Documentation, including installation and operating manuals shall be in Arabic			
Products to comply with EC or International quality and Safety standards: Bidders are requested to confirm and to state their product compliance standards			
Name of nearest local after-sales agent (if applicable): <i>[Bidder to specify name & address]</i>			
Name/Signature of Bidder: <i>To be returned to UNESCO as part of the Bid Submission.</i>			

ANNEX VIII – General Terms and Conditions for Goods and Related Services

1. ACCEPTANCE OF THE CONTRACT

This Contract may only be accepted by the Contractor's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Contract, as herein specified. Acceptance of this Contract shall effect a Contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Contract, including these General Conditions. No additional or inconsistent provisions proposed by the Contractor shall bind UNESCO unless agreed to in writing by its duly authorized official. SOURCE OF INSTRUCTIONS

2. GOODS AND SERVICES DEFINED

Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, intermediate products and products which the Contractor is required to supply under this Contract. Services are hereinafter deemed to include services ancillary to the supply of the goods including, without limitation, installation, training, transportation and such other obligations as required under this Order.

3. PAYMENT

UNESCO shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Contract, make payment within 30 days of receipt of the Contractor's invoice for the goods and copies of the shipping documents specified in this Contract. Payment by UNESCO does not imply acceptance of goods nor of any related work or services under this Contract.

4. TAX EXEMPTION

Section 7 of the Convention on Privileges and Immunities of the Specialized Agencies provides, inter alia, that UNESCO and its subsidiary organs are exempt from all direct taxes and are exempt from customs duties in respect of articles imported or exported for its official use. Accordingly, the Contractor authorizes UNESCO to deduct from the Contractor's invoice any amount representing such taxes or duties charged to UNESCO by the Contractor. Payment of such adjusted amount shall constitute full payment by UNESCO. In the event any taxing authority refuses to recognize the UNESCO exemption from such taxes or duties, the Contractor shall immediately consult with UNESCO.

5. TRADE MARKS

Whenever an INCOTERM is used in this Contract it shall be interpreted in accordance with the INCOTERMS 2010.

6. EXPORT LICENSES

The Contractor shall obtain any export license(s) required for the goods.

7. INSPECTION AND ACCEPTANCE

All goods shall be subject to inspection and testing by UNESCO or its designated representative, to the extent practicable, at all times and places, including the period of manufacture and, in any event, prior to final acceptance by UNESCO. If any inspection or test is made on the premises of Contractor or its supplier, the Contractor, without additional charge, shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspection and tests on the premises of the Contractor or its supplier shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the Contractor or supplier. Final acceptance or rejection of the goods shall be made as soon as practicable after delivery, but failure to inspect and accept or reject goods shall neither relieve Contractor from responsibility for non-conforming goods nor impose liabilities on UNESCO therefore. The Contractor shall provide and maintain an inspection, quality, and manufacturing process control system covering the goods which is acceptable to UNESCO. Records of all inspection work by Contractor shall be kept complete and made available to UNESCO during the performance pursuant to this Contract and for twenty four (24) months thereafter or for such other period as may be specified in this Contract. Copies of all material certifications and test results are to be submitted to UNESCO upon request.

8. FITNESS OF GOODS INCLUDING PACKAGE

Contractor warrants that the goods conform to the specifications and are fit for the purposes for which such goods are ordinarily used, as well as for

purposes, in locations and under circumstances made known to the Contractor by UNESCO. Contractor warrants that the goods are new, of current manufacture and free from defects in design, workmanship and materials. The Contractor also warrants that the goods are securely contained, packaged and marked, taking into consideration and the mode(s) of shipment, in a manner so as to protect the goods during delivery to their ultimate destination. Unless a longer period is specified in this Contract, the Contractor warrants and certifies that it will repair or replace without expense to UNESCO or its clients any goods or components which prove to be defective in design, material, or workmanship within a period of one (1) year from the date such goods are placed in use.

9. AFTER SALES SERVICE

The Contractor shall maintain or provide a service organization reasonably constituted to handle requests from UNESCO or its clients for technical assistance, maintenance, service, repairs and overhaul of the goods.

10. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless and defend at its own expenses UNESCO, its personnel and its clients from and against all suits, claims, demands, and liability of any nature or kind, including costs and expenses arising out of acts or omissions of the Contractor or its personnel or others responsible to the Contractor in the performance pursuant to this Contract.

11. PATENT INDEMNIFICATION

Contractor shall defend at its own expenses any suit or proceeding brought against UNESCO or its clients based on a claim that any goods or the normal use thereof furnished under this Contract constitute any infringement of any patent of any country, if notified promptly in writing and given authority, information and assistance (at Contractor's expenses) for the defense of same, and Contractor shall pay all damages and costs awarded therein against UNESCO or its clients. In case use of said goods or any part is enjoined, Contractor shall, at its own expense and at its option, either procure of UNESCO or its clients the right to continue using the goods, modify them so they become non-infringing or, with the approval of UNESCO, remove said goods and refund the purchase price, including transportation and installation costs.

