

The Commonwealth of The Bahamas

Trade Sector Support Program
(Loan – BH-L1016)

Terms of Reference (TOR)

Modernizing Customs Operations – Strengthen Border Control and Security

Purchase and installation of audio/visual equipment

I INTRODUCTION

The Government of The Bahamas, with the assistance of Inter-American Development Bank (IADB or IDB), is implementing a trade sector support program. The overall objective of the program is to improve the operational efficiency of the Customs and Excise Department (CED) and to prepare the Government of The Bahamas for accession to the World Trade Organization (WTO). This Program will involve a large number of consultancies, purchase of major information technology systems, etc. In order to facilitate the functioning of the various activities the CED has decided to apportion an amount from this Program to improve the audio/visual and video conferencing capabilities at Customs headquarters.

III OBJECTIVE

Improve the audio/visual and the video conference facilities at the Customs headquarters in Nassau, Bahamas.

IV SCOPE OF SERVICES

Install and configure appropriate audio visual equipment in two locations at the Customs headquarters in Thompson Blvd.

CONFERENCE ROOM 1

This conference room is an executive meeting room for approximately 12 people. There is no installed audio visual equipment.

This conference room contains video conference equipment, which is functioning. However, the equipment is not fixed correctly on the conference room table.

Requirements

- Provide a fixed audio visual solution for the room. Provide two solution types:
 - projector and screen
 - large LED/LCD/plasma, etc. screen.
- computer equipment for audio/visual/internet presentations with wireless connection to projector or LED/LCD/plasma screen

- Re-routing and hiding of data and electric cables for wall plugs to the conference table.
- Installation of electricity outlet extensions under conference table to allow easy access to outlets.
- Modification of conference table to allow the permanent placing of the video/teleconference equipment.

CLASSROOMS 2 & 3

Classrooms 2 & 3 are utilized for general training and seminars. These rooms can operate as one large room or two smaller ones. The capacity of each room is approximately 30 (people sitting in rows).

Requirements

- Provide a fixed audio visual solution for each the room utilizing one projector and one screen per room.
- computer equipment for audio/visual/internet presentations with wireless connection to projector.
- Installation of wireless network (anticipated two wireless hubs) with a capacity to manage access of up to 25 devices simultaneously
- A solution to provide a fixed power strips to allow easy access to power supply for individual desktop or laptop computers. This solution can involve strip mats, flat wire extension cables, etc.
- Modification of conference table to allow the permanent placing of the video/teleconference equipment.

General preferences

Where projectors and screens are required the preference is to have electronic screens and ceiling mounted projectors, which can be operated wirelessly from a central computer console.

The projectors and screens must be of a level to operate in a bright room (sunlight or room lights).

V BUDGET AND TIME-LINES

Budget

The total maximum budget available for this project is USD 30,000.

Time-lines

The contract signing, with the programme executing agency, The Bahamas Customs and Excise Department, to be completed within 1 week of the notification to the successful consultancy.

Mobilization of resources and “kick-off” meeting at Customs headquarters within 2 weeks after notification to successful consultancy.

VI CONTENT OF PROPOSAL

Submissions to this ToR must include the following:

Company background

Provide basic information to indicate expertise and experience in this area and capacity to carry out the project, if chosen.

Financial Proposal

The financial proposals should be broken down into the following components:

Conference room 1

| Item | Make/model/size | Quantity | Price |
|-----------------------------------|------------------------|-----------------|--------------|
| LED/LCD/Plasma screen | | | |
| OR | | | |
| Projector | | | |
| Presentation equipment (computer) | | | |
| Screen | | | |
| Cabling | | | |
| Modification to conference table | | | |
| Installation fee | | | |
| Total | | | |

Classroom 2 & 3

| Item | Make/model/size | Quantity | Price |
|-----------------------------------|------------------------|-----------------|--------------|
| Projector | | | |
| Screen | | | |
| Presentation equipment (computer) | | | |
| Cabling | | | |
| Installation fee | | | |

| | | | |
|--------------|--|--|--|
| Total | | | |
|--------------|--|--|--|

Estimated Time-lines

Provide an estimate of the time taken to carry out all activities for each conference room. This should include lead times for the purchase of equipment

Equipment warranties

A clear indication of the length and coverage of the standard warranty for each major piece of equipment should be indicated.

Additionally, if extended warranties are available the cost and duration of the extension should be provided.

Payment terms and conditions

| Item | % payment of contract price |
|----------------------------------|-----------------------------|
| On submission of Work plan | 20.00% |
| On procurement of Goods | 30.00% |
| On Installation and Retrofitting | 35.00% |
| Completion and Signoff by PMU | 15.00% |

VII SITE VISITS

On-site visits to view the rooms are encouraged. Arrangements can be made with the PMU once the vendor has expressed an interest in responding to this ToR.

VIII PROPOSAL SUBMISSION DEADLINES

Proposals can be submitted electronically or by paper.

The subject in the email should read the following:

“Trade Sector Support Program (Loan – BH-L1016) Purchase and installation of audio/visual equipment”

Electronic submission should be sent to the following e-mail address:

customsproject@bahamas.gov.bs

Proposals posted through normal mail or hand delivered should be sent to the following address:

Procurement Officer,
Trade Sector Support Program,
Customs Headquarters,
Thompson Blvd.,
Nassau,

The Bahamas.

As with the electronic version the envelope should contain the following text:

“Trade Sector Support Program (Loan – BH-L1016) Purchase and installation of audio/visual equipment”

The closing date for receipt of submissions is **4.00pm, (local time) Friday 1st November of October 2013**