Invitation to tender for the provision of
Stage, light, video and sound service for the Riga StratCom Dialogue 2018
Conference

To be supplied to the NATO Strategic Communications Centre of Excellence (NATO StratCom COE)

<table>
<thead>
<tr>
<th>Revision</th>
<th>Version 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release Date</td>
<td>24 APRIL 2018</td>
</tr>
<tr>
<td>Issuer</td>
<td>Ms Zane Stala</td>
</tr>
<tr>
<td>Suppliers Response date</td>
<td>09 MAY 2018 submitted via e-mail <a href="mailto:stage_tender@stratcomcoe.org">stage_tender@stratcomcoe.org</a> by 12:00hrs (Eastern European Time zone: UTC +02:00).</td>
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</table>
Invitation to Tender for the Provision Stage, Light, Video and Sound Service for the Riga StratCom Dialogue 2018 Conference

You are kindly invited to submit a tender to provide Stage, Light, Video and Sound Service for the Riga StratCom Dialogue 2018 Conference.

By participating in this tender, you are indicating your acceptance to be bound by the guidelines set out in this letter. We provide below the key details of the NATO StratCom COE requirements, which you should take into account in your response. Please acknowledge via e-mail safe receipt of this letter within two working days together with your confirmation of your intention to tender.

To simplify exchange of information regarding this invitation to Tender (ITT) please nominate a Bid Manager and relevant contact phone and e-mail address.

Please direct any questions regarding the ITT content or process to the NATO StratCom COE Framework Event Manager, Ms Zane Stala. You should not contact other NATO StratCom COE personnel unless directed to do so by the NATO StratCom COE representative. The NATO StratCom COE reserves the right to disqualify and reject proposals from suppliers who do not comply with these guidelines. All questions should be submitted in writing to the e-mail: zane.stala@stratcomcoe.org.

As part of this tender process the NATO StratCom COE makes no obligations in any way to:
   (i) pay any supplier for and ITT response; or
   (ii) award the contract with the lowest price proposal or any bidder; or
   (iii) accept any ITT information received from suppliers; or
   (iv) include suppliers responding to this ITT, in any future invitations; or
   (v) any other commitment to suppliers whatsoever.

Looking forward receiving your response.

Yours Sincerely,
Ms Zane Stala
Event Manager
E-mail address: zane.stala@stratcomcoe.org.
Whilst care and attention has been exercised in the preparation of this document, it remains subject to contract and all warranties whether express or implied by statute, law or otherwise are hereby disclaimed and excluded.

These limitations are not intended to restrict continues business discussions between the NATO StratCom COE and suppliers.

Any proposal received by the NATO StratCom COE is subject to contract with the NATO StratCom COE.

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1. Introduction and Overview
   a. NATO StratCom COE Background
      The NATO StratCom COE, based in Riga, Latvia, contributes to the improved strategic communications capabilities within the Alliance and Allied nations. The NATO StratCom COE designs programmes to advance StratCom doctrine development and harmonisation, conducts research and experimentation to find practical solutions to existing challenges, identifies lessons from applied StratCom during operations, and enhances training and education efforts and interoperability.

   b. Riga StratCom Dialogue 2018 general event description
      Riga StratCom Dialogue 2018 is an annual high-level international conference. For two days in Riga that gathers more than 4000 participants. This year the programme is structured upon 5 main sessions and 3 parallel sub-session blocks. In total this includes 13 sessions from which 8 takes part simultaneously in 3 blocks. Due to this the conference premises needs to be adapted to the specific needs. The conference will take on June 12-13, 2018, at the National Library of Latvia, Mukusalas street 3 (conference venue), The Small Guild, Amatu street 3/5 (Reception dinner venue) and The Botanical Garden of the University of Latvia, Kandavas street 2 (Closing party venue).