12. FIRE AND EXTENDED COVERAGE INSURANCE

At all times prior to delivery, the Contractor shall effect and maintain continuous fire, hazard and extended coverage insurance upon any goods subject to this Contract in an amount equal to the sound insurable value of such goods and labour incorporated therein with loss payable to the Contractor and UNESCO as their interests may appear.

13. VARIATION IN QUANTITIES

The quantities specified in this Contract must not be exceeded or decreased without the prior written authorization of UNESCO.

14. CHANGES

UNESCO may at any time by written instruction make changes within the general scope of this Contract. If any such change causes an increase or decrease in the price of or the time required for performance pursuant to this Contract, an equitable adjustment shall be made in the Contract price, or delivery schedule, or both and the Contract shall be either amended or terminated and reissued accordingly. Any claim by the Contractor for adjustment under this paragraph must be asserted within thirty (30) days from the date of receipt by the Contractor of the notification of change; providing, however, that UNESCO may, at its sole discretion, receive and act upon any such claim asserted at any time prior to final payment under this Contract. Failure to agree to any adjustments shall be a controversy within the meaning of Clause 22. However, nothing in this Clause shall excuse the Contractor from proceeding with the Contract as changed. No modification of or change in the terms of this Contract shall be valid or enforceable against UNESCO unless it is in writing and signed by a duly authorized representative of UNESCO.

15. TERMINATION FOR CONVENIENCE

UNESCO may terminate this Contract, in whole or in part, upon notice to the Contractor. Upon receipt of notice of termination, the Contractor shall

take immediate steps to bring the work and services to a close in a prompt and orderly manner, shall reduce expenses to a minimum and shall not undertake any forward commitment from the date of receipt of notice of termination. In the event of Termination for Convenience, no payment shall be due from UNESCO to the Contractor except for work and services satisfactorily performed prior to termination, for expenses necessary for the prompt and orderly termination of the work and for the cost of such necessary work as UNESCO may request the Contractor to complete. To the extent that the computation of such payment due from UNESCO may not make the Contractor whole in respect of termination under this provision, the Contractor may claim an equitable adjustment in accordance with the procedures for equitable adjustment referred to in Clause 14 above.

16. REMEDIES FOR DEFAULT

In case of failure by the Contractor to perform according to this Contract, including but not limited to failure to obtain necessary export licenses or to make delivery of all of the goods by the agreed delivery date, UNESCO may, after giving the Contractor reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights: (1) procure all or part of the goods from other sources, in which event UNESCO may hold the Contractor responsible for any excess costs occasioned thereby; (2) refuse to accept delivery of all or part of the goods; (3) terminate this Contract; (4) require Contractor to ship via premium means, at Contractor's expenses, to meet the delivery schedule; (5) impose liquidated damages.

17. LIQUIDATED DAMAGES FOR DELAY

Subject to Clause 18, if the Contractor fails to deliver all or part of the goods or perform any of the services within the time period specified in the Contract, UNESCO may, without prejudice to any other rights and remedies, deduct from the total price stipulated in this Contract an amount of 0.35% of the price of such goods or unperformed services for each calendar day of delay until actual delivery up to maximum deduction of 10% of the contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.

18. FORCE MAJEURE

Notwithstanding the provisions of Clauses 16 and 17, the Contractor shall not be liable for default or liquidated damages, to the extent that its failure to perform its obligations under this Contract is the result of an event of Force Majeure. For purposes of this Contract, Force Majeure is defined as an event beyond the control of the Contractor; not involving the Contractor's fault or negligence and not foreseeable and includes acts of God, natural disasters, war (whether or not declared) and other events of a similar nature or force.

19. SOURCE OF INSTRUCTION

The Contractor shall neither seek nor accept instructions from any authority external to UNESCO in connection with the performance pursuant to this Contract. The Contractor shall refrain from any action which may adversely affect UNESCO.

20. OFFICIALS TO BENEFIT

The Contractor warrants that no official of UNESCO or any Government has received or will be offered by the Contractor any direct or indirect benefit of any kind, or any gift, payment or other consideration in connection with or arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is breach of an essential term of this Contract.

21. USE OF NAME EMBLEM OR OFFICIAL SEAL OF UNESCO

Unless authorized in writing, the Contractor shall not advertise or otherwise make public the fact that it is performing, or has performed, services for UNESCO or use the name (or any abbreviation thereof), emblem or official seal of UNESCO for advertising or for any other purpose.

22. ASSIGNMENT AND INSOLVENCY

The Contractor shall not, except after obtaining the prior written approval of UNESCO, assign, transfer, pledge, or make other disposition of this Contract or any part hereof or any of the Contractor's rights or obligations under this Contract. Should the Contractor become insolvent or should control of the Contractor change by the virtue of insolvency, UNESCO

may, without prejudice to any other right or remedy, terminate this Contract by giving the Contractor written notice of such termination.

23. CHILD LABOUR

The Contractor represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development. Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

24. MINES

The Contractor represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980. Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

25. ARBITRATION

Any controversy or claim arising out of or in connection with any provision of this Contract or any breach thereof, shall, unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules in force at the date of this Contract. UNESCO and the Contractor shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

26. CONCILIATION

Where, in the course of such direct negotiation referred to in Clause 25 above, the parties wish to seek an amicable settlement of such dispute, controversy or claim by conciliation, the conciliation shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

27. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver of any of the privileges and immunities of UNESCO.

28. SECURITY

The responsibility for the safety and security of the Contractor and its personnel and property, and of UNESCO property in the Contractor's custody, rests with the Contractor.

The Contractor shall:

- (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

UNESCO reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNESCO property in its custody as set forth in condition 28 above.

29. ANTI-TERRORISM

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNESCO funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNESCO hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via: <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>. This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

30. AUDITS AND INVESTIGATIONS:

Each invoice paid by UNESCO shall be subject to a post-payment audit by auditors, whether internal or external, of UNESCO or by other authorized and qualified agents of UNESCO at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

UNESCO may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Contractor generally relating to performance of the Contract at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

The Contractor shall provide its full and timely cooperation with any such post payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNESCO access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any post-payment audits or investigations carried out by UNESCO hereunder.

UNESCO shall be entitled to a refund from the Contractor for any amounts shown by audits or investigations to have been paid by UNESCO other than in accordance with the terms and conditions of the Contract.

31. PROTECTION FROM SEXUAL EXPLOITATION AND SEXUAL ABUSE

Definitions. For purposes of the Contract, "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another; "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual exploitation and abuse are strictly prohibited. The Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, shall not engage in any sexual exploitation and abuse. The Contractor acknowledges and agrees that UNESCO will apply a policy of "zero tolerance" with regard to sexual exploitation and abuse of anyone by the Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract.

Without prejudice to the generality of the foregoing:

(a) Sexual activity with a child (any person less than eighteen years of age), regardless of any laws relating to the age of majority or to consent, shall constitute the sexual exploitation and abuse of such person. Mistaken belief in the age of a child shall not constitute a defense under the Agreement.

(b) The exchange or promise of exchange of any money, employment, goods, services, or other thing of value, for sex, including sexual favors or sexual activities, shall constitute sexual exploitation and abuse.

(c) The Contractor acknowledges and agrees that sexual relationships between the Contractor's employees, agents or other persons engaged by the Contractor and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of UNESCO and are strongly discouraged.

Reporting of allegations to UNESCO. The Contractor shall report allegations of sexual exploitation and abuse, of which the Contractor has been informed or has otherwise become aware, promptly to UNESCO, in line with its established reporting mechanism. To the extent legally possible, the Contractor will require its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, to report allegations of sexual exploitation and abuse arising in relation to the Contract directly to UNESCO.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

27. UNITED NATIONS SUPPLIER CODE OF CONDUCT

The Contractor acknowledges that the UN Supplier Code of Conduct (available from <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>) provides the minimum standards expected of the UN Suppliers

ANNEX IX – Special Contract Conditions

The following Special Conditions shall complement, supplement, or amend the General Terms and Conditions (Annex VIII). Whenever there is a conflict, the provisions herein shall prevail over those in the General Terms and Conditions.

