



## NATO STRATEGIC COMMUNICATIONS CENTRE OF EXCELLENCE

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### INVITATION TO TENDER OF THE STAGE, LIGHT AND VIDEO SERVICES FOR THE NEEDS OF RIGA STRATCOM DIALOGUE 2022 CONFERENCE

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

<b>Revision</b>	Version 1
<b>Release Date</b>	3 May 2022
<b>Issuer</b>	Ms Zane Stala
<b>Suppliers Response date</b>	<b>12 May 2022</b> submitted via e-mail: <a href="mailto:tender@stratcomcoe.org">tender@stratcomcoe.org</a> by <b>15:00</b> hrs (Eastern European Time zone: UTC +02:00).

## **Invitation to Tender (ITT) of the Stage, Light and Video Services for the needs of Riga StratCom Dialogue 2022 Conference**

You are kindly invited to submit a tender to provide Stage, Light and Video Services for the Riga StratCom Dialogue 2022 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 by email to: [zane.stala@stratcomcoe.org](mailto:zane.stala@stratcomcoe.org).

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](mailto: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, Framework Nation Support Branch  
E-mail address: [zane.stala@stratcomcoe.org](mailto: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

### 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 2022 general event description

Riga StratCom Dialogue 2022 is an annual high-level international conference. This conference takes place in Riga for 2 days and gathers more than 400 participants. This year the programme is structured upon 7 main sessions and 2 social events. Due to this the conference premises needs to be adapted to the specific requirements. The conference and its social events will take on 25-26 May, 2022 at the **Hanzas Perons**, Hanzas street 16 A, Riga, Latvia.

## 2. Requirements for the selection of the Bidders

### 2.1. 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).

### 2.2. Bidder's financial and economic background requirements

The average annual net turnover of the Bidder in the previous three years (2019, 2020, 2021) is not less than 60 000 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 (2019, 2020, 2021). P&L can be submitted in Latvian (*gada pārskatu peļņas vai zaudējuma aprēķins (PZA)*).

### 2.3. Bidder's previous experience requirements

Bidder has experience in providing stage, light and video installation for at least 3 events during previous 3 years (2019, 2020, 2021 and 2022 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.

### 2.4. Technical proposal requirements

All technical requirements have been summarized in the Annex 2 "Technical specification" and Annex 3 "Technical Drawings".

DOCUMENTS TO SUBMIT: The proposal must be prepared in accordance with Annex 2 "Technical specification" defined task and implementation timeline and Annex 3 "Technical Drawings".



## 2.5. Personnel proposal requirements

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);
- 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) Light director;

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

## 2.6. 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 expenses and personnel expenses in connection with provided services.

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

DOCUMENTS TO SUBMIT: The financial form must be submitted accordingly the Annex 5 “Financial proposal” stated form.

## 3. Timetable

General	
Confirmation of receipt of this document	Email confirmation: <b>by 23:59 hrs</b> (Eastern European Time zone: UTC +02:00) <b>5 May 2022</b> bidders should email their intent to take part in the tender.
Deadline for submission	<b>15:00 hrs on 12 May, 2022</b> (Eastern European Time zone: UTC +02:00)
Contract implementation date	<b>25 – 26 May 2022. Technical set-up: 24 May, 2022</b>
Questions	Questions arising from this document should be given to Ms Zane Stala until 10 May 2022
Full contact details	Ms Zane Stala, <a href="mailto:zane.stala@stratcomcoe.org">zane.stala@stratcomcoe.org</a> , +371 67335468

## 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 proposal should be submitted on Bidder Company’s official template electronically prepared and signed documents to e-mail: [tender@stratcomcoe.org](mailto:tender@stratcomcoe.org) not later than: **12 May 2022 15:00 Hrs.**

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 (2019, 2020, and 2021).

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 “Technical Drawings”.

