



**SHELTER AFRIQUE**

Financing Affordable Housing for Africa

**Date: 30<sup>th</sup> April 2025**

## **REQUEST FOR QUOTATION**

### **SUPPLY AND INSTALLATION OF VIDEO CONFERENCING FACILITY**

#### **1.0 Background**

Shelter Afrique Development Bank is a regional Housing Finance Institution established by African Governments dedicated to investment in housing and urban development in African Countries. Shareholders include 44 African countries, the African Development Bank, and The Africa Re-Insurance Corporation. The organisation has its headquarters in Nairobi, Kenya and two regional offices: Abuja, Nigeria and Abidjan, Ivory Coast.

The Bank is requesting proposals for the supply, installation and configuration of a video conferencing solution at the Head Office located in Upper Hill, Longonot Road and the Regional Offices.

#### **2.0 Scope of Work**

The purpose of this RFQ is to invite technical and commercial bids for the selection of a service provider for the provision of a video conference solution.

The vendor is required to supply the preferred video conferencing equipment, either Logitech Rally Bar or DTEN D7 55". The vendor can also propose any other product with the same capabilities.

The scope includes:

- ✓ Supply and implementation of interactive devices and audio devices in two meeting rooms.
- ✓ Installation of the equipment as per Shelter Afrique requirements

- ✓ The solution must be scalable, reliable and should have functional and technical specifications as set out in this RFQ.
- ✓ The Solution should have the functionality to connect to Cloud VC Software's like Microsoft Teams, Zoom video conferencing, Webex or any other. Necessary Licenses detailed in the specifications for the quoted solution shall be provided by the Bidder.

## **2.1 Meeting rooms specifications**

The video conferencing equipment is required for two meeting rooms based at the head office with a capacity of twelve (12) and eight (8) participants respectively.

Both rooms are installed with LED display screen mounted on a stand and the other one on the wall.

## **2.2 Requirements:**

### **2.2.1 Shelter Afrique Key Business Requirements:**

- Scalable Architecture: The solution architecture shall be designed to accommodate future growth.
- Seamless Integration: Compatibility with existing infrastructure.
- Bidder's solution shall include product selection, design, and implementation of the solution.
- The solution will include warranty/support for all the Video Conferencing equipment.
- Bidder shall provide the industry's best practices for installing and managing the solution, as well as any specifics related to their proposed solution.

### **2.2.2 Vendor minimum Specification required.**

- The bidder must be a certified reseller and must provide a copy of the certificate of Authorization. The vendor must provide a current, dated and signed authorization form/letter from the manufacturer confirming that the

bidder is an authorized distributor, dealer or serviced representative and is authorized to sell the manufacturer's product.

- In case of equipment failure, which is still under warranty, the vendor shall repair the equipment as soon as possible or provide standby equipment if the repair takes longer.
- The solution must be supplied with a warranty of at least 1 year and above.

### 2.2.3 Product Specifications:

#### Logitech Rally Bar:

PN Number	Description:	Quantity
960-001312	WEBCAM - Logitech Rally Bar - GRAPHITE - USB - PLUGG - EMEA-914 - UK/HK	2
952-000041	TV Mount for Video Bars - N/A - N/A - N/A - WW-9004 - TV MOUNT	2
989-000430	Rally Mic Pod - GRAPHITE - USB - N/A - WW-9004	2
952-000181	Rally Mic Pod Cat Coupler - GRAPHITE - N/A - N/A - WW-9006	2
952-000002	Mic Pod Mount - GRAPHITE - N/A - N/A - WW-9004 - RALLY MIC POD TABLE MOUNT	2
952-000085	Logitech Tap IP - GRAPHITE - USB - N/A - WW-9004 - TOUCH SCREEN	2
952-000080	Tap Riser Mount - GRAPHITE - N/A - N/A - WW-9004 - NEW RISER MOUNT	2
994-000148	Logitech Select Three-Year Plan	2

**DTEN D7 55:**

Product	Description:	Quantity
DTEN D7 55"	<p>Display: TEN D7 55" 4K UHD (3840 x 2160) Screen</p> <p>Touchscreen: Capacitive, multi-touch.</p> <p>Camera: 4K camera.</p> <p>Microphone Array: 16-microphone array.</p> <p>Audio: Integrated stereo speakers.</p> <p>Software: Preconfigured with Zoom Rooms software</p> <p>Inputs: 1x HDMI, 1x 1/8" / 3.5 mm (Analog Audio)</p> <p>Outputs: 1x HDMI, 1x 1/8" / 3.5 mm (Analog Audio)</p> <p>Other Features:</p> <p>Proprietary DSP from DTEN and Zoom to keep voices clear and reduce background noise</p> <p>Supports Zoom Rooms for Touch as dual display setup</p> <p>Runs Workspace Reservation from Zoom</p> <p>Plug-and-play, all-in-one video conferencing solution</p>	2

**2.2.4 Professional Services Requirements:**

- All implementation work at the Head Office shall be completed within the agreed timeline and upon the issuance of the purchase order.
- Bidder and Shelter Afrique II staff shall hold meetings before the implementation of the solution.
- Bidder shall provide pre-identified project resources (experts) for the implementation.
- Bidder shall provide basic project management services for the implementation.
- It is the Bidder's responsibility to install, configure, and integrate the complete solution as per Shelter Afrique's business schedule.
- All costs related to the installation of the equipment (including all necessary materials, labor, etc.) will be the responsibility of the Bidder.

- ✓ Bidder shall provide onsite installation at the Shelter Afrique Head office in Nairobi.
- ✓ Bidder shall work closely with Shelter Afrique ICT staff regarding the configuration to ensure Shelter Afrique's business needs are met.
- ✓ Bidder shall provide documentation and training to Shelter Afrique IT staff

### **3.0 Evaluation process and selection criteria**

Responses to this RFQ will be evaluated and scored based on the following:

- Experience of the provider of at least five years providing similar services.
- Certified products partner of the equipment listed above.
- Similar jobs done previously. Attach proof; provide at least three reference sites.
- Organization and staffing
- Quality and clarity of the proposal presentation
- Compliance with regulatory authorities
- Financial proposal

### **4.0 Presentation of Proposals**

To facilitate the analysis of responses to this RFQ, the proposals should be clear, comprehensive, and concise in description of the firm's capabilities to meet the requirements provided in the RFQ.

#### **4.1 Financial proposal format**

The financial proposal should be well itemized as per the scope of work and list of services to be supplied.

The financial proposals should be expressed in KES and inclusive of taxes.

It should be presented **separately** from the technical proposal.

## **5.0 Clarification of Request for Proposal**

The company may seek clarification on this RFQ only up to 1 day to end of the submission date. This should be requested in writing via email given in section 7.0.

Shelter Afrique will respond by email or letter.

## **6.0 Final Ranking**

The bidder with the highest combined technical and financial score will be ranked first and eligible for the award of the contract.

## **7.0 Submission of bids**

Proposals should be sent by mail to: [procurement@shelterafrique.org](mailto:procurement@shelterafrique.org) with subject as:

**SUPPLY AND INSTALLATION OF VIDEO CONFERENCING FACILITY**

**The deadline for submission of bids is close of business on 20<sup>th</sup> May 2025**

**For any clarification contact us via [procurement@shelterafrique.org](mailto:procurement@shelterafrique.org)**