2. Requirements for the selection of the Bidders
   a. Overall requirements
      Bidder is registered in Commercial register of Republic of Latvia or relevant register in other country (if applicable).
      Bidder is not subject to the exclusion conditions set forth in Paragraph 42 of the Law On the Procurement of Public Service Providers of Republic of Latvia (Parts 1 and 2).

   b. Bidder’s financial and economic background requirements
      The average annual net turnover of the Bidder in the previous three years (2015, 2016, 2017) is not less than 100 000 EUR per year.
      DOCUMENTS TO SUBMIT:
      1) A copy of the Profit and Loss Statement (P&L) or other documents confirming the Tenderer’s net turnover during the previous three years (2015, 2016, 2017). P&L can be submitted in Latvian (gada pārskatu pelņas vai zaudējuma aprēķins (PZA)).

   c. Bidder’s previous experience requirements
      Bidder has experience in providing stage, light video and sound installation for at least 3 events during previous 3 years (2015, 2016, 2017 and 2018 up to the day of submission of tenders) with following prerequisites:
      1) Stage size above 120 square meters;
      2) Stage height at least 2 meters;
      3) event had at least 2 stages build simultaneously for parallel use.
      Bidder has received at least two positive reviews for the completed work. Feedback statements can be submitted in Latvian.
      DOCUMENTS TO SUBMIT:
      1) Evidence for previous experience must be prepared in accordance with Annex 1 “Previous experience”;
      2) At least two positive customer feedback statements on the quality performance of the service provided. Feedback statements can be submitted in Latvian.

   d. Technical proposal requirements
      All technical requirements have been summarized in the Annex 2 “Technical specification”.
      DOCUMENTS TO SUBMIT: The proposal must be prepared in accordance with Annex 2 “Technical specification” defined task and implementation timeline.
e. Personnel requirements
Supplier should ensure the NATO StratCom COE with high quality personnel, that is competent and fully able to operate with the technical equipment mentioned in the Annex 2 “Technical specification” Over all requirements of the personnel are:
1) Appropriate technical experience to its operational field (video, sound, light, stage);
2) Good command of English and Latvian;
3) Previous experience in technical support for large scale events, such as conferences, concerts, open-air events, etc.
The supplier should ensure the following personnel positions to be fulfilled:
1) Head of stage installation work;
2) Video projections director;
3) Sound director;
4) Light director.
DOCUMENTS TO SUBMIT: Personnel proposal must be prepared in accordance with Annex 3 “Personnel proposal”.

f. Financial Proposal requirements
The Proposal shall be submitted in euros (EUR).
The Proposal price is the total cost consideration for the purchase of the contract, including all applicable taxes except VAT, subject to the requirements of Technical specification. The price of the service shall include logistical expanses and personnel expenses in connection with provided services.
Equipment rental expanses must be expanded in detail in Annex 2 “Technical specification”.
DOCUMENTS TO SUBMIT: The financial form must be submitted accordingly the Annex 4 “Financial proposal” stated form.

3. Timetable

<table>
<thead>
<tr>
<th>General</th>
<th>Email confirmation: <strong>by 23:59hrs (Eastern European Time zone: UTC +02:00)</strong> 27 APR 2018 bidders should email their intent to take part in the tender.</th>
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</thead>
<tbody>
<tr>
<td>Confirmation of receipt of this document</td>
<td>12:00hrs (Eastern European Time zone: UTC +02:00) on 09 MAY 2018</td>
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<tr>
<td>Contract implementation date</td>
<td></td>
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<tr>
<td>Questions</td>
<td>Questions arising from this document should be given to Ms Zane Stala until 08 MAY 2018</td>
</tr>
<tr>
<td>Full contact details</td>
<td>Ms Zane Stala, <a href="mailto:zane.stala@stratcomcoe.org">zane.stala@stratcomcoe.org</a>, +371 67335468</td>
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</table>

4. Respondent Instructions
This section provides detailed instructions to be followed in responding to this ITT. Included are Response Guidelines and the NATO StratCom COE Contact Information.

a. The proposal should be submitted on Bidder Company’s official template submitted via postal services to:

    **NATO Strategic Communications Centre of Excellence, Kalnciema iela 11B, Riga, LV-1048.**

b. Electronical copy of the proposal should be provided to: stagetender@stratcomcoe.org by MAY 09 12:00hrs (Eastern European Time zone: UTC +02:00).
c. Bidder can submit for entire ITT.

d. Proposal should consist of the following documents:
   1) Profit and Loss Statement (P&L) or other documents confirming the Tenderer’s net turnover during the previous three years (2015, 2016, 2017);
   2) Proposal in accordance to Annex 1 “Previous experience”
   3) at least two positive customer feedback statements on the quality performance of the service provided
   4) Proposal in accordance to Annex 2 “Technical specification”
   5) Proposal in accordance to Annex 3 “Personnel proposal”
   6) Proposal in accordance to Annex 4 “Financial proposal”

e. The NATO StratCom COE will disregard any response submitted after the timetable deadline.