4.2.3.6. Proposal in accordance to Annex 4 “Personnel proposal”;

4.2.3.7. Proposal in accordance to Annex 5 “Financial proposal”;

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

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

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

4.2.7. 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 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.

4.2.8. 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.

4.2.9. 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.

## **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.

5.1.2.3. Previous experience in cooperation with NATO and NATO military bodies.

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. Briefing for Unsuccessful Participants**

6.1. 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**

7.1. 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.

7.2. The NATO StratCom COE reserves the right to modify the scope of this tender after receiving the bids (including the price estimates).

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**PREVIOUS EXPERIENCE**

List of provided stage, light and video services

Customer	Event Title	Overall Description of the service provided for the event	Dates of the event	Total sum (EUR) of the contract with VAT	Contact information (phone number, e-mail)

# ITT OF THE STAGE, LIGHT AND VIDEO SERVICES FOR THE NEEDS OF RIGA STRATCOM DIALOGUE 2022 CONFERENCE

## TECHNICAL SPECIFICATION

### Video service requirements

No	Attribute	Requirements	Attribute amount	Offered products & requirements (filled by the applicant)	Price (including VAT)
1.	Monitor 65"	<ul style="list-style-type: none"> <li>- Philips BDL620QL Screen size 65" or equivalent;</li> <li>- FHD 1080p</li> <li>- Aspect ratio 16:9</li> <li>- Input: Display port/DVI/VGA/RCA/HDMI x 2</li> <li>- Output: Display port/DVI/VGA</li> <li>- Dimension (W x H x D) 1450 x 828 x 61 mm</li> </ul>	4		
2.	Signal scaler	<ul style="list-style-type: none"> <li>- Barco PDS-902 3 G or equivalent;</li> <li>- All progressive resolution from 480p up to WUXGA/HD;</li> <li>- DVI analog, SDI 3G/HD/SD and Barco Link;</li> <li>- Full screen outputs and PIP mode;</li> <li>- 9 x 2 Matrix mode;</li> <li>- Input: 4 x Analog via HD-15 (VGA connector), 4 x DVI input (supports both analog and DVI), 1 x 3 G SDI input;</li> <li>- Outputs: 2 x DVI (Preview and Program), 2 x HD – 15 (VGA) (Preview and Program), 1 x 3 G SDI (Programme only);</li> </ul>	1		
3.	Mac Book Pro Retina	<ul style="list-style-type: none"> <li>- Apple MacBook Pro 15.4" Retina QC i7 2.5GHz/16GB/51GB flash/Iris Pro Graphics/AMD Raadeon R9 M370X 2GB/FT/RUS</li> </ul>	2		
4.	Presentation PC	<ul style="list-style-type: none"> <li>- MSI GP72 2QE Leopard Pro or equivalent;</li> <li>- Intel® Core™ i7 5950HQ</li> </ul>	4		
5.	Presentation clicker	<ul style="list-style-type: none"> <li>- Presentation clicker MicroCue2-L or equivalent;</li> <li>- Three- button presentation clicker (with tactile feedback) via wireless handset;</li> <li>- Dual USB interface ports for direct control of up to two computers;</li> <li>- Audible cue via headphone jack socket;</li> <li>- Simple setup;</li> </ul>	1		
6.	Signal commutator	<ul style="list-style-type: none"> <li>- Two pair connectorized fibre cable MM OM2 50/125, END-A 0,5m 3mm SC, END-B 0,5m 3 mm SC;</li> <li>- Suitable extensions;</li> </ul>	4		

