INVITATION TO TENDER
STAGE, LIGHT, VIDEO AND TENT SERVICES FOR THE NEEDS OF
RIGA STRATCOM DIALOGUE 2024 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 2024</td>
</tr>
<tr>
<td>Issuer</td>
<td>Ms. Ieva Liepa</td>
</tr>
<tr>
<td>Suppliers Response date</td>
<td>10 May 2024 submitted via e-mail: <a href="mailto:tender@stratcomcoe.org">tender@stratcomcoe.org</a> by 11:00 AM (Eastern European Time zone: UTC +02:00).</td>
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</table>
Invitation to Tender (ITT) Stage, Light, Video and Tent Services for the needs of Riga StratCom Dialogue 2024 Conference

You are kindly invited to submit a proposal for providing Stage, Light, Video and Tent Services for the needs of Riga StratCom Dialogue 2024 Conference. The conference will take place on 5-6 June, 2024 with set-up dates on 3 and 4 June, 2024.

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 by email to: ieva.liepa@stratcomcoe.org.

To simplify exchange of information regarding this invitation to Tender (ITT) please nominate a Bid Manager, and provide a 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. Ieva Liepa. 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: ieva.liepa@stratcomcoe.org.

As a 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 not covering the full set of requirements; 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. Ieva Liepa
Event Manager, Framework Nation Support Branch
E-mail address: ieva.liepa@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 continued 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

1.1. 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.

1.2. Riga StratCom Dialogue 2024 general event description
Riga StratCom Dialogue 2024 is an annual high-level international conference. This conference takes place in Riga for 2 days and gathers up to 700 participants. This year the programme is structured upon 6 main sessions and 2 social events. Due to this, the conference premises need to be adapted to the specific requirements. The conference and related social events will take place on 5 and 6 June, 2024 at Hanzas Perons, Hanzas street 16A, Riga, LV-1045, Latvia.

2. Requirements for the selection of the Bidders

2.1. Overall requirements
2.1.1. Bidder is registered in the Commercial Register of Republic of Latvia or relevant register in other country (if applicable).
2.1.2. Bidder is not a subject to the exclusion conditions set forth in Paragraph 42 of the Law On the Procurement of Public Service Providers of Republic of Latvia.

2.2. Bidder’s financial and economic background requirements
The average annual net turnover of the Bidder in the previous three years (2021, 2022, 2023) is not less than 60 000 EUR per year.
DOCUMENTS TO BE SUBMITTED:
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 (2021, 2022, 2023). P&L can be submitted in Latvian (gada pārskatu peļņas vai zaudējuma aprēķins (PZA)).

2.3. Bidder’s previous experience requirements
2.3.1. Bidder has experience in providing stage, light, video and tent installation for at least 3 events during previous 3 years (2021, 2022, 2023 and 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.
2.3.2. Bidder has received at least two positive reviews for the completed work. Feedback statements can be submitted in Latvian.
2.3.3. 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 language.

2.4. Technical proposal requirements
2.4.1. All technical requirements have been summarized in the Annex 2 “Technical specification” and Annex 5 “Technical Drawings”.
2.4.2. DOCUMENTS TO BE SUBMITTED: The proposal must be prepared in accordance with Annex 2 “Technical specification” defined task and implementation timeline and Annex 5 “Technical Drawings”.
2.5. Personnel proposal requirements

2.5.1. Supplier should ensure the NATO StratCom COE with high quality personnel, which is competent and fully able to operate with the technical equipment mentioned in the Annex 2 “Technical specification”. Overall requirements of the personnel are:

1) Appropriate technical experience to its operational field (video, light, stage, tent);
2) Good communication in English and Latvian;
3) Previous experience in technical support for large-scale events, such as conferences, concerts, open-air events, etc.

2.5.2. The supplier should ensure the following personnel positions to be filled:

1) Head of Stage Installation Work;
2) Lights Director;
3) Video Projections Director;
4) Head of Tent Installation Work

2.5.3. DOCUMENTS TO BE SUBMITTED: Personnel proposal must be prepared in accordance with Annex 4 “Personnel proposal”.

2.6. Financial proposal requirements

2.6.1. The Proposal shall be submitted in euros (EUR).

2.6.2. The Proposal price is the total cost consideration for the purchase of the contract, including all applicable taxes, subject to the requirements of Technical specification. The price of the service shall include logistical expenses and personnel expenses in connection with provided services.

