



## REQUEST FOR QUOTATION (RFQ):

### PROVISION OF VIDEO CONFERENCING EQUIPMENTS AND SERVICES

#### 1. BACKGROUND

Chama cha Uzazi na Malezi Bora Tanzania (UMATI) is an autonomous, not for profit, non-political national NGO providing Sexual and Reproductive Health and Rights (SRHR) information, education and services in Tanzania. UMATI was established in 1959 and is a full Member Association (MA) of the International Planned Parenthood Federation (IPPF); recently re-accredited by IPPF in 2019.

For more than 60 years, UMATI have driven positive public health development across every part of Tanzania, from Family Planning to sexual reproductive health and rights. Through our experience, legacy and partnerships, we continue to enrich the country's understanding of how young people's sexual reproductive health rights education and services can be connected with job creation, wellbeing, education, governance and a brighter future.

Anchored by our mission, we are constantly deepening our research and bridging new partnerships to innovate and provide scalable, sustainable solutions for the most challenging SRHR problems facing our young people. Our experts in sexual reproductive health, maternal and child care, HIV and AIDS, Disability inclusion, and Advocacy work fluidly around regions of Tanzania.

The Vision and Mission of UMATI:

**Vision:**

A Tanzanian where people are free to choose and exercise their SRHR without discrimination

**Mission:**

To champion SRHR and provide information and services targeting the young and the underserved

#### 2. PURPOSE

UMATI implementing different project activities with different stakeholders, donors and partners inside and outside Tanzania. Also, UMATI has its own health facilities in regions with staff working on health services provision. Due to that, frequent online meeting conducted to ensure smooth implementation of the projects, progress and feedback giving.

For many years, we have been using offline ways of communicating, phone calls and zoom meeting for online meeting. With all the ways, there have been noted a gap and challenges in communication, especially, the use of personal computer and phones. In that way the need for video conferencing equipment's and services is inevitable.

Video conferencing technology is an advance way for individuals to conduct meetings at their comforts. Video conferencing is a stand-alone system that gives users the ability to communicate live and share messages, videos, and audios instantly while being in different geographical locations. The use of this modern form of communication reduces the costs of travel and other logistics related to holding a conference.

Now, UMATI seek for a provider of the Video Conferencing requirements and to ensure full functionality at Head Quarter (HQ) boardroom. This includes supply of equipment, installation, integration, testing, commissioning and maintenance/support of fully functional Video Conferencing System along with the collaborative tools.

### 3. FUNCTIONAL REQUIREMENTS

- **Video Conferencing:**
  - The Video Conferencing System should be able to cover the whole meeting room, by its own or auxiliary cameras.
  - The video conferencing system should support multiple sites connectivity, i.e. point to multipoint configuration.
  - The sessions should have the capacity to be recorded as well as broadcasted on to ordinary computers on PIA network.
  - The offered solution shall sustain levels for capacity performance, scalability, availability and manageability that meet present and future requirements.
  - The proposed system should display both presentation & presenter in the same screen by splitting it into two views.
  - The proposed system shall support presentation and presenter in a point-to-point and point-to-multipoint conference.
  - High-Definition USB Web Camera.
- **Interactive devices:**
  - The suggested viewing device will be a Screen/TV or LCD Screen/TV
  - The meeting room be equipped with auxiliary devices like, presenter display (TV),
- **Audio:**
  - For clear pick up of audio, wired and wireless microphones need to be installed in Meeting room.
  - A separate audio output system be integrated with the Video Conferencing System for clear reception of audio.
- Mobile access capabilities, encryption features to enhance and secure encrypted data and information.
- Systems that are cloud storage enabled are other functional requirements

### 4. EXPECTED DELIVERABLES

For the purposes of this RFP, overall tangible project deliverables are listed below. A final list of deliverables is to be negotiated with the selected agency.

- **Project management:** Provide a dedicated Project Manager to help lead requirements, gather activities, document key decisions, and track project milestones and deliverables.
- **Project Discovery:** Analyze documents provided by the UMATI, consult with IT staff and/or organize meetings as necessary to detail requirements and propose appropriate solutions.
- **Project plan, roadmap, release plan:** Detail a project plan for each of the stated requirements/features identified. Detailed installation schedule using an iterative approach with listed milestones.
- **Technical architecture:** Detailed full technical requirements including technology standards and practices to be used, integrations, migration plans, dependencies, digital security and documentation practices.
- **Documentation:** User manual and documentation outlining equipment's used and any other relevant information must be provided.
- **Testing:** compatibility and usability testing of the system.
- **Training:** Provide on-site end-user training and administrator training to IT for administration purposes.
- **Maintenance:** Provide recommendations for ongoing maintenance and operation System.

## 5. PROJECT TIMELINE

The following timeline is provided for guidance and is subject to change without notice:

- Deadline for RFQ submissions, no later than 12:00 PM. EAT, 17 February 2023  
Proposals will be evaluated immediately thereafter.
- The project should start at 20<sup>th</sup> of February 2023.
- The video Conference equipment's are expected to be delivered on 1st March 2023.

### How to apply

Please send proposals to Executive Director, Email: [tenders@umati.or.tz](mailto:tenders@umati.or.tz) by no later than 17 February 2023.

Late or incomplete proposals will not be accepted.