



REQUEST FOR PROPOSAL – RFP 2011-009

SUBJECT: Purchase and installation of A/V material & ICT system for a new meeting room

The United Nations Environment Programme (UNEP), Secretariat of the Convention on Biological Diversity (SCBD) hereby solicits your proposal for the above subject, in accordance with this document and the annexes attached. Proposals are required to be submitted to the SCBD no later than 21 March 2011 at close of business (Montreal time).

Introduction and Context

1. This request for Proposal (RFP) consists of this document and the following annexes:
Annex A: Statement of Specification / Required Services
Annex B: Acknowledgement Letter
2. You should also note that the terms set forth in this RFP, including the contents of Statement of work/Specifications set forth in the UN General Conditions will form a part of any contract should the SCBD accept your proposal. Any such contract will require compliance with all factual statements and representations made in the proposal, subject to any modifications to the proposal agreed to by the United Nations in the context of negotiations, should negotiations be entered into.
3. Your proposal must be submitted in English language in **THREE COPIES**. Your proposal must include information in sufficient scope and detail to allow the SCBD to consider whether the company has the necessary capability, experience, knowledge, expertise, finance strength, and the required capacity to perform the work specified satisfactorily.
4. a. Your proposal must be submitted in a sealed envelope/package clearly marked and addressed as follows:

The Secretariat of the Convention on Biological Diversity
Procurement Service
413 St-Jacques, Suite 800
Montreal, Quebec H2Y 1N9

RFP Number : **RFP-2011-009**
To: Mr. Victor OGBUNEKE
Closing date & Time: 21 March 2011
Name of your company:

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

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

d. Financial proposals for (I) equipment and (II) services **must be submitted under separate cover** with all marking information requested in paragraph above.

5. For queries on this RFP, please contact the Frédéric Vogel by email to frederic.vogel@cbd.int
Cc: marcelle.lefebvre@cbd.int by 16 March 2011. Please also notify the SCBD immediately if any part of this RFP is missing and/or illegible.
6. You are kindly requested to return the attached Annex B - Acknowledgement Letter duly signed by an authorized representative to the SCBD via facsimile advising whether or not your company intends to submit a proposal prior to the designated closing date for receipt of proposals. Please indicate the reason if you do not intend to submit a proposal at this time. The SCBD will review the registration status of companies, which have failed to return the completed acknowledgement letter. Failure to return the completed acknowledgement letter may result in removal of your company from the roster of registered suppliers.

ANNEX A - STATEMENT OF SPECIFICATION and REQUIRED SERVICE

I. Purchase and installation of A/V material & Videoconference system for a new meeting room

i. Background information:

The SCBD is expanding and adding additional offices to its premises in Montreal, Canada. State-of-the-art Audio Visual (A/V) system and Videoconferencing equipment must be installed in a new 16 seats meeting room.

Vendor can contact the SCBD (frederic.vogel@cbd.int) to obtain floor and technical plans and to visit the premises.

ii. Specifications:

Features
HD 720p ceiling projector
Ceiling Screen (automatic)
Complete Video conferencing equipment (H.323, H.239, HD camera, PZT, table microphones)
Sound system (amplifier, sound source switch, ceiling PA, etc)
Blue ray video player
Lighting system (adapted to Videoconferencing)
Panel to control the lighting and AV of the whole system
Meeting room table connections for AV, Videoconference presentation (H. 239) , network, electricity
Electronic flipchart panel
Technical cabinet (rack) for AV and VC equipment
Installation and training

iii. Project timelines:

The system must be installed on the Secretariats premises mid-May 2011. Inauguration of the new offices and meeting room is planned for 6th June 2011.

The selected vendor(s) must be ready to send the invoices before the end of March 2011 to the Secretariat for budgetary reasons.

ANNEX B - ACKNOWLEDGEMENT LETTER

Subject: **Purchase and installation of A/V material & ICT system for a new meeting room**

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

{ } INTEND { } DO NOT INTEND

To submit a proposal to the United Nations/SCBD by the deadline of **21 March 2011, close of business, Montreal time.**

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

Name and title of Authorized Representative: _____

Signature _____

Company Name and Address _____

Telephone No.: _____ Facsimile No.: _____

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