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|  | <b>Pre-Bid Meeting Minute</b>   |
|   | <b>Procurement of Video Conferencing facilities for 100 Government organizations</b><br><b>[IFB No: CERC-LK-ICTA-222462-GO-RFB]</b> |

Date & Time : October 29, 2021 - 02.00 pm Conduct via Zoom Vcon Session

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 following Bidders raised the following queries and the clarifications were given below:

| No | Question from Bidders   | Bidder Company | Page and Clause                              | ICTA Response  |
|----|---|----------------|--|--|
| 1  | In the Requested 100 Rack Mount Kits (Mobile Stands), will the Display's be fixed on the Mobile Stands or on to the wall?   | KBSL           | Page 33, Item No 4 , 09                      | Other than the External Mics (table top mics), all other equipment is to be mounted to the requested mobile stand, and the mobile stand must be movable. |
| 2  | In the bidding document the purchaser has requested compatibility with other cloud-based platforms such as Microsoft Teams and etc., does the purchaser require any cloud based application from the bidders end? | KBSL           | Page 35, Technical Specification Description | This tender is only for procuring Video Conferencing Hardware, No software solution is needed.   |
| 3  | Does the required screens (both 65 inches and 55 inches) need to smart screens or can it be LCD screens?  | KBSL           | Page 38, Table point 58                      | Doesn't have to be a smart screen, only LED screen would be sufficient   |
| 4  | The purchaser has requested 20m of cabling from each site (for all 100 sites)?<br>What is the cabling requirement for all sites?<br>Would it be network cabling?  | KBSL           | Page 26, List of Goods and Delivery Schedule | To get the connectivity, an average of 20m cabling may be required from the network aggregation point in each Government Agency location                 |
| 5  | Will the Internet be provided from the purchaser's end?   | KBSL           | General Question                             | The network connectivity will be provided by the Government Agency   |
| 6  | Does the encryption need to be supported with both one to one direct dialing and to other clouds?   | Millennium IT  | Page 40, Table point 30                      | The call encryption must support both one to one direct dialing and to other clouds  |
| 7  | If the camera is suitable, will Digital Zoom be acceptable?   | Millennium IT  | Page 40, Table point                         | Will accept Digital Zoom or Optical Zoom, Please Refer   |

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|    |   |                  | 39<br>Page 43,<br>Table Point<br>40                    | <i>Addendum 01</i> , highlighted<br>in yellow.   |
| 8  | How will the Major and Minor incidents be escalated, to the supplier?<br>How will ICTA be notified will organization does the escalation directly to the supplier   | Millennium<br>IT | Page 50,<br>Table<br>(Major and<br>Minor<br>Incidents) | A common Ticketing system will be implemented, where the supplier will also have access to it as well, and the Government Agencies will do the necessary escalations through that particular ticketing system, and ICTA will be able to monitor the activities through the respective ticketing system.  |
| 9  | "The proposed end points should be able to use to dial out and dial in to PSTN destinations such as landline phones, mobile phones and audio bridges. These devices should be able to register on IP PABX system as SIP end point"<br><br>From day 1 onwards should the video endpoints be able to dial in/out to PSTN?<br>If so will ICTA be providing SIP trunks and the infrastructure to install the equipment centrally ?<br>Will ICTA be able to provide VM infrastructure to install the PABX? | Millennium<br>IT | Page 46,<br>Table point<br>20                          | This feature should be available from day one and should support multi-party audio conferences.<br><br>ICTA will provide required SIP trunks, solution should support 100 SIP channels with required licenses.<br><br>ICTA will provide VM infrastructure.<br><br>Proposed solution shall be able to manage, endpoints centrally and should support 300 extensions (SIP devices) with licenses.<br><br>Solution should have PABX features. |
| 10 | From the Video Conferencing Hardware perspective, do the purchaser need Multi-Party conference or One to One conference?<br>And if more than one to one conferencing is needed, additional licenses will be needed?   | DMS              | General<br>Question                                    | Solution should support multi-party audio conferencing and required licenses should be provided  |
| 11 | What is the table shape of the meeting rooms ?  | DMS              | General<br>Question                                    | The meeting table may vary depending of the locations  |

