

Scope of work

Board Room Solution Specification - Ground Floor

Bidder's proposed goods/supplies/products must comply with the exact specification as outlined below.

1. Room Specification

- **Room Size:** Dimensions (6m x 12m) and seating capacity.

2. Sound System

- **Microphones:**
 - **Tabletop Microphones:** 9 boundary or gooseneck microphones for smaller rooms.
 - **Wireless Microphones:** 2 wireless microphones for flexible movement.
- **Speakers:**
 - **Ceiling Speakers:** 6 discreet, evenly distributed ceiling speakers for uniform sound coverage.
 - **Soundbars:** 2 soundbars integrated with the video system for smaller rooms.
- **Audio Processor:**
 - **DSP (Digital Signal Processor):** to manage echo cancellation, noise reduction, and gain control.
- **Amplifier:**
 - Amplifier with appropriate wattage for the room size to ensure clear sound without distortion.

3. Video System

- **Display Options:**
 - **Single Large Display:** 1 unit of 4K UHD screen, at least 75 inches, with anti-glare technology.
 - **Dual Displays:** For video conferencing and content sharing simultaneously.
 - **Interactive Displays:** Touchscreen option for collaborative sessions.
- **Camera:**
 - **PTZ Camera:** 5 Pan-Tilt-Zoom cameras with 4K resolution, wide coverage, close-ups, and with voice recognition.
 - **Auto-framing Camera:** That adjusts the view based on the number of participants.
- **Content Sharing:**
 - **Wireless Presentation System:** To allow users to share content from their devices wirelessly.
 - **HDMI Connectivity:** HDMI ports for wired connections with laptops and other devices.

4. Microsoft Teams Integration



- **Room System:**
 - **Teams-Certified Room System:** system including a touch console, compute module, and cameras. Options include Microsoft Teams Rooms (MTR) kits from Logitech, Poly, or Crestron.
- **Touch Console:**
 - **Meeting Control:** touchscreen device to control Teams meetings, adjust volume, camera angles, and manage participants.
- **Teams-Certified Peripherals:**
 - **Teams-Certified Camera:** Integrated or standalone camera with auto-framing and noise reduction capabilities.
 - **Teams-Certified Speakers/Microphones:** To ensure clear audio quality that meets Teams certification.
- **Collaboration Tools:**
 - **Whiteboard Integration:** Allowing digital whiteboarding in Teams.
 - **Content Camera:** For capturing physical whiteboards and integrating them into Teams meetings.

5. Network and Connectivity

- **Cable Management:**
 - Structured cabling with minimal visible wires, using floor boxes, conduits, or raceways.

6. Control and Automation

- **Room Control System:**
 - **Centralized Control:** For controlling lighting, blinds, and AV equipment, integrated with a touchscreen panel or a tablet.
- **Automation:**
 - Automated setup for meetings, including lights dimming, displays turning on, and cameras adjusting when a meeting starts.
- **Blinds:**
 - blinds (6m Width x 4m Height)
 - blinds (4m Width x 4m Height)

7. Power Requirements

- **Uninterruptible Power Supply (UPS):**
 - UPS for backup power for critical components like the Teams Room system, displays, and network equipment.
- **Power Outlets:**
 - Adequate and strategically placed power outlets, including USB charging stations.

8. Security

- **Device Security:**
 - Ensure all devices support secure firmware updates, data encryption, and password protection.
- **Network Security:**



- Ensure firewalls, VPNs, and secure Wi-Fi networks to protect the boardroom's communication systems.

9. Installation and Configuration

- **Professional Installation:**
 - Certified professionals to install and configure the system, ensuring optimal performance.
- **Testing and Calibration:**
 - Audio and video systems should be tested and calibrated for the specific room conditions.
- **User Training:**
 - Provide training sessions for users on how to operate the system efficiently.

10. Maintenance and Support

- **Service Agreement:**
 - Ongoing technical support and maintenance agreement to ensure the system's longevity and reliability.
- **Remote Monitoring:**
 - Option for remote monitoring and diagnostics to quickly address any issues.

NB: Bidders to be advised that CEF will only contract on a fixed and firm amount (Inclusive of all applicable taxes)