f. Bidders are expected to supply all required information, or clearly state the reasons for being unable to do so.

g. Any assumptions used in preparing responses should be clearly stated. Any appropriate supporting documents e.g.: brochures, photos, presentations, should be included.

h. Questions relating to clarification of the ITT will only be accepted in writing to NATO StratCom COE representative. Likewise, all responses from the Centre will be written and may also be made available to other suppliers (subject to confidentiality). In the event that any answer materially affects the ITT specification, an amendment of the original requirements will be escalated to all suppliers. The NATO StratCom COE will attempt to answer any questions within one working day of receipt of that request; otherwise it will respond within that timescale notifying you of the estimated time to obtain the information.

i. The NATO StratCom COE reserves the right to modify the provisions of this ITT at any time prior to the scheduled date for written responses. Additional scope and requirements can be added. Notification of such changes will be provided to all suppliers.

j. All information supplied in this tender to date, any further information supplied during the tender process will remain confidential and available only to the Contract Award Committee members.

5. Tender Evaluation Criteria and Process
   a. A set of evaluation criteria has been prepared by the NATO StratCom COE for the evaluation of every Submission. Within each stage an initial evaluation will consider whether or not every instruction and requirement contained within the ITT has been fulfilled.

   b. The evaluation criteria will be based upon some or all of the following aspects of the Bidders’ proposals (not in order of significance):
      1) Commercial:
         1.1) Competitive price;
         1.2) Price clarity;
      2) Service Capability:
         2.1) Service delivery experience;
         2.2) Quality of experience delivered;
         2.3) Previous experience in cooperation with NATO and NATO military bodies.
      3) Level of Compliance with ITT:
         3.1) Understanding of all parts of the ITT;
         3.2) Proposal/ bids provided are in accordance with the instructions;
         3.3) Adherence to the timescales to send back responses.
c. You are reminded that through the process the NATO StratCom COE will continually assess all contact with the bidders’ organizations including compliance to the process, presentation. The NATO StratCom COE reserves the rights at its sole discretion to disqualify without further consideration any submission that does not satisfy this basic requirement.

6. Briefing for Unsuccessful Participants
   a. The NATO StratCom COE intends to offer feedback to every Bidder submitting an unsuccessful proposal.

   b. The NATO StratCom COE reserves the right to control the format and content of any such briefing, and to limit it in any way believed by the NATO StratCom COE to be appropriate (which includes, in exceptional circumstances, the right to refuse a briefing without giving any reasons for doing so).

7. Contract Details
   a. Contractual and payment details will be subject to negotiation with the selected supplier. The contractor will be required to sign a confidentiality agreement with the NATO StratCom COE.
## ANNEX 1
### PREVIOUS EXPERIENCE

List of provided stage, light, sound video services

<table>
<thead>
<tr>
<th>Customer</th>
<th>Event Title</th>
<th>Overall Description of the service provided for the event</th>
<th>Dates of the event</th>
<th>Total sum (EUR) of the contract with VAT</th>
<th>Contact information (phone number, e-mail)</th>
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ANNEX 2  
TECHNICAL SPECIFICATION

Sound service requirements

The aim of the sound services is to ensure appropriate sound for conference guests and speakers at the event premises (both conference and social events) and as well for the media, TV recording and live stream.

<table>
<thead>
<tr>
<th>No</th>
<th>Attribute</th>
<th>Requirements</th>
<th>Attribute amount</th>
<th>Offered products &amp; requirements (filled by the applicant)</th>
<th>Price (including VAT)</th>
</tr>
</thead>
</table>
| 1. | Two-band loudspeakers on stands | - Compact two-band loudspeakers Y7P or equivalent;  
- Placed on stands up to 2.1 m;  
- with two 8” dipole;  
- with one 1.4” high-frequency horn with 75º x 400 dispersion; | 14 | | |
| 2. | Low-frequency loudspeakers | - Low-frequency loudspeakers 18” Q-sub; | 8 | | |
| 3. | Sound mixer console | - sound mixer console CLS or equivalent;  
- at least 16 entrance points;  
- at least 16 exit points;  
- providing equalizer, compressor, time adjustment function on each entrance point; | 1 | | |
| 4. | Sound mixer console | - sound mixer console EPM6 or equivalent;  
- at least 8 entrance points;  
- at least 2 exit points;  
- providing equalizer function on each entrance point; | 5 | | |
| 5. | Stage sound monitor | - sound monitor M4 or equivalent;  
- 15” low frequency and 1.4” exit horn with 70º x 50 dispersion | 2 | | |
| 6. | Professional CD/mp3 USB player | - DN-F300 or equivalent; | 3 | | |
| 7. | Hand-held Microphones | - Hand held/ static in microphone stand;  
- QLXD2 or equivalent;  
- Ultra-High Frequency (UHF);  
- With Replacement Cartridge BETAS8; | 10 | | |
| 8. | Headset microphones | - Headset microphone MKE2 or equivalent;  
- QLXD1;  
- Ultra-High Frequency (UHF); | 25 | | |
| 9. | Support | - Quality sound technicians that can support and moderate the process | | | |
## Video service requirements