2.6.3. Equipment rental expenses must be expanded in detail in Annex 2 “Technical specification”.

2.6.4. 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>
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<tbody>
<tr>
<td>Confirmation of the bid</td>
</tr>
<tr>
<td>Email confirmation: by 17:00 hrs (Eastern European Time zone: UTC +02:00) 26 April 2024</td>
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<tr>
<td>Deadline for submission</td>
</tr>
<tr>
<td>11:00 AM on 10 May, 2024 (Eastern European Time zone: UTC +02:00)</td>
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<tr>
<td>Contract implementation date</td>
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<tr>
<td>5 – 6 June 2024. Technical set-up: 3-4 June, 2024</td>
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<tr>
<td>Questions</td>
</tr>
<tr>
<td>Questions arising from this document should be given to Ms. Ieva Liepa until 7 May 2024</td>
</tr>
<tr>
<td>Full contact details</td>
</tr>
<tr>
<td>Ms. Ieva Liepa, <a href="mailto:ieva.liepa@stratcomcoe.org">ieva.liepa@stratcomcoe.org</a>, +371 20285213</td>
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</tbody>
</table>

4. Respondent Instructions

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

4.2. Response Guidelines

4.2.1. The written proposal that complies with indicated requirements is mandatory. Proposal should be submitted on Bidder Company’s official template electronically prepared and signed by hand and scanned as a PDF document to e-mail: tender@stratcomcoe.org not later than: 10 MAY 2024 11:00 AM.

4.2.2. Bidder should submit for entire ITT.

4.2.3. Proposal should consist of the following documents:

4.2.3.1. Profit and Loss Statement (P&L) or other documents confirming the Tenderer’s net turnover during the previous three years (2021, 2022, 2023).

4.2.3.2. Proposal in accordance to Annex 1 “Previous experience”.

4.2.3.3. At least two positive customer feedback statements on the quality performance of the service provided.
4.2.3.4. Proposal in accordance to Annex 2 “Technical specification”.
4.2.3.5. Proposal in accordance to Annex 3 “Personnel proposal”;
4.2.3.6. Proposal in accordance to Annex 4 “Financial proposal”;
4.2.3.7. Proposal in accordance to Annex 5 “Technical Drawings”.

4.2.4. The NATO StratCom COE will disregard any response submitted after the timetable deadline and submitted to another e-mail address;
4.2.5. If any of the requested documents in section 4.2.3. is not submitted, the Contract Award Committee has the right to exclude the service provider from further participation in the procurement.
4.2.6. Bidders are expected to supply all required information, or clearly state the reasons for being unable to do so.
4.2.7. Any assumptions used in preparing responses should be clearly stated. Any appropriate supporting documents e.g.: brochures, photos, presentations, should be included.
4.2.8. Questions relating to clarification of the ITT will only be accepted in writing to NATO StratCom COE representative. Likewise, all responses from the NATO StratCom COE 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 two working days of receipt of that request; otherwise it will respond within that timescale notifying you of the estimated time to obtain the information.
4.2.9. 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.
4.2.10. 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 (CAC) members.
4.2.11. The NATO StratCom COE reserves the right to modify the scope of this tender after receiving the bids also including the price estimates.

5. Tender Evaluation Criteria

5.1. The evaluation criteria will be based upon some or all of the following aspects of the Bidders’ proposals (not in order of significance):
5.1.1. Commercial:
      5.1.1.1. Competitive price.
      5.1.1.2. Price clarity.
5.1.2. Service Capability:
      5.1.2.1. Service delivery experience.
      5.1.2.2. Quality of experience delivered.
5.1.3. Level of Compliance with ITT:
      5.1.3.1. Understanding of all parts of the ITT.
      5.1.3.2. Proposal/ bids provided are in accordance with the instructions.
      5.1.3.3. Adherence to the timescales to send back responses.
5.2. 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. Decision Announcement to Participants

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 the right to not provide any explanation.
7. **Contract Details**

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

ITT FOR THE PROVISION OF STAGE, LIGHT, VIDEO AND TENT SERVICES FOR THE NEEDS OF RIGA STRATCOM DIALOGUE 2024 CONFERENCE

PREVIOUS EXPERIENCE

List of provided stage, light, video and tent 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>
</tr>
</thead>
<tbody>
<tr>
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</table>
ITT FOR THE PROVISION OF STAGE, LIGHT, VIDEO AND TENT SERVICES FOR THE NEEDS OF RIGA STRATCOM DIALOGUE 2024 CONFERENCE

