

Order Schedule 4 (Order Tender)

Specification of requirements provided in Invitation to tender:

1. The supplier must be able to support discussions with an Audio-Visual (AV) package that allows teams take part in hybrid meetings (mixture of in-person and virtual) at external commercial venues for UK-based trade negotiations.
2. Suppliers will be expected that they (and any subcontractors needed to deliver this service) complete the Information Risk Assurance Process (IRAP) process.
3. These events will take place over the course of the next 36 months against an unconfirmed schedule supporting governments function with international partners. There will be over 100 members of in-person attendees with more joining virtually via conferencing platforms such as MSTeams or Webex. There will be a requirement to support up to 8 separate meetings concurrently with the appropriate Audio-Visual Technology. These meeting will vary in size but will be between 10-40 attendees in each space.
4. The set number of events is not finalised as this is requirement will require the following understanding from the successful contractor:
5. The supplier therefore must be able to meet the described specifications with **4 weeks notice of a request being confirmed.**
6. There is also no guarantee of a formal request being made from DBT for the use of a supplier's services for the duration of the 36-month window.
7. We do have budget set aside to draw down on this requirement 2 times per calendar year, however, we have capacity to increase this if necessary.
8. The AV supplier should provide the following services:
 - Compliance with the General Data Protection Regulation (GDPR)
 - Cyber Essentials Certified/ ISO 27001
 - ISO 9001 Quality Management Systems certification
 - SC-cleared, on-site engineering staff to deliver and support AV services.

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- Ability to deliver, setup and collect AV systems on weekends at venues in and around London. They will also need to de-rig equipment following the end of negotiations.
 - Labour: Full set-up and de-rig which includes delivery and collection to and from the chosen site.
 - IT Hardware to include (but not limited to) adequate numbers of the following kit to support up to 8 hybrid discussions running simultaneously including failsafe hardware:
 - Portable monitors
 - Pan Tilt Zoom Camera Systems, including controllers, cameras & tripods
 - SDI/HDMI convertors
 - 4K HDMI capture cards
 - Digital Mixing Desks
 - Monitor Speakers, including round base mic stands.
 - Wired and wireless microphones
9. The AV supplier will not be expected to provide the following:
- i. Hard Wired Network services
 - ii. Videoconferencing software

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