<table>
<thead>
<tr>
<th>No</th>
<th>Attribute</th>
<th>Requirements</th>
<th>Attribute amount</th>
<th>Offered products &amp; requirements (filled by the applicant)</th>
<th>Price (including VAT)</th>
</tr>
</thead>
</table>
| 1  | Monitor 65” | - Philips BDL620QL Screen size 65” or equivalent;  
- FHD 1080p  
- Aspect ratio 16:9  
- Input: Display port/DVI/VGA/RCA/HDMI x 2  
- Output: Display port/DVI/VGA  
- Dimension (W x H x D) 1450 x 828 x 61 mm | 3 | | |
| 2  | Signal scaler | - Barco PDS-902 3 G or equivalent;  
- All progressive resolution from 480p up to WUXGA/HD;  
- DVI analog, SDI 3G/HD/SD and Barco Link;  
- Full screen outputs and PIP mode;  
- 9 x 2 Matrix mode;  
- Input: 4 x Analog via HD-15 (VGA connector), 4 x DVI input (supports both analog and DVI), 1 x 3 G SDI input;  
- Outputs: 2 x DVI (Preview and Program), 2 x HD – 15 (VGA) (Preview and Program), 1 x 3 G SDI (Programme only); | 1 | | |
| 3  | Mac Book Pro Retina | - Apple MacBook Pro 15.4” Retina QC i7 2.5GHz/16GB/51GB flash/Iris Pro Graphics/AMD Raedeon R9 M370X 2GB/FT/RUS | 2 | | |
| 4  | Presentation PC | - MSI GP72 2QE Leopard Pro or equivalent;  
- Intel® Core™ i7 5950HQ | 4 | | |
| 5  | Presentation clicker | - Presentation clicker MicroCue2-L or equivalent;  
- Three- button presentation clicker (with tactile feedback) via wireless handset;  
- Dual USB interface ports for direct control of up to two computers;  
- Audible cue via headphone jack socket;  
- Simple setup; | 1 | | |
| 6  | Signal commutator | - Two pair connectorized fiber cable MM OM2 50/125, END-A 0,5m 3mm SC, END-B 0,5m 3 mm SC;  
- Suitable extensions; | 8 | | |
| 7  | Projector HD 20 K lm | - Barco HDX-W20 FLEX or equivalent;  
- Ratio 1,859:1 (stand) – 2,600:1 (high cont. mode);  
- Input DVI-I/SDI/HDSDI/DUAL HDSDI/3G/BARCOLINK | 4 | | |
| 8  | Videoserver + PC | - Cristie Pandoras Box – Coolux Quad server PK3 or equivalent; | 2 | | |
Light service requirements

The aim of the light services is to ensure appropriate light for conference guests, illuminate scenography elements according to the premises and the planned events idea, as well as provide quality image for the needs of the TV recording.

The task of the service provider is to ensure the development of the light service plan according to the mentioned equipment, its set-up, dismantling, adjustments, light plan programming and continues work during the event for all three (3) event locations:

- The main conference space (one main stage and 3 sub-stages) – National Library of Latvia, Mukusales street 3;
- 12 June evening reception – the Small Guild, Amatu street 3/5;
- 13 June closing party – the Botanical Garden of the University of Latvia, Kandavas street 2.

Description: The light plan should be developed according to the service provider point of view based on the mentioned needs and dimensions. When choosing the light service provider, the provided light technical and artistic plan, equipment quality and experience in light service providing will be evaluated.