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| 12 | Can the technical capacity mentioned under "specific experience" be changed from one video conferencing project within the last 5 years with a value of LKR 20 million, to one video conferencing project within the last 10 years with a value of LKR 20 million?<br>If the bidders cannot meet with these eligibility criteria's would that be a disqualification? | DMS       | Page 12,<br>Specific<br>Experience                    | This specific experience criteria cannot be changed.   |
| 13 | Would HDMI-pass-through be considered as option as well? To connect the device as external camera/ audio to laptop   | Softlogic | Page 35,<br>Table point<br>01                         | This option will be considered; However, the bidder must make sure, Mics, Cameras can be used without any hinder.            |
| 14 | Is the purchaser fixed on 60fps or can the bidder suggest 30fps as well?   | Softlogic | Page 35,<br>Table point<br>04                         | The requirement mentioned is the Bid document is the minimum quality requirement needed, therefore 60fps is required.        |
| 15 | Would the purchaser consider wireless sharing to connect two laptops/ PC for presentation?   | Softlogic | Page 35,<br>Table point<br>07                         | This option will be considered, Bid Document is Amended, Please Refer to <i>Addendum 01</i> , which is highlighted in yellow |
| 16 | Would the purchaser consider 1080p rather than (4K) resolution?  | Softlogic | Page 35,<br>Table point<br>09                         | 1080p will not be considered, we'll proceed as per the requirement in the Bid document                                       |
| 17 | Can we propose one presentation cable rather than support of all three   | Softlogic | Page 35,<br>Table point<br>10                         | This option will be considered   |
| 18 | What will be mechanism used to manage these endpoints centrally, since a MCU is not available?   | Softlogic | Page 37,<br>Table point<br>37                         | Please refer table point 09  |
| 19 | In all video conferencing room categories 01-03, can the room size be given?   | Softlogic | Page 35,<br>Technical<br>Specification<br>Description | This information is provided in the description of each Category. Please refer to description of each category.              |
| 20 | Does the equipment suggested need to exactly comply with these 80 degrees horizontal field of view or can we suggest a different horizontal field of view?   | Softlogic | Page 37,<br>Table point<br>44                         | This requirement cannot be changed, the requirement mentioned in the Bid document is needed.                                 |

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| 21 | Does the Codec need to support point-to-point dialing as well as multiple site dialing?   | Business Machines               | Page 35, Table point 01 | Only Point to Point dialing is required.  |
| 22 | Does the touch panel need be to interactive?  | Business Machines               | Page 37, Table point 49 | The touch panel mentioned here does not refer to display screens (65 inches and 55 inches), this would be the intuitive touch console/ screen that will be on the meeting table where participants will be able to control the video conferencing unit  |
| 23 | Does the supplier need to connect the endpoint to inhouse meeting room audio systems or do you need integrated speakers? And is connecting to the TV speakers acceptable? | Business Machines               | General Question        | There will be Government agency locations where, inhouse speakers will be there, in such the endpoints should support to connect to those speakers, but if a solution can be provided with integrated speakers or some other way, it would be acceptable.<br><br>The requested requirement must be fulfilled. |
| 24 | Can the bidders visit a few sites?  | Hayleys Aviation                | General Question        | With the rise of the current COVID-19 Pandemic, it would be difficult to arrange any site visitations.  |
| 25 | Can payments be issued to the supplier, after finishing each site? Rather than finishing the first 50 locations and receiving the payment?                                | VSIS                            | Page 56, Payment Plan   | No change will remain as a the original payment schedule.   |
| 26 | Can the advance payment be increased from 10% to 20%  | VSIS                            |                         |   |
| 27 | Can we propose a new meeting platform to the project?   | Connex Information Technologies | General Question        | This tender is only for procuring Video Conferencing Hardware, No software solution is needed.  |
| 28 | With the HDMI-pass-through option, the existing mic of the codec cannot be used, and only with USB pass through, the existing camera's, mics and be passed through?       | Swedish Trading                 | Page 35, Table point 01 | Please refer to Table Point No 13 in this document  |

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| 29 | <p>Would there any conferencing bridge facility need to be part of the scope or only the video end points which will be connected with customer provided bridge platform? If it is only the video end points, will the end points have to connect with customer provided video conference bridge such as zoom, MS team, etc always?</p>             | SIT | General Question        | Bidders should only supply the Endpoints as requested in the Bid document, and the proposed Endpoints must support other platforms.  |
| 30 | <p>Else each of those devices needs to be natively work each other to have video conferencing within the provided system itself</p>   | SIT | General Question        | The proposed Endpoints must support other platforms.   |
| 31 | <p>How many concurrent conferences sessions require?</p>  | SIT | General Question        | Not Applicable for this Tender   |
| 32 | <p>Maximum participants in one session? Does all 100 system will be joint in a single conference?</p>   | SIT | General Question        | Not Applicable for this Tender   |
| 33 | <p>"it should be able to join most frequently used meeting services, such as Webex, MS Teams, Zoom and Bluejeans"</p> <p>Does this means the device should be interoperable with all these platforms or at least one?</p>   | SIT | General Question        | The Endpoints should support all the mentioned platforms, Further, for the Platforms which does not support connecting via direct sip dialing, USB-Pass-Through option should be available in the proposed hardware. |
| 34 | <p>"The proposed end points should be able to use to dial out and dial in to PSTN destinations such as landline phones, mobile phones and audio bridges. These devices should be able to register on IP PABX system/ as SIP end point"</p> <p>Does this require from day one or the system should be supported?</p>                                 | SIT | Page 46, Table point 20 | Please refer table point 09  |
| 35 | <p>Is it possible to consider the HDMI pass through option as different products can meet the same requirement via HDMI input as well.</p> <p>Can a supplier propose a different solution in which the inbuilt codec is not used for video conference but use a separate windows module plugged to the endpoint for 3rd party video conferences</p> | SIT | Page 35, Table point 01 | This option cannot be considered.  |

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|    | such as Zoom, Webex, Teams and etc.  |     |                         |  |
| 36 | generally, 60fps is mostly use in surveillance projects, In conference scenarios 30fps will be more sufficient with 1080p, Hence can supplier quote a solution with 30fps.                                 | SIT | Page 35, Table point 04 | Please refer to Table Point No 14 in this document   |
| 37 | In conference solutions wireless sharing is the modern technology and the trend. Hence kindly requesting to consider the wireless sharing with a one HDMI input  | SIT | Page 35, Table point 07 | Please refer to Table Point No 15 in this document   |
| 38 | In this kind of a solution sharing presentation with 1080P resolution is more sufficient. 4K presentation sharing will leads for higher commercial values  | SIT | Page 35, Table point 09 | Please refer to Table Point No 16 in this document   |
| 39 | Kindly requesting to consider of wireless sharing in this clause as well, it will help to optimize the solution without physical connectivity's  | SIT | Page 36, Table point 10 | The Endpoint will need to support wired connectivity as mentioned in the Bid document, apart from wireless sharing.                |
| 40 | Is it possible to supply a solution with 1 HDMI output to connect a additional device?   | SIT | Page 36, Table point 11 | This will be considered; however, bidder must ensure, multiple devices (at least 2 devices) shall be able to connect concurrently. |
| 41 | In RFP client have requested end points under 3 different categories only. There isn't any clause regarding the central management. What is the Mechanism client suggest to use for the central management | SIT | Page 37, Table point 37 | Please refer table point 09  |

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| 42 | <p>If the meeting room is small, we can use camera built-in with the display. It support one in-built 4K cameras with speaker tracking function, 2 meter distance detection and tracking.</p> <p>If the meeting room is big, we can use external tracking camera, which support 10 meter distance detection and tracking.</p> <p>Please confirm the solution structure to proceed.</p> | SIT  | Page 37,<br>Table point 40      | This option cannot be considered. Minimum specification mentioned in the Bid document is 30 meters in length. |
| 43 | In industrial level solution 72 degree is the standard horizontal view. Hence can supplier provide the solution with 72-degree horizontal view   | SIT  | Page 37,<br>Table point 45      | Please refer to Table Point No 20 in this document  |
| 44 | request from you to amend this criterion as <b>“at least one or five Video Conferencing projects within the last 5 years prior to the bid submission deadline with total value of them at least LKR 20 million those have been successfully completed.”</b>  | VSIS | Page 12,<br>Specific Experience | This specific experience criteria cannot be changed.  |

Following changers introduced to Bid Document (**Highlighted in Yellow Color**) - Please refer the **ADDENDUM No. 1**) by ICTA and explained at the Pre-bid meeting.

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