SCOPE OF WORK
Audio-Visual and Teleconferencing System
August 2022
EMBASSY DJIBOUTI

1 Overview

US Embassy is requesting a proposal to provide and install an audio and video system for the Clark Multi-Purpose Room Conference Room, in which, a vendor shall provide and install an audiovisual system with the following features and capabilities:

1.1 Main Conference Room

The Main Conference Room will have a large:
- Video Teleconferencing monitor capable of displaying computer and video sources.
- Video Projector also capable of displaying computer and video sources
- A complete audio system with Speakers and Microphones.
- The length of room is 13 m
- The Width of the room is 9 m
- The height of the room is 4 m

1.1.1 Display

The conference will have two following display option, which will give the user the capability to choose which display to use:
- Cisco 70" VTC unit dual monitor with stand will be provided by the embassy and installed in the front of the conference room.

- A Ceiling Projector that is already mounted on the ceiling and will connected to the Government furnished computer or any Guest Computer.

1.1.2 Sources

1.1.2.1 One dedicated government furnished (GFE) computer located on the right-side counter of the room.

1.1.2.2 Three wall Outlet will be installed by the contractor and will be used by embassy to connect various equipment and will be located at front of the room, near GFE Computer and at the back side of the conference room.

1.1.2.3 The computer wall outlet Connection should be installed on the wall under the Counter and should have one HDMI input port, One Ethernet Cat6 cable and one Aux Port for audio input and one XLR female port to connect wired microphone.
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1.1.2.4 The front-end wall outlet should be installed on the wall and should contains two HDMI
cable, One Ethernet Cat6 cable and one Aux Port for audio input and one XLR female port
in order to connect wire microphone.

1.1.2.5 The Back-end connection should be installed on the wall and should contains one HDMI
cable, One Ethernet Cat6 cable and one Aux Port for audio input and one XLR female port
to connect a wired or wireless microphone.

1.1.2.6 The contractor shall install a good quality cable between the end-connection to the
equipment cabinet.

1.1.2.7 All sources shall be routed through a video scaling switcher located in the equipment rack.
This will allow the appropriate source to be displayed on the Dual monitor or the projector.

1.1.3 Audio

1.1.3.1 All computer and video sources shall include audio playback through at least four Wall
mounted loudspeakers.

1.1.3.2 Contractor should use one of the 10 top Brand speakers on the market, they should mount
on the wall 3.5 meter high from the floor and correctly positioned so anyone in the room
can hear correctly.

1.1.3.3 Contractor must provide two wired vocal dynamic Microphone; one Microphone stand and
two Wireless Handheld Microphone.

1.1.3.4 All audio signals are routed through Mixer to enable the appropriate signal distribution and
audio control needed for this room. The audio mixer should have unused outputs for future
system expansion.

1.1.4 Control

1.1.4.1 The endpoint of all the cable coming from the three wall outlets will be in the equipment
cabinet located in the Front Right of the conference room.

1.1.4.2 All cable should be terminated professionally in outlets with wall plates. All wiring should
be in compliance with IEEE standards

1.1.4.3 The endpoint of the projector HDMI cable and dual monitor screen should be terminated
on faceplate.

1.1.4.4 One Tripp Lite 4-Port HDMI over Cat 6 Splitter/Extender B127P-004-H and two Tripp
Lite 4-Port HDMI over Cat6 Remote Receiver B127P-100-H, should be provided by the
contractor in the scenario if embassy would like to send HDMI signal through Ethernet
cable over a long distance.

1.1.4.5 All the AV system controls equipment’s will also be located inside the terminal equipment.
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1.1.4.6 Contractor should provide any additional audio and video equipment that will support or enhance the Audio and video system installation at the conference room.

2 Vendor shall:
2.1 Order and stage audio and video equipment.
2.2 Wood backing and a 120 VAC quad receptacle will be provided by others at 60” AFF. Vendor will provide and install a flat panel surge protector behind the display.
2.3 All sources will be heard through at minimum (4) Speaker’s loudspeakers located in the equipment cabinet.
2.4 Install all the necessary equipment in the Cabinet, wire, and test.
2.5 Deliver and set up wired and tested audiovisual equipment.
2.6 Test, equalize, and set audio system gain structure and other audio processors as needed.
2.7 Provide a two-year warranty on the audiovisual equipment and labor from the date of Substantial Completion.
2.8 Client furnished equipment is not covered under this warranty.
2.9 Covers all parts and labor needed for equipment delivered by the contractor breakdown,

SITE VISIT

A site visit will be conducted on 08/23/2022 at 09H00am at US Embassy Djibouti in Haramous and all interested contractors are invited to contact before 08/22/2022 the procurement department by mail at djiboutiprocurement@state.gov and CC kayadse@state.gov to provide the names of the attendees(2 persons max by company). Then all the prospectors will have till 08/25/2022 to submit any questions missed during site visit through kayadse@state.gov.

Final submission date will on COB Thursday, 09/01/2022.