7.	Projector HD 20 K lm	<ul style="list-style-type: none"> <li>- Barco HDX-W20 FLEX or equivalent;</li> <li>- Ratio 1,859:1 (stand) – 2,600:1 (high cont. mode);</li> <li>- Input DVI-I/SDI/HDSOI/DUAL HDSOI/3G/BARCOLINK</li> </ul>	1		
8.	LED screen 10mx3,5m	<ul style="list-style-type: none"> <li>- Gloshine AS3.91 (outdoor) or equivalent</li> <li>- Pixel Pitch 3.91mm;</li> <li>- Pixel Density 256pixel/m<sup>2</sup></li> <li>- Panel Dimension(W×H×D) 500mm×1000mm×85mm 19.7"×39.4"×3.3"</li> <li>- Brightness 2000-2500nits/ 4000-5000nits</li> <li>- Panel Weight 28kg/m<sup>2</sup></li> </ul>	1 set		
9.	LED screen 5mx3m	<ul style="list-style-type: none"> <li>- Gloshine AS3.91 (outdoor) or equivalent</li> <li>- Pixel Pitch 3.91mm;</li> <li>- Pixel Density 256pixel/m<sup>2</sup></li> <li>- Panel Dimension(W×H×D) 500mm×1000mm×85mm 19.7"×39.4"×3.3"</li> <li>- Brightness 2000-2500nits/ 4000-5000nits</li> <li>- Panel Weight 28kg/m<sup>2</sup></li> </ul>	1 set		
10.	Videoserver + PC	<ul style="list-style-type: none"> <li>- Cristie Pandoras Box – Coolux Quad server PK3 or equivalent;</li> <li>- 2 x DVI IN; 2x SDI IN</li> <li>- 4x DVI OUT</li> <li>- Custom PC with manager STD with unlimited sequences dongle;</li> </ul>	2		
9.	Preview monitor 46"	<ul style="list-style-type: none"> <li>- NEC P463 or equivalent;</li> <li>- Screen size 46"</li> <li>- Resolution: 1920x1080</li> <li>- Aspect ratio: 16:0, PIP Mode</li> <li>- Input: Displayport/HDMI/DVI/VGA</li> <li>- Dimensions (W x H x D) 1055 x 646 x 240 mm</li> </ul>	3		
10.	Router with internet	<ul style="list-style-type: none"> <li>- 4 g internet connection</li> </ul>	1		
11.	Media Player	<ul style="list-style-type: none"> <li>- Resolution: 1080i, 480i, 480p, 576i, 576p, 720p;</li> <li>- Video Engine Decoder: Decodes @ 25 Mbit/s;</li> <li>- Input/output: audio line-out – mini-jack; HDMI output, VGA, LAN, USB 2.0, GPIO, Serial;</li> <li>- File formats: AAC, AC-3, MP3, MPEG 2 Audio, WAV, BMP, JPEG, PNG, ASF. AVCHD, H.264, MOV, MPGE-1, MPEG-2, MPEG-4, WMV.</li> </ul>	3		
12	Support	<ul style="list-style-type: none"> <li>- Quality video technicians that can support and moderate the process</li> </ul>			

## 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;

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.

No	Attribute	Requirements	Attribute amount	Offered products & requirements (filled by the applicant)	Price (including VAT)
1.	180W LED light projector or equivalent	<ul style="list-style-type: none"> <li>- Programmable moving light projector with DMX controller dimmer;</li> <li>- LED Power: 18X10W one chip source;</li> <li>- Control signal: DMX; RGBW mix;</li> <li>- Beam zoom between 8° and 50°;</li> <li>- "Flicker Free" electronic power supply;</li> </ul>	27		
2.	MAC Viper Performance	<ul style="list-style-type: none"> <li>- AC power: 120-240 V nominal, 50/60 Hz</li> <li>- Power supply unit: Auto-ranging electronic switch-mode</li> <li>- 16-bit control: Dimming, rotating gobos, zoom, focus, pan and tilt</li> <li>- Setting and addressing: Control panel with backlit graphic display and jog wheel or via DMX</li> <li>- DMX channels: 32/40</li> <li>- Receiver: Opto-isolated RS-485</li> <li>- DMX compliance: USITT DMX512-A</li> <li>- RDM compliance: ANSI/ESTA E1.20</li> </ul>	14		
3.	150W LED light projector or equivalent	<ul style="list-style-type: none"> <li>- Programmable linear light projector with DMX controller dimmer;</li> <li>- LED Power: 15WX10W one chip source;</li> <li>- Control signal: DMX; RGBW mix;</li> <li>- Beam size 16°;</li> <li>- "Flicker Free" electronic power supply;</li> </ul>	60		
4.	1000W LED light projector or equivalent	<ul style="list-style-type: none"> <li>- Programmable linear light projector with DMX controller dimmer;</li> <li>- LED Power: 1000 W source;</li> <li>- Control signal: DMX; RGBW mix;</li> <li>- Beam size 16°;</li> <li>- "Flicker Free" electronic power supply;</li> </ul>	16		