TECHNICAL SPECIFICATION

Stage

Technical and financial proposal for the main stage should be developed according to the attached technical drawings and visualizations (Annex 3), and material specifications listed 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 (without VAT)</th>
</tr>
</thead>
</table>
| 1. | Main stage      | - Build according to the technical design parameters indicated on technical drawings (AM 1 - AM 4).  
- Surface draped gloss white polystyrene 3mm and with Podium 5543 BLAUW according to the technical design parameters indicated on technical drawings;  
- Stage height from 0.2 m – 1 m;  
- Stage load capacity – not lower than 500 kg/m²;  
- Layout should be smooth without any gaps;  
- Stage walls banner wooden frame;  
- Printed on Airtex Magic FR duo according to the technical drawings parameters, banner surface should be smooth after fastening;  
- Printed on PVC or equivalent according to the technical drawings parameters, banner surface should be smooth after fastening;  
- LED lights lines RGBW;  
- LED SCREEN DECOR IN THE CEILING (5mm komotex white)  
- Podium with event branding 20mm organic glass;  
- Glass cubes 5mm organic glass with transparent coloured PVC film 051 Gentian blue;  
- Decorative light cubes from ceilings (5mm organic glass with PVC film WHITE).| | |
| 2. | Spectators area | - Build according to the technical design parameters indicated on technical drawings (AM 5, AM 6).  
- Surface draped with Podium 5543 BLAUW according to the technical design parameters indicated on technical drawings;  
- Other parts of the stands draped with Podium 5543 BLAUW; - Step height 20 cm;  
- Viewers stand should be equipped with safety margins from back and sides;  
- Layout should be smooth without any gaps;  
- Camera podium surface draped with Podium 2021 ZWART;  
- Camera podium other parts of the stands draped with 5mm komatex and Podium 5543 BLAUW;  
- FOH wall banner printed on PVC or equivalent according to the technical drawings parameters, banner surface should be smooth after fastening; | | |
| 3. | Catering lounge | - Build according to the technical design parameters | | |
| 4. Entrance stage | - Build according to the technical design parameters indicated on technical drawings (AM 11, AM 12).  
- Stage podium 5mm komatex print on sides surface draped with Podium 5543 BLAUW;  
- Stage walls banner printed on PVC or equivalent;  
- Carpets Podium 5543 BLAUW;  
- Info podium 5mm komatex print on sides surface draped with Podium 1005 WIT;  
- LCD screens monitor stand should be draped from both sides with 6mm komatex print; |
|---|---|
| 5. TENT stage | - Build according to the technical design parameters indicated on technical drawings (AM 13, AM 14).  
- Stage podium 5mm komatex print on sides surface draped with Podium 5543 BLAUW;  
- Stage walls banner printed on PVC or equivalent;  
- 15 workstations 5mm komatex print on sides surface draped with Podium black;  
- Entrance wall banner banner printed on PVC or equivalent;  
- Entrance walkway surface draped with Podium 5543 BLAUW;  
- Info podium 5mm komatex print on sides surface draped with Podium 1005 WIT;  
- LCD screens monitor stand should be draped from both sides with 6mm komatex print; |
| 6. Entrance lounge | - Build according to the technical design parameters indicated on technical drawings (AM 9).  
- Info signs 5mm komatex print on both sides;  
- LCD screens monitor stand should be draped from both sides with 6mm komatex print; |
| 7. Main Entrance | - Build according to the technical design parameters indicated on technical drawings (AM 10).  
- Outside entrance banner 2100mm x 4300mm, banner surface should be smooth after fastening;  
- Entrance carpet Podium 5543 BLAUW 12 m x 3m;  
- Layout should be smooth without any gaps. |
| 8. Registration | - Build according to the technical design parameters indicated on technical drawings (AM 15);  
- Stage podium 5mm komatex print on sides surface draped with Podium 5543 BLAUW;  
- Tent walls banner printed on PVC or equivalent;  
- Info podium 5mm komatex print on sides surface draped with Podium 1005 WIT;  
- LCD screens monitor stand should be draped from both sides with 6mm komatex print;  
- Directions A0 5mm komatex print on sides. |
| 9. Support | - Quality stage technicians that can support and moderate the process |


