



TERMS OF REFERENCE

Consultancy: Video Conferencing Solution

Background Information

Group Development Pakistan (GDP) is a Civil Society Organization registered under the Societies Registration Act, 1860 working on protecting and promoting child rights and strengthening child protection and justice with children across Pakistan. GDP believes in a democratic and humanistic society in which the most important stakeholders-children- are acknowledged, respected and protected from all forms of violence and discrimination. GDP follows a holistic, creative, participatory, eco-friendly, child-focused and human rights-based approach.

Overall objective and purpose of this consultancy

The purpose of this RFP is to select a solution provider to deliver, implement and customize the Video conferencing solution for Group Development Pakistan. The video conferencing platforms should provide:

Reliable Performance independent of a network;

- Highest Quality conferencing;
- Extreme Scalability;
- Secure Communication.

The objective of this RFP is to procure software and hardware infrastructure for video conferencing solution, which features considerable benefits in areas including:

- Improved communication;
- Business agility and interoperability;
- Quantifiable cost savings

The qualified Solutions provider shall provide different solutions for two independent setups:

Setup A: Video Conference camera (1)

- i. Poly G7500 or equivalent features
- ii. Zoom and Teams compatible.
- iii. Can easily cover 10-15 person.
- iv. Minimum one-year warranty
- v. Installation and users' training/ demo.

Location for Setup A: Peshawar

Setup B: Video Conference Camera (1) Optional.

- i. Poly Studio X50 or equivalent features
- ii. Zoom and Teams compatible.
- iii. Coverage 5-10 person.
- iv. Minimum one-year warranty
- v. Installation on and users' training/ demo.

Setup C: Video Conference Camera (2) Optional.

- vi. Poly Studio X30 or equivalent features
- vii. Zoom and Teams compatible.
- viii. Coverage 5 person.
- ix. Minimum one-year warranty
- x. Installation on and users' training/ demo.

Location for Setup A: Peshawar

The qualified solution provider shall be authorized by the manufacturers to honour agreement warranty and extended service plans if applicable. The Solutions Provider must show the evidence of full technical strength to deliver, plan, and design and deploy the solutions and regular maintenance and support for video conferencing solution if required.

Payment Terms

- i. Its GDP's discretion to process advance payment request up to maximum 25% of the total amount against the delivery of video conference equipment.
- ii. Balance payment will be cleared within 10 days after the successful delivery, installation and orientation on the use of equipment.

Timing and logistics

The selected service provider will have to install both systems one in Peshawar and one in District and Session court, Ghalanai, District Mohmand.

Duration of assignment:

Expected Start Date of Assignment: September 25, 2020

End Date: October 31, 2020.

REQUIRED COMPETENCIES

The firm must have a technical background and proven experience in setting up video conferencing solutions.

Technical Competencies and Experience Requirements:

Please email the detailed item-wise bid of your proposed solutions for the two required setups, a proposed work plan with timelines and a covering letter, stating the name of

the consultancy clearly on the envelope.

Send your proposal before the deadline on the following address:

To,
Finance & Operations Department
Office No. 11-18, Lower Ground, Magnum Arcade, Northern Strip, FECHS, E-11/2,
Islamabad.

Note: The Bids must include the brand, origin and make of the quoted products.
GDP reserves the right to accept or reject the quotes in part or full.

Detailed financial and technical proposals must be submitted by September 21, 2020.

Write to us at procurement@gdpakistan.org if further clarification is needed.