<table>
<thead>
<tr>
<th>No</th>
<th>Attribute</th>
<th>Requirements</th>
<th>Attribute amount</th>
<th>Offered products &amp; requirements (filled by the applicant)</th>
<th>Price (including VAT)</th>
</tr>
</thead>
</table>
| 1. | 180W LED light projector | - Programmable moving light projector with DMX controller dimmer;  
- LED Power: 18X10W one chip source;  
- Control signal: DMX, RGBW mix;  
- Beam zoom between 8° and 50°;  
- “Flicker Free” electronic power supply; | 40 |  |  |
| 2. | 800W LED light projector | - Programmable light projector with DMX | 8 |  |  |
Projector
- Controller dimmer;
- LED Power: 90X10W one chip source;
- Control signal: DMX; RGBW mix;
- Beam size 26°;
- “Flicker Free” electronic power supply;

3. 150W LED light projector
- Programmable linear light projector with DMX controller dimmer;
- LED Power: 15WX10W one chip source;
- Control signal: DMX; RGBW mix;
- Beam size 16°;
- “Flicker Free” electronic power supply;

4. 650W Fresnel Light
- Fresnel light
- Power: 650W

5. Profile light projector LED
- Stationary light projector;
- LED Profile Source for 120W
- Manually changeable zoom from 15° up to 30°;

6. 1000W Fresnel Light
- Fresnel light
- Power: 1000W

7. Lighting console
- Console needs to be able to operate and control all the light projectors mentioned above (point 1 – 6);
- Console can be connected to additional control panel and used as master control panel;
- Ability to create consecutive light plan;
- Needs to provide full system backup that is connected to the light system network;

8. Lighting control system
- Able to connect all the lightening equipment mentioned above (point 1 – 6);

9. Electric power distribution system
- Able to supply adequate electric power through proper electric safety devices to all the equipment mentioned above (point 1-8)

10. Constructive elements
- Elements should ensure effective distribution and localisation of lightening equipment in order to reach the best result;

11. Support
- Quality light technicians that can support and moderate the process

**Stage**

Technical and financial proposal for the main stage should be developed according to the attached technical designs and material needs indicated below:

<table>
<thead>
<tr>
<th>No</th>
<th>Attribute</th>
<th>Requirements</th>
<th>Offered products &amp; requirements (filled by the applicant)</th>
<th>Price (including VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Viewer stands</td>
<td>- Build according to the technical design parameters; - Vertical parts printed on KomaTex according to the technical design parameters, page 5: 0.8 m x 7m / x</td>
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5.5m x 2 times);  
- Other parts of the stands draped with black fabric;

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<tr>
<th>No</th>
<th>Attribute</th>
<th>Requirements</th>
<th>Attribute amount</th>
<th>Offered products &amp; requirements (filled by the applicant)</th>
<th>Price (including VAT)</th>
</tr>
</thead>
</table>
| 1. | sub-stage | - stage panel size 2×4 m – Balticstage or equivalent;  
- stage height from 0,2 m – 0,4m; | 4 | | |
| 2. | Sub-stage floor cover material | - Covered with Elea Elfa Elite dark blue carpet:  
- Composition: 100% polypropylene  
- Cohesion base: synthetic latex  
- Weight totale: 650 gr / mq +10%  
- Thickness: 3,2 mm +10%  
- Resistance to fire: BFL-S1 | 4 | | |
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<th></th>
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<th>mq +/-10%</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Thickness: 3,2 mm +/− 10%</td>
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<tr>
<td></td>
<td></td>
<td>Resistance to fire: BFL-S1</td>
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<tr>
<td>3.</td>
<td>Tent</td>
<td>- Large tent with movable and transparent walls;</td>
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<td>- Can accommodate 350 persons;</td>
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<tr>
<td>Name, surname</td>
<td>Speciality</td>
<td>Status of the specialist (connection with the Bidder)</td>
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# ANNEX 4
## FINANCIAL PROPOSAL

<table>
<thead>
<tr>
<th>Service</th>
<th>Price without VAT, EUR</th>
<th>VAT, EUR</th>
<th>Total with VAT, EUR</th>
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<tbody>
<tr>
<td><strong>STAGE</strong></td>
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<tr>
<td>Montage</td>
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<tr>
<td>Dismantling</td>
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<tr>
<td>Transport</td>
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<tr>
<td>Technical service during event</td>
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<tr>
<td>Equipment rental (from Annex 2)</td>
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<tr>
<td><strong>SOUND</strong></td>
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<td>Montage</td>
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<td>Equipment rental (from Annex 2)</td>
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<tr>
<td><strong>LIGHT</strong></td>
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<td>Montage</td>
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<td>Equipment rental (from Annex 2)</td>
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