**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:

- The main conference space (main stage and small stage) – Hanzas Perons, Hanzas street 16 A, Riga, Latvia;
- Media lounge and Catering space - Hanzas Perons, Hanzas street 16 A, Riga, Latvia;
- Marketplace tent - Hanzas Perons, Hanzas street 16 A, Riga, Latvia;

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 (without VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>LED RGBW Wash type Moving head light fixture</td>
<td>- Light source: 19 x 20 W RGBW 4 in 1 LED chip. CRI equal or more than 75. Colour temperature range: 2500-10000K. RGBW colormixing. Zoom angle from 7° to 55°. Pan movement range 210°, Tilt 540°. Controllable via DMX512 protocol and RDM. - Fixture placement is according to technical drawings.</td>
<td>63</td>
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<tr>
<td>2.</td>
<td>LED Profile type moving head light fixture</td>
<td>Monochromatic LED light engine. Light source power consumption no less than 550w. Light source output is equal to 36000 lumens. CRI equal or more than 84. Light source CCT is 8000K. Has subtractive CMY colormixing. Has variable CT from 3200K up to 72000K. Zoom angle from 7° to 48. Pan movement range 270°, Tilt 540°. Has 4 blade framing shutters with full wipe +/-90° rotation. Weight no more than 32kg. Controllable via DMX512 protocol, RDM and ArtNet. Fixture placement is according to technical drawings.</td>
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<td>3.</td>
<td>LED RGBW Linear wash/strobe type lighting fixture</td>
<td>Linear fixture size 1m. Light source: RGBW LED divided in to 12 pixels. Output no less than 25000 lumens. Optical angle 36°. Controllable via DMX512 protocol, RDM. Fixture placement is according to technical drawings.</td>
<td>44</td>
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<tr>
<td>4.</td>
<td>LED RGBW Wash/strobe/blinder</td>
<td>Light source: RGBW divided in to 4 horizontal pixels. Weight no more</td>
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<tr>
<td>type fixture</td>
<td>than 4.8kg. Output no less than 7000 lumens. Optical angle 36°. Controllable via DMX512A protocol, RDM. Fixture placement is according to technical drawings.</td>
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<td>5.</td>
<td>LED RGBW panel type effect fixture</td>
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<td></td>
<td>Light source: RGBW divided in to 16 pixels. Size no more than 120x120x49 mm. Weight no more than 1kg. Optical angle 36°. Controllable via DMX512A protocol, RDM. Fixture placement is according to technical drawings.</td>
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<td>6.</td>
<td>Lighting console</td>
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<td>- Console needs to be able to operate and control all the light fixtures mentioned above (point 1 – 5); - 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;</td>
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<td>7.</td>
<td>Lighting control system</td>
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<td>- Able to connect all the lightening equipment mentioned above (point 1 – 5);</td>
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<td>8.</td>
<td>Electric power distribution system</td>
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<td>- Able to supply adequate electric power through proper electric safety devices to all the equipment mentioned above (point 1-6)</td>
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<td>9.</td>
<td>Constructive elements</td>
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<td>- Constructive elements must ensure efficient placement of lighting equipment. Using aluminium trusses and winch systems to achieve the best result; - Fixture placement is according to technical drawings.</td>
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<td>10</td>
<td>Support</td>
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<td>- Quality light technicians that can support and moderate the process</td>
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## 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 (without VAT)</th>
</tr>
</thead>
</table>
| 1.  | LED screen (WxH) 7,00 x 2,50 m | - Absen DW2 or equivalent  