5.	Lighting console	<ul style="list-style-type: none"> <li>- Console needs to be able to operate and control all the light projectors mentioned above (point 1 – 6);</li> <li>- Console can be connected to additional control panel and used as master control panel;</li> <li>- Ability to create consecutive light plan;</li> <li>- Needs to provide full system backup that is connected to the light system network;</li> </ul>	2		
6.	Lighting control system	<ul style="list-style-type: none"> <li>- Able to connect all the lightening equipment mentioned above (point 1 – 5);</li> </ul>	2		
7.	Electric power distribution system	<ul style="list-style-type: none"> <li>- Able to supply adequate electric power through proper electric safety devices to all the equipment mentioned above (point 1-6)</li> </ul>	5		
8.	Constructive elements	<ul style="list-style-type: none"> <li>- Elements should ensure effective distribution and localisation of lightening equipment in order to reach the best result;</li> <li>- Please take into consideration the technical drawings on Annex 3.</li> </ul>	1* one set for all above mentioned lightening equipment		
9.	Support	<ul style="list-style-type: none"> <li>- Quality light technicians that can support and moderate the process</li> </ul>			



## 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:

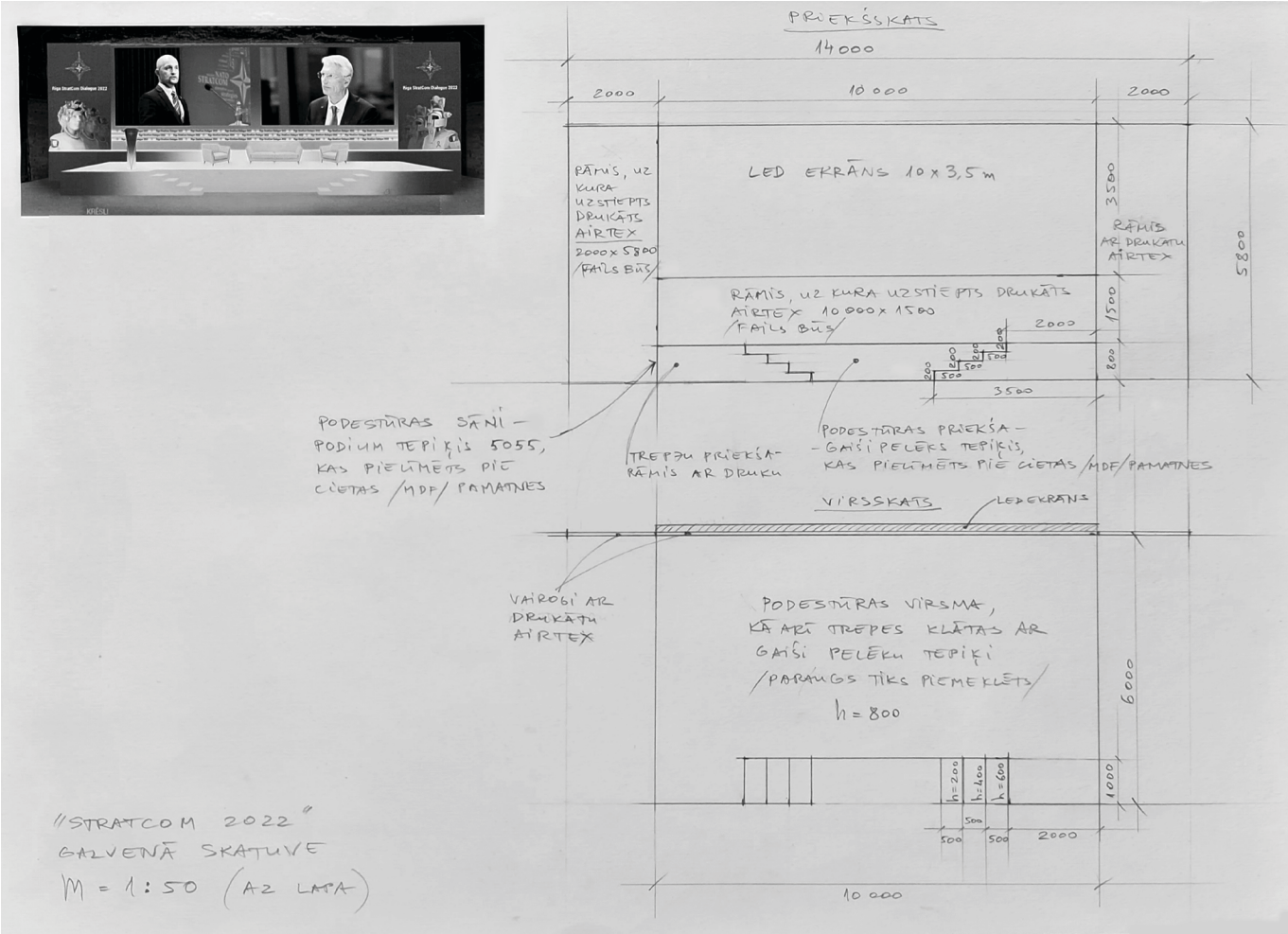
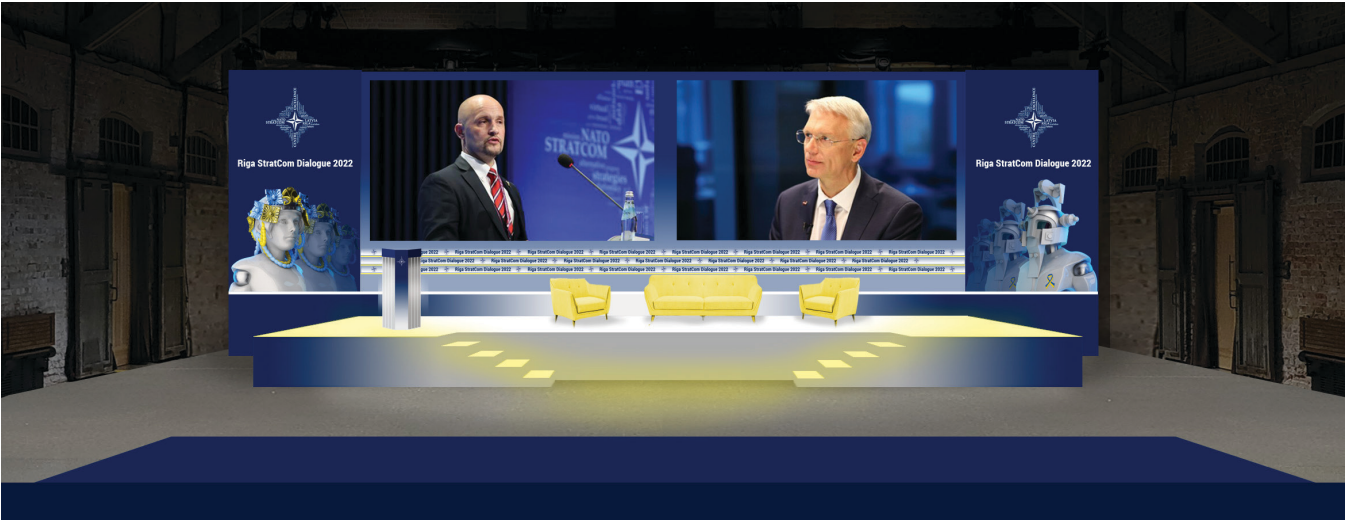
No	Attribute	Requirements	Offered products & requirements (filled by the applicant)	Price (including VAT)