<input checked="" type="checkbox"/> Applies	<input type="checkbox"/> Does not apply	Warranty/guarantee: If, within 12 months after the goods have been put into service, any defects are discovered or arise in the normal course of usage, the Supplier shall remedy the defect either by replacement or by repair.
<input checked="" type="checkbox"/> Applies	<input type="checkbox"/> Does not apply	Liquidated damages: If the Supplier fails to supply the specified goods within the time period(s) stipulated by the purchase order, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the Purchase Order price, as liquidated damages, a sum equivalent to 0.35 percent of the original total contract price for each calendar day of delay until actual delivery, up to a maximum deduction of 10 percent of the purchase order price. Once the maximum is reached, the Purchaser may consider termination of the Purchase Order.
<input type="checkbox"/> Applies	<input checked="" type="checkbox"/> Does not apply	Performance Guarantee -Within 30 days of receipt of the UNESCO Contract, the successful Bidder shall furnish a Performance Security in the form of a Bank Guarantee to UNESCO in the amount of 10% of the Contract value. - The Performance Security shall be drawn in a form and from a bank acceptable to the Purchaser, and valid until a date 30 days from the end of the standard warranty period of 12 months or a date of Issue of a Satisfactory Certificate of Inspection and Testing by the procuring UN entity (if applicable). - The Security will be returned to the Supplier within 30 days of completion of the Purchase order, including any warranty obligation.
<input checked="" type="checkbox"/> Applies	<input type="checkbox"/> Does not apply	Related Service Contract: The special services for commissioning/installation and training of users will form an integral part of the Purchase Order/Contract.
<input checked="" type="checkbox"/> Applies	<input type="checkbox"/> Does not apply	Special Payment Conditions: The following special terms of payment shall apply (supplements the Clause 3 of the General Terms and Conditions) 100% of the Equipment will be paid within 30 days of receipt of the Supplier's invoice accompanied by the required supporting documents and after provisional acceptance by the Consignee/Project
Compliance with any other clause required?		
<input type="checkbox"/> Applies <input type="checkbox"/> Does not apply		

Annex VII (B)- Scope of work

As the lead United Nations Organisation for education, the United Nations Educational, Scientific and Cultural Organisation (UNESCO) supports Member States in leveraging technology to accelerate progress towards achieving the Sustainable Development Goal for Education (SDG4). Through its network of institutes and field offices and in partnership with public and private sector organisations, UNESCO designs and implements initiatives seeking to harness information and communication technologies for education.

UNESCO launched the *Technology-enabled Open Schools for All Project* with a view to help build technology-enabled crisis-resilient school systems. It aims to assist Ministries of Education and key national stakeholders in designing, piloting, and scaling up Technology-enabled Open School Systems (TeOSS). This regional project covers Egypt, Ghana, and Ethiopia.

In Egypt, the project has as its main deliverable the establishment of a Distance Learning Centre under the umbrella of the Professional Academy for Teachers (PAT). The project has a specific focus on the continuous professional development of pre-university teachers, principals and supervisors, with special attention to those who are serving in marginalised communities.

Emphasis will be placed on supporting target beneficiaries to integrate ICT in their professional practice and create digital teaching material. Core project interventions will blend elements of capacity building, institutional development and the dissemination of tools and best practices in distance learning and open educational resources (OER). The project aims to establish a platform for the continuous professional development of teachers, principals and supervisors including an E-library, online courses for the promotion of educators and a Community of practice.

One of the main deliverables of the project is the establishment of an educational content studio at the Professional Academy for Teachers. The studio will enable the production of high quality online learning material that will support Egyptian educators in enhancing teaching and learning with technology. Once the educational content studio has been set up and is operational, a Training of Trainers (ToT) programme will subsequently be conducted to build educators' capacities to effectively design, produce, and execute online learning content.

The objective of this assignment is to equip and operationalise an educational content studio at the PAT.

TASKS AND RESPONSIBILITIES

Under the overall authority of the Director of UNESCO Cairo Office and with direct supervision of the Programme Specialist for Education, and in close collaboration with the Unit for Technology and AI in Education (ED/FLI/ICT) at UNESCO Headquarters, the Contractor shall undertake the following tasks:

Task 1: Equip and operationalise the educational content studio

****Key details regarding the studio***

- The dimensions of the Studio is 7.02 m x 8.9 m, with ceiling height of 3 m. Control Room is 3m x 8.9m , with ceiling height of 3 m..
- The room should be divided into a filming area and a studio control room.
- The room has four (4) big windows, which need to be completely shut.

Pictures of the studio room for reference:



The configuration of the filming area only allows for one set. The set design (i.e. décor and furniture) is not to be included in the Contractor's proposal as it will be the responsibility of PAT.

An ICT infrastructure needs assessment conducted in early 2022 recommended the procurement of essential equipment and devices for the studio.

The Equipment are expected to be from the following suggested brands/vendors: Sony/Lumens, NewTek/Multicam, Systems, Samsung, LG, Neumann, Blackmagic, Rode, Sennheiser, JBL, Soundcraft, Godox, Huawei

All prices must be stated before and after VAT and other applicable indirect taxes.

The Contractor is expected to ensure the following:

- a) Warranty for all items on parts and labour for a minimum period of twelve (12) months from the date of goods acceptance.
- b) Provision of cabling and installation services, including all materials.
- c) Availability of authorised technical support, warranty, and after-sales service in Egypt for servicing, repairs, periodic maintenance and supply of spare parts and maintenance consumables.
- d) Provision of technical support and servicing.
- e) Complete and successful installation and full functionality of all equipment and devices.

The deliverables are to be reviewed and approved by UNESCO Cairo Office. Payment will be made upon satisfactory completion of the deliverables.