

TERMS OF REFERENCE

ENHANCEMENT OF BOARDROOM PRESENTATION TECHNOLOGY

1. INTRODUCTION

The QCTO boardrooms serve as critical infrastructure for hosting meetings with both internal and external stakeholders. As the organisation continues to embrace hybrid work and digital collaboration, it is essential to upgrade the current presentation technology to support seamless communication and interaction.

2. PURPOSE

The purpose of this Request for Quotation (RFQ) is to appoint a qualified service provider to supply, deliver, and install **two (2)** IdeaHub ES3 86-inch smart collaboration devices, along with accessories such as IdeaShare Key (Type-C), Stylus Pens, collaborative Pads, and an OPS Module (Intel i7).

These devices will enhance the functionality of the boardrooms by enabling hybrid meetings, digital presentations, and seamless collaboration with both internal and external stakeholders.

3. SCOPE OF WORK

The appointed service provider will be responsible for the following:

- Supplying, installing, and configuring the devices in the designated boardrooms, ensuring full integration with Microsoft Teams and other video conferencing platforms.
- Testing and verifying video conferencing functionality, including camera, microphone, and speaker setup.
- Providing basic user orientation or documentation for operating the devices.

Technical specification

Feature	Specification
Display Size	86-inch UHD 4K (3840 × 2160)
Display Type	D-LED, anti-glare, 16:9 aspect ratio
Touch System	20-point IR multi-touch, 1 mm accuracy
Camera	4K ultra-wide camera with AI auto-framing

Feature	Specification
Microphones	8–12 mic array with AI noise suppression and acoustic echo cancellation
Speakers	2× Full-frequency + 1× subwoofer (up to 30W output)
Operating System	HarmonyOS / Android (latest version)
Supported Platforms	Microsoft Teams, Zoom, Webex, Google Meet
Connectivity	HDMI IN/OUT, USB-A, USB-C, RJ45 LAN, Bluetooth, Wi-Fi
Storage & Memory	4 GB RAM / 64 GB internal storage (expandable with OPS)
Mounting	Wall-mount or mobile stand compatible
Power Consumption	≤ 400W
Warranty	3-years warranty

4. EVALUATION CRITERIA

The service provider must meet the following criteria:

- Provide a valid partner letter
- Demonstrate proven experience in installing and configuring interactive hubs
- Submit at least two references from similar projects.