1.	Viewer stands	<ul style="list-style-type: none"> <li>- Build according to the technical design parameters indicated on technical drawings (Annex 3, page 16).</li> <li>- Surface draped with Podium 5055 ROYAL BLUE according to the technical design parameters indicated on technical drawings (Annex 3, page 16).</li> <li>- Other parts of the stands draped with black fabric;</li> <li>- Step height 20 cm;</li> <li>- Viewers stand should be equipped with safety margins from back and sides;</li> <li>- Layout should be smooth without any gaps.</li> </ul>		
2.	Main stage	<ul style="list-style-type: none"> <li>- Build according to the technical design parameters indicated on technical drawings (Annex 3, page 15).</li> <li>- Surface draped with Podium 5055 according to the technical design parameters indicated on technical drawings (Annex 3, page 15).</li> <li>- stage height from 0,2 m – 0,8m;</li> <li>- stage loud capacity – not lower than 500 kg/m<sup>2</sup>;</li> <li>- Layout should be smooth without any gaps.</li> </ul>		
3.	Small stage	<ul style="list-style-type: none"> <li>- Build according to the technical design parameters indicated on technical drawings (Annex 3, page 17).</li> <li>- Surface draped with Podium 5055 according to the technical design parameters indicated on technical drawings (Annex 3, page 17).</li> <li>- stage height from 0,2 m – 0,6m;</li> <li>- stage loud capacity – not lower than 500 kg/m<sup>2</sup>;</li> <li>- Layout should be smooth without any gaps;</li> <li>- 8m x 4m black stand draping (Annex 3, page 17).</li> </ul>		
