



**REQUEST FOR PROPOSAL**

**FOR**

**THE SUPPLY AND INSTALLATION OF AUDIO-  
VISUAL (AV) SYSTEMS**

**Reference Number:** URCA 07/2024

**Issue Date:** 7 October 2024

**Proposal Due Date:** 4 November 2024

## **1. INTRODUCTION**

The Utilities Regulation and Competition Authority (URCA) invites qualified vendors to submit proposals for the supply and installation of state-of-the-art Audio-Visual (AV) systems in the URCA Boardroom and Training Room (2 separate rooms). The AV systems should be designed to enhance communication, collaboration, and training capabilities, enabling seamless audio and video conferencing, presentations, and multimedia sharing.

## **2. SCOPE OF WORK**

The selected vendor shall be responsible for the following tasks:

### **A. Design and Proposal:**

- i. Assess the existing conditions of the Boardroom and Training Room.
- ii. Propose a comprehensive AV system design tailored to the specific needs of each room.
- iii. Provide detailed specifications for all proposed equipment, including but not limited to displays, projectors, microphones, speakers, control systems, and any other relevant components.

### **B. Supply of Equipment:**

- i. Supply all necessary AV equipment, ensuring compatibility with the proposed design.
- ii. Ensure all equipment meets industry standards and is supported by manufacturer warranties.

### **C. Installation:**

- i. Install the AV systems in the Boardroom and Training Room.
- ii. Ensure all equipment is securely mounted, wired, and connected to existing infrastructure where applicable.
- iii. Perform all necessary configurations to ensure optimal performance of the AV systems.

### **D. Testing and Commissioning:**

- i. Conduct thorough testing of the installed systems to verify functionality and performance.
- ii. Provide commissioning reports detailing the results of all tests conducted.

#### E. **Training:**

- i. Provide comprehensive training to URCA staff on the operation and maintenance of the AV systems.
- ii. Supply user manuals and other relevant documentation.

#### F. **Support and Maintenance:**

- i. Provide a detailed maintenance plan and support services for the AV systems, including response times and service level agreements (SLAs).

### 3. TECHNICAL REQUIREMENTS

The AV systems for the Boardroom and Training Room should include, but not be limited to, the following:

- i. **Displays/Projectors:** High-definition, large-format displays or projectors suitable for boardroom presentations and training sessions.
- ii. **Audio System:** A high-quality sound system includes microphones (wireless and wired), speakers, and audio processors.
- iii. **Video Conferencing:** Integrated video conferencing system compatible with industry-standard platforms (e.g., Zoom, Microsoft Teams, WebEx).
- iv. **Control Systems:** User-friendly control panels or tablets are used to easily manage AV equipment, lighting, and other room functions.
- v. **Connectivity:** Wireless and wired options for device connectivity, including HDMI, USB, and network ports.
- vi. **Cabling:** Structured cabling to support AV system connectivity and integration.
- vii. **Recording Capabilities:** Ability to record meetings and training sessions, with options for cloud storage.

### 4. PROPOSAL REQUIREMENTS

Interested vendors are required to submit a proposal that includes the following:

- i. **Company Profile:** A brief introduction to the company, including experience with similar projects.
- ii. **Technical Proposal:** Detailed description of the proposed AV systems, including equipment specifications and system design.

- iii. **Financial Proposal:** Breakdown of costs, including equipment, installation, training, and any ongoing maintenance fees.
- iv. **Project Timeline:** Estimated timeline for project completion, including key milestones.
- v. **References:** Contact information for at least three references from previous clients who have received similar services.
- vi. **Warranty and Support:** Details of warranty terms and post-installation support.

## 5. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- i. **Technical Capabilities (40%):** Compliance with technical requirements, quality of proposed equipment, and overall system design.
- ii. **Experience and References (20%):** Proven track record in delivering similar projects, including reference feedback.
- iii. **Cost (30%):** Competitiveness of the financial proposal.
- iv. **Project Timeline (10%):** Ability to meet the required project timeline.

## 6. SUBMISSION DETAILS

Proposals must be submitted electronically via email to [procurement@urcabahamas.bs](mailto:procurement@urcabahamas.bs) using the following subject line: IT 10/2024 – AV System no later than 4 November 2024 and addressed to:

J. Carlton Smith  
Chief Executive Officer  
Utilities Regulation and Competition Authority (URCA)  
Frederick House, Frederick Street  
Nassau Bahamas

URCA reserves the right to reject the proposal of any bidder that does not comply with these submission details.

## 7. TERMS AND CONDITIONS

- i. URCA reserves the right to accept or reject any proposal, negotiate with any party, and award contracts as it deems in its best interest.
- ii. The vendor shall bear all costs associated with the preparation and submission of the proposal.

- iii. The selected vendor must enter into a contract with URCA detailing the scope of work, terms, and conditions.

## **8. INQUIRIES**

Any inquiries regarding this RFP should be directed to:

Allan Burrows

IT Officer

email: [aburrows@urcabahamas.bs](mailto:aburrows@urcabahamas.bs)

Telephone: 1-242-396-5207