- Pixel Pitch 2.97mm;  
- Pixel Density 336 pixel/m²  
- Panel Dimension(W×H×D) 500mm x 500mm x 70mm  
- Curved possibility  
- Brightness 1000nits  
- Refresh rate: 3840Hz  
- Panel Weight 28kg/m² | 1 set | | |
| 2.  | LED screen (WxH) 6,00 x 1,50 m | - Absen DW2 or equivalent  
- Pixel Pitch 2.97mm;  
- Pixel Density 336 pixel/m²  
- Panel Dimension(W×H×D) 500mm x 500mm x 70mm  
- Curved possibility  
- Brightness 1000nits  
- Refresh rate: 3840Hz  
- Panel Weight 28kg/m² | 2 set | | |
| 3.  | LED screen (WxH) 6,00 x 3,00 m | - Gloshine AS3.91 (Outdoor) or equivalent  
- Pixel Pitch 3.91mm;  
- Pixel Density 256pixel/m²  
- Panel Dimension(W×H×D) 500mm×1000mm×85mm  
- Brightness 2000-2500nits/ 4000-5000nits  
- Panel Weight 28kg/m² | 1 set | | |
| 4.  | LED screen (WxH) 4,50 x 2,50 m | - Absen DW2 or equivalent  
- Pixel Pitch 2.97mm;  
- Pixel Density 336 pixel/m²  
- Panel Dimension(W×H×D) 500mm x 500mm x 70mm  
- Curved possibility  
- Brightness 1000nits  
- Refresh rate: 3840Hz  
- Panel Weight 28kg/m² | 1 set | | |
| 5.  | LED screen control processor | - Novastar MCTRL4K or equivalent  
- HDMI and DP inputs with 3840x2160pix (60Hz) resolutions  
- 16 psc Gigabit Ethernet Output ports  
- ETHERNET control | 2 | | |
| 6.  | LED screen control processor | - Novastar MCTRL660 PRO or equivalent  
- HDMI, DVI inputs  
- 1920x1200pix (60Hz) resolutions  
- 6 psc Gigabit Ethernet Output ports  
- ETHERNET control | 4 | | |
| 7.  | Monitor 65" | - Philips BDL620QL Screen size 65" or equivalent;  
- FHD 1080p  
- Aspect ratio 16:9  
- Input: Display | 19 | | |
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<tr>
<td><strong>8. Monitor 75”</strong></td>
<td>- LG 75UR640S Screen size 75” or equivalent;  - FHD 1080p  - Aspect ratio 16:9  - Input: Display port/DVI/VGA/RCA/HDMI x 2  - With stand (top of the screen ~2m)</td>
<td>4</td>
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<tr>
<td><strong>9. Monitor 86”</strong></td>
<td>- LG 86UR640S0ZD Screen size 86” or equivalent;  - FHD 1080p  - Aspect ratio 16:9  - Input: Display port/DVI/VGA/RCA/HDMI x 2  - With stand (top of the screen ~2m)</td>
<td>1</td>
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<tr>
<td><strong>10. Preview monitor 46”</strong></td>
<td>- NEC P463 or equivalent;  - Screen size 46”  - Resolution: 1920x1080  - Aspect ratio: 16:9, PIP Mode  - Input: Displayport/HDMI/DVI/VGA  - Dimensions (W x H x D) 1055 x 646 x 240 mm</td>
<td>6</td>
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<tr>
<td><strong>11. Presentation PC</strong></td>
<td>- Lenovo Legion S 15ACH6 or equivalent;  - AMD Ryzen 5 or Intel® Core™ i5  - 8 GB RAM  - 2 HDMI or USB-C output  - MS Office 365</td>
<td>3</td>
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<tr>
<td><strong>12. Presentation clicker</strong></td>
<td>- 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;</td>
<td>3</td>
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<tr>
<td><strong>13. Videoserver + PC</strong></td>
<td>- Cristie Pandora’s Box – Coolux Quad server PK3 or equivalent;  - 2 x DVI IN; 2x SDI IN  - 4x DVI OUT  - Custom PC with manager STD with unlimited sequences dongle;</td>
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<td>15</td>
<td><strong>Support</strong></td>
<td>- Quality video technicians that can support and moderate the process</td>
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</table>
| 16 | **Video service** | - Recordings of the event sessions and live broadcasts of the event during the event at the venue screens according to the customer's needs;  
- The recording of the sessions should reflect the general plan of the venue, close-up of the speakers, the names of the speakers and moderators should be reflected at the specific speaker (the visual solution will be agreed with the service provider individually before the event);  
- Ability to also connect speakers in sessions via Zoom or other online platform;  
- After the event, it is necessary to provide session recordings in Mp3 format (cut by sessions). | 1 set |
Technical and financial proposal for the outdoor Tent should be developed according to the attached technical drawings and visualizations (Annex 3), and material specifications listed below:

<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 (without VAT)</th>
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</thead>
</table>
| 1. | Tent for Marketplace | - Build according to the technical design parameters indicated on technical drawings (AM 13, AM 14).  
|    |                    |   - One tent in the size not less than 10x35 meters with roof;  
|    |                    |   - Wooden flooring;  
|    |                    |   - Glass package aluminum doors;  
|    |                    |   - Montage and dismantling service                                          | 1 set             |                                                           |                     |
| 2. | Tent for Registration | - Build according to the technical design parameters indicated on technical drawings (AM 15);  
|    |                    |   - 3 tents in the size of 5x5 meters  
|    |                    |   - Montage and dismantling service                                          | 1 set             |                                                           |                     |
ITT FOR THE PROVISION OF STAGE, LIGHT, VIDEO AND TENT SERVICES FOR THE NEEDS OF RIGA STRATCOM DIALOGUE 2024 CONFERENCE

PERSONNEL PROPOSAL

<table>
<thead>
<tr>
<th>Name, surname</th>
<th>Speciality</th>
<th>Status of the specialist (connection with the Bidder)</th>
<th>Working period, dates</th>
<th>Events serviced, date (at least 3-5 per specialist)</th>
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<td>Service</td>
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Bidders shall use this financial proposal form as guideline and can modify and add columns and rows as they see fit.
Annex 5 - Technical drawings

MAIN STAGE
- GLOSS WHITE POLYESTER TYPICAL 3MM
- WHITE BOA CHAIRS
- GLASS CHERRIES
- GLASS PODIUM WITH EVENT BRANDING
- STAGE WALLS BANNER PRINT
- LED LIGHTS RIG
- LIGHTS CHERRIES
MAIN STAGE

- LED SCREEN ON STAGE
- LED SCREEN IN THE CEILING
- DECORATIVE LIGHT CUBES HANGING FROM CEILING

MAIN STAGE

- PODIUM WITH EVENT BRANDING (20mm organic glass with transparent)
- GLASS CUBES (5mm organic glass with transparent coloured PVC film 0.1 Cerulean blue)
- SOFA CHAIRS
- DECORATIVE LIGHT CUBES HANGING FROM CEILING (5mm organic glass with PVC film white)
- LED SCREEN DECOR IN THE CEILING (5mm laminate white)
SPECTATOR AREA

- SPECTATOR PODIUM
- CAMERA PODIUM
- TRANSPARENT CHAIRS
- LCD SCREENS 65"
- FOH WALL

SPECTATOR AREA

- SPECTATOR PODIUM
  (surface draped with Podium 544) BLAJW
- CAMERA PODIUM
  (surface draped with Podium 252) ZWANT
- CH BAR
- LCD SCREENS 65"
- FOH WALL
  (banner print)
CATERING LOUNGE

- FOOD PODIUM
  (2m x 1.5m, painted on sides, surface draped with drape with led light from above)
- DECORATIVE LIGHTS HANGING FROM CEILINGS
- CARPET
- DECORATIVE CUBES
- BENCH CHAIRS
- COFFEE TABLES
- LED LIGHTS
- STANDING TABLES
- BAR CHAIRS
- FLOOR TILES
ENTRANCE LOUNGE

- INFO SIGNS
  (3mm laminate print on both sides)
- LCD SCREENS
  (Monitor stand should be shaped from both sides with 6mm laminate print)
- SOFA CHAIRS
- FLOWERY

MAINT ENTRANCE

- OUTSIDE ENTRANCE BANNER
  (2100mm x 4000mm)
- ENTRANCE CARPET
  (Product: 5543 BLAUM)
**ENTRANCE STAGE**

- STAGE PODIUM
- LED SCREEN
- WHITE SOFA CHAIRS
- STAGE WALLS BANNER PRINT
- CARPET
- SOFA CHAIRS
- COFFEE TABLES
- STANDING TABLES
- INFO PODIUM
- LED SCREEN
- CHAIRS
- STANDING TABLES
- FLORISTRY

---

**ENTRANCE STAGE**

- STAGE PODIUM
  - (Podium: 50x40 BLU/W)
  - WHITE SOFA CHAIRS
  - COFFEE TABLES
  - STAGE WALLS BANNER PRINT
  - CARPET
  - (Podium: 50x40 BLU/W)
  - INFO PODIUM
    - (Info podium print on sides surface draped with Podium 100x W1)”
TENT STAGE

- STAGE PODIUM
- LED SCREEN
- STAGE WALLS BANNER PRINT
- TENT COLUMN
- 15 WORKSTATIONS
- ENTRANCE WALL BANNER PRINT
- ENTRANCE WALKWAY
- OFFICE CHAIRS
- COUNTERS
- STANDING TABLES
- FLORESTRY
REGISTRATION TENT

- TABLE PODIUM
  (6mm koromat print on sides)
  surface draped with Podium 9543 BLAUV)
- LED SCREEN
- TENT WALLS BANNER PRINT
- DIRECTIONS (6mm koromat print on sides)