3.	Metal constructions (main and small stage)	<ul style="list-style-type: none"> <li>- Aluminium truss constructions according to the technical drawings (Annex 3, page 15, 17).</li> <li>- Construction fasteners should be provided;</li> <li>- Banner material (Airtex Magic FR duo); fasteners should be provided for the outside perimeter from both sides, banner surface should be smooth after fastening;</li> <li>- Truss construction side technical covering should be provided (see attached technical drawings (Annex 3, page 15, 17).</li> </ul>		
5.	Banners	<ul style="list-style-type: none"> <li>- Printed on Airtex Magic FR duo according to the technical drawings parameters (Annex 3, page 15, 16 and 17) Main stage: 10 000mmx 1500mm; 2000mm x 5800mm x 2; Small stage: 5700mm x 500mm;</li> <li>- Printed on PVC or equivalent according to the technical drawings parameters (Annex 3, page 18). Outside banners: 2100mm x 4300mm.</li> </ul>		
6.	Entrance carpet	<ul style="list-style-type: none"> <li>- Entrance draped with Podium 5055 ROYAL BLUE – 12 m x 3m; according to the technical design parameters indicated on technical drawings (Annex 3, page 18).</li> </ul>		
7.	Registration and signs	<ul style="list-style-type: none"> <li>- Printed on 25mm komatex with technical anchorage. (Annex 3, page 20) – 3 pieces;</li> </ul>		

		<ul style="list-style-type: none"> <li>- Hanged signs (6 pieces) - printed on 6mm komatex, draped with KING BLUE glue-wrapping KING BLUE 049 (Annex 5, page 6); size: 660mm x 3000mm;</li> <li>- Registration table wall – polycarbonate 42 with glue-wrapping KING BLUE glue-wrapping KING BLUE 049; size: 4300mