


CEDEFOP

 European Centre for the Development
of Vocational Training

Area Resources

Finance and Procurement, Procurement Service

 Thessaloniki, 23/11/2012
RS/PRO/CALU/2012/1015

OPEN INVITATION TO TENDER

AO/CID/CF/ProfessionalConferenceOrganiser/020/12

‘Provision of services by a Professional Conference Organiser’

Cedefop Correction 1

- 1) *In point 8 of the open invitation letter, the following part of the table shall replace the current one and therefore shall read:*

Deadline for submission of tenders (hand delivered)	19/12/12	17.00h
Deadline for submission of tenders by post / courier	19/12/12	N/A

- 2) *The following point 1.2 of the Technical Specifications - Place of delivery or performance, shall replace the current one and therefore shall read:*

For each event, preparatory tasks will be completed in the Contractor’s premises and the place of delivery will be the venue of the event (in most cases Cedefop’s own premises, 123 Europe str., Pylea, Thessaloniki, or another venue in Greece or Brussels).

- 3) *In point 2.3 of the Technical Specifications - Project management, the following last sentence of the penultimate paragraph shall replace the current one and therefore shall read:*

A detailed description of the workflow is to be found in annex M.

- 4) *In point 2.4 - Contract execution – general requirements - Concerning the contractor’s team assigned to Cedefop, the following first sentence of the last paragraph shall replace the current one and therefore shall read:*

The duration of Cedefop’s meetings and events is typically between a half-day and two days.

- 5) *In point 2.5 - Services to be delivered by the professional conference organizer, 3.contact with participants, A. PRE-EVENT, Mailing of the invitation package, the following first bullet shall replace the current one and therefore shall read:*

The Cedefop event owner will provide the professional conference organiser with:

- the list of invitees in excel format (see point 7 *Database of invitees and list of participants*).

- 6) In point 2.5 - Services to be delivered by the professional conference organizer, the following 12. Technical support services shall replace the current one and therefore shall read:

A. Video-Audio conferencing and web related services

The Cedefop event owner shall indicate the type of technical support services needed on the basis of the following table.

Type of service	Description of technical service requested	Code of Service
Video-Conference and Teleconference Services	Multipoint Control Units (MCU) and bridging services. To connect more than two video locations using multipoint bridging technologies, media servers and equipment that enable group video conferencing and collaboration. In addition, a variety of software-based and hardware-based MCU products to ensure the right fit for any conference-meeting environment.	V1
	Video Conferencing Bridging for IP-to-ISDN Gateway Services. To connect IP and ISDN sites in the same meeting - both point-to-point and multi-point.	V2
	Audio Conferencing Services. To provide high-quality Audio Conferencing including the dialling in/out of all participant(s). For dial-in conferences a password protection to prevent unauthorized access should be provided.	A1
Streaming Services of Video / Audio	Real Time Services using RTMP (Real Time Messaging Protocol), live-streaming. In conjunction with the video-conference services it is possible to request the live streaming of an event during the actual time of the event.	S1
	Recording of an even for “on demand” streaming of a conference using RTMP (Real Time Messaging Protocol)	S2
Technical Assistance	Video-conference Audio-engineer as a Network Consultant/ Engineer to provide on-site support	T1
	Video-conference Audio-engineer as a Network Consultant/ Engineer to provide remote support	T2

The professional conference organiser will be responsible for providing the categories of services as described in the above table. These services shall be set up and delivered with excellent video and sound quality and shall be inclusive of all required staff, equipment, infrastructure, communication means and media, and testing of connectivity.

Please note that the contractor may be requested to provide any of the services mentioned above for video-conference, audio-conference, streaming services in conjunction with technical assistance according to the technical specifications below:

- Video conferencing shall be possible using both H.320 (ISDN) and H.323 (IP) connections and should support calls up to 384 Kbps. over ISDN and speeds up to 1024 Kbps. over IP.
- Streaming shall be possible as Adaptive Streaming with Hi-Resolution MP4 format

The contractor will be required to provide the necessary computer hardware, internet connection (with

adequate bandwidth), cameras, capture cards, RTMP encoder, etc. The RTMP Live Encoders should be able to broadcast out using H.264 or VP6 as their video codec. MP3, M4A and AAC can be used for the audio format when streaming. Videoconferencing should include sound and video capture of the participants plus desktop images of presentations or other documents that need to be made available to the participants.

B. Additional technical services in venues outside Cedefop

When an event takes place outside Cedefop's premises, the professional conference organiser may be required to provide state of the art technical equipment and related support services in the venue. This shall typically include one or more of the services below:

- Internet connectivity with adequate bandwidth
- Laptop(s) and up-to-date software
- Overhead projector
- Presentation screen and monitors
- Video projector (beamer)
- Full sound system (table microphones and receiver sets for all participants and 1 or 2 wireless microphones)
- Photocopier
- Printer
- Mobile interpretation booths

Technical assistance may include, depending on the venue, full-time assistance from the preparatory stage (setting up of conference room and/or reception desk equipment) to the end of the event. For all technical equipment, back-up equipment for the whole duration of the event shall be foreseen (at no additional cost for Cedefop).

Note concerning the mobile interpretation booths:

Mobile interpretation booths shall respect ISO 4043-1998. The interpretation system will include:

- a. The corresponding number of receivers and headphones
- b. The relevant control keyboards for the interpreters
- c. 1 interpretation transmitter (and 1 spare)
- d. 1 central interpretation unit (and 1 spare)
- e. Radiators
- f. Sound console and amplifier
- g. 2-4 loudspeakers
- h. 10 table microphones
- i. 1 table microphone for the podium.
- j. Transportation, installation and operation by experienced technicians.

7) *In point 2.5 - Services to be delivered by the professional conference organizer, 13. Transfers and on-site transportation, the following fourth bullet shall replace the current one and therefore shall read:*

- shuttle service to and from the airport/hotels/conference venue/restaurant including hostess to provide full assistance (see also point 10, c)).

- 8) *In Annex I – Cedefop events-facts and figures, the following services shall replace the current ones and therefore shall read:*

Technology support: V1 + S2 + T1 for a session of 45 min to 2 hours at Cedefop premises.

Transfers and on-site transportation on the first day:

- 9:30: 40 persons from the hotel to Cedefop
- 10:30: 70 persons from the hotel to another conference venue
- 12:30: 70 persons from the other conference venue to Cedefop
- 18:30: 110 persons from Cedefop back to the hotel

- 9) *In current Annexes I and J, the titles shall be replaced Annex J and Annex K. New templates are published together with this corrigendum. Tenderers are requested to use these new templates for the submission of their tender.*

- 10) *A new template Annex H – Financial offer/Specimen quotation, is published together with this corrigendum. Tenderers are requested to use this new template for the submission of their tender.*