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TENDER NO: KCO/25/04/FY24 **TERMS OF REFERENCE (TOR) FOR PLAN INTERNATIONAL KENYA CONFERENCE** **ROOM AV SOLUTION.**

1.0 Background

Plan International is an independent global development and humanitarian organization that advances children's rights and equality for girls. We strive for a just world, working together with children, young people, our supporters and partners. Plan International has been building powerful partnerships for children for more than 75 years, and is active in over 70 countries across the world. We are relentless in driving change to advance children's rights and equality for girls by working together with children, young people, our supporters and partners.

Plan International Kenya hosts the MEESA regional office staff and a growing number of PII and Global Hub staff. In the post COVID-19 error, remote working and collocation setups have been a growing trend. This has not left out PII which is heavily reliant on technology to deliver on its mandate. The need to bring together teams from different locations.

To enable Plan International Kenya's "hybrid workplace" model and support multi-team conferences PII uses Microsoft Teams platform to support meetings, collaborate, and work securely from anywhere with diverse partners and stakeholders.

2.0 Business Case & Justification

Video conferencing has emerged as a game-changer, enabling businesses to reduce costs and enhance collaboration. With clear advantages ranging from cost savings to increased productivity; enhanced communication, global reach, and sustainability, Plan International Kenya requires a robust hardware to support its growing needs for virtual meetings.

3.0 Project Description

The objective of this project is to convert our two boardrooms into Video conference ready workspaces that are easy connect to, convert, and distribute audio-visual signals with preinstalled and user-friendly, plug and play audio-visual systems.

Plan International Kenya seeks a Video Conferencing solution that will enable seamless collaboration and enhance meetings with the right collaboration technology including BYOD flexibility;

Project 1 (a). Install a Video conferencing system complete with an 86" Interactive Display Screen, High-resolution webcam, Microphone and conference speakers with echo cancelling functionality in the main Boardroom (Boardroom A). The solution should be simple to use for non-technical staff while offering flexibility for the BYOD access.

Project 1 (b). Install a Video conferencing system complete with a 65" Interactive Display Screen, High-resolution webcam, Microphone and conference speakers with echo cancelling

functionality in the minor Boardroom (Boardroom B). The solution should be simple to use for non-technical staff while offering flexibility for the BYOD access.

4.0 Scope of Works

Provide detailed work plan with timelines specifying installation design, deployment and detailed activities plan after conducting the site inspection/survey.

- Acquisition of video conferencing hardware infrastructure.
- Provisioning, deployment and configuration of video conferencing system
- Integration with Ms Teams, orientation and handing over
- Technical support matrix

Selected projects specifics:

- 4.01. Video display screen
Supply and installation of 85” UHD Smart TV in Boardroom A and 55” UHD Smart TV in Boardroom B
- 4.02. Video Conferencing Cameras
Supply and installation of Video conference Cameras (the numbers depend on vendor’s proposed solution)
- 4.03. Conference Room Speakers & Microphone
Supply and integration of conference speakers (2 microphones for main Boardroom A and 1 Microphone for the minor boardroom B)
- 4.04. System integration and testing – Integrate the whole system and test with a dry run using MS Teams on the provided laptop

The solution should be accompanied by an SLA that allows the vendor to support the system for 1-year renewable on performance review.

5.0 Solution Design

Overview: The following design guide should be implemented for two meeting spaces in Plan International Kenya Nairobi Office. Noting that there may be no standard solution or approach to this, it’s up to the vendor to demonstrate that their blended solution meets the requirements and integrates well with Ms. Teams to enable seamless collaboration with quality audio-visual capabilities, ease of use with multiple devices. It is the vendor’s responsibility to ensure all requirements are met and advise if any gaps are identified.

5.01 Plan International Kenya Meeting spaces

Locations	Description	Capacity
KCO, Nairobi	Kenya Country Office – main Board room	30
KCO, Nairobi	Kenya Country Office – Minor Board room	08

5.02 Deployment, Management & Troubleshooting

Offering true zero-touch provisioning, The Network devices should have the capability to be pre-staged and configured entirely from a web browser. The management experience must accelerate and simplify the work of the network engineer. Troubleshooting network issues, especially on remote locations, can significantly add to the cost of running this mission critical service.

6.0 Project Time frames

This assignment is expected to be completed within two weeks (14 calendar days) from receipt of our commitment document. The deliverables include supply and installation of the VC devices, configuration and integration with MS Teams on the provided laptop and signing of the SLA.

7.0 Bid Delivery

Below are the mandatory tender instructions: Eligible bidders should attach valid documentations and be able to meet the following minimum requirements: -

7.0.1 Technical and Financial proposal

The bidders will be expected to present a detailed technical and financial proposal on how they intend to approach the assignment.

8.02 Other mandatory requirements:

1. Attach complete company profile
2. Must be a registered company (Attach Certificate of Incorporation)
3. KRA VAT, PIN registered and current/valid Tax Compliance Certificates (Attach documentations)
4. Attach details of similar Audio-Conferencing System deployment works completed within the last two years
5. Indicate delivery lead time on your quotation
6. Indicate whether Prices are Inclusive or Exclusive of VAT where Applicable
7. Indicate if you accept to supply as per credit policy of payment within 30 days after delivery.

9.0 Submission of applications

The completed proposals should be sent to Plan International Kenya on or before **Tuesday 30th April 2024 by COB** through the email address: Kenya.Bids@plan-international.org referencing “KCO/25/04/FY24 PLAN INTERNATIONAL KENYA CONFERENCE ROOM AV SOLUTION” as the subject line.

Queries related to the tender should be addressed to KenyaProcurement.Nairobi@plan-international.org

(Plan International Kenya Office reserves the right to accept or reject any Bid and is not bound to give reasons for its decision).