ICTA — ideas actioned	**Pre-bid Meeting Minute**
	Video Conferencing Facilities to the Ministries and Government Institutions – Phase 1 - Stage 01

Date & Time   :   12 July 2018, 11:00 hrs

Contract #   :   ICTA/SG2/GOSL/GOODS/NCB/2018/001

Venue   :   Conference Room, 2nd Floor, ICTA

Chaired By   :   **The Panel**
Chaminda Samarathunga, Procurement Specialist, ICTA
Prabha Balasooriya, Procurement Officer, ICTA
S. Gavashkar, Program Manager, ICTA
Himira Rathnathilake, Senior Systems Engineer, ICTA
Chinthaka Ekanayake, Senior Project Manager, ICTA
Ashok Cananathan, Project Manager, ICTA

Attendance   :

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1.	Dilekha Siriwardena	Sri Lanka Telecom
2.	Pushpa Ranatunga	Sri Lanka Telecom
3.	Gayan Samantha	Sri Lanka Telecom
4.	Yasasri S. Madurapperuma	Softlogic IT (Pvt) Ltd
5.	Hasthia Athawuda	Millennium IT (Pvt.) Ltd
6.	Ragith Rangajweewa	Millennium IT (Pvt.) Ltd
7.	Saranga Samarawickrama	MST
8.	Gihan	APACIT
9.	Thushan Nissanka	Just In Time Technologies (Pvt) Ltd
10.	Madhawa	Just In Time Technologies (Pvt) Ltd
11.	Aruna	APACIT
12.	Champike Ranasinghe	Metropolitan Communications (Pvt) Ltd
13.	Kantha Wjesekara	Metropolitan Communications (Pvt) Ltd
14.	Gihan Yapa	The Hi-Fi Centre
15.	Roshan Jayathillake	Lanka Com
16.	Shaleya Vidanapathira	Lanka Com
17.	Anuruddha Gunasekara	Swedish Trading (Pvt) Ltd
18.	Dinesh De silva	Swedish Trading (Pvt) Ltd

At the outset of the meeting, representatives of the bidders were briefed on the procurement process, terms and conditions of the bidding document and scope of services of this assignment. The Bidders raised the following queries and the clarifications were given below:

#	Queries (Q) raised by the Bidders and Clarifications (C)
1.	**Item No. 1: "Management Server" Page No. 40** Q: Please clarify the number of users? C: As specified in the bidding document.
2.	**Item No. 2: "Audio Inputs" Page No. 53** Q: Please clarify the number of Microphone inputs?

#	Queries (Q) raised by the Bidders and Clarifications (C)
	C: This shall read as "Support **three** Microphone Inputs" not two.
3.	**Item No. 1: "Number of concurrent Meetings" Page No. 36** Q: Is it possible to increase the number of Concurrent meeting to 40? C: No.
4.	**Item No. 1: "Video Standards" Page No. 37** Q: Is it possible to remove WebM, VP8? C: Yes. It shall read as HTML5/WebRTC, SIP, TIP (Telepresence Interoperability Protocol), H.323, Microsoft RTV
5.	**Item No. 1: "Audio Standards" Page No. 37** Q: Is it possible to remove Speex and Opus? C: No. This is an optional feature.
6.	**Item No. 1: "Management Tools" Page No. 38** Q: Is it possible to change the packet loss up to 5%? C: No.
7.	**Item No. 1: "MCU Administrator Privileges" Page No. 41** Q: Is it possible to remove limits such as: * Managing Maximum Bandwidth and * Maximum Number of Participants who can join the conferences of the users who belong to the group under User Group Management? C: No.
8.	**Item No. 1.1: "Video Conferencing Desktop Application (Web based and Client) - Instant Messaging" Page No. 45** Q: Is it possible to remove critical ("C") for Support Private Chat with Conference Participants under the Instant Messaging? C: Yes. Priority can be changed from critical ("C") to optional.
9.	**Item No. 1.1: "Video Conferencing Desktop Application (Web based and Client)" - Supported Web Browsers. Page No. 47** Q: Is it possible to add IE to the Supported Web Browsers? C: Yes. Supported Web Browsers: shall read as Latest Version of Chrome, Firefox, Safari, Edge/IE, etc.
10.	**Item No. 1.2: "Video Conferencing Mobile Application for Tablets & Smartphones" - Supported Video Standards. Page No. 47** Q: Is it possible to add 264 (HP) / 265 under the Supported Video Standards? C: Yes.
11.	**Item No. 1.2: "Video Conferencing Mobile Application for Tablets & Smartphones - Video Layout" Page No. 48** Q: It was requested to add "Ability to see self and to see far site video under the Video Layout? C: Yes. This shall read as Picture in Picture (PIP)/Ability to see self and to see far site video.
12.	**Item No. 1.2: "Video Conferencing Mobile Application for Tablets & Smartphones" – User Interface. Page No. 48** Q: It was requested to remove "C" for Presence Status of Contacts (Available, Logged off, Busy) under the User Interface? C: Priority changed from critical ("C") to optional.

#	Queries (Q) raised by the Bidders and Clarifications (C)
13.	**Item No. 1.2: "Video Conferencing Mobile Application for Tablets & Smartphones" - Supported Operating Systems. Page No. 49** Q: It was requested to remove "C" for Windows Mobile (latest version) under the Supported Operating Systems? C: Priority changed from critical ("C") to optional.
14.	**Item No .2: "Video Conference Endpoint" – Video Inputs. Page No. 51** Q: Is it possible to amend Support minimum <u>two</u> HDMI input to <u>one</u> HDMI port under the Video Inputs? C: No. However input could be changed to "two HDMI ports".
15.	**Item No .2: "Video Conference Endpoint" – Solution Package Contents. - Page No. 50** Q: Could the bidder suggest remote controller device for 10-inch Touch Pad for controlling the endpoint under the Solution package Contents? C: No.
16.	**Item No .2: "Video Conference Endpoint" – Camera Features. Page No. 55** Q: Is it possible to amend 5x Digital zoom to Optical zoom in the Camera Features? C: Yes. It shall read as 5x Digital/Optical zoom.
17.	**Item No .4: "Display Panel Stand for Video Conference Endpoint" - Supported Weight. Page No. 60** Q: It was requested to reduce the weight for Display Panel stand? C: Yes. Bidder can specify the weight. Priority level has been changed from critical ("C") to optional.
18.	**Section III. Evaluation and Qualification Criteria (b) Experience and Technical Capability Page No. 22** Q: It was requested to remove "experience in similar local projects/orders" as a requirement for qualification criteria. C: Yes. This has been changed. (Refer Annex 1)
19.	**Annex 1: Page No. 96** Q: What would be the Seating Capacity details for the two locations? C: Seating capacity would be 20 for each location.

Please note and comply with the above clarifications and amendments. The addendum to the Bidding document will be issued tomorrow, Wednesday, 18 July 2018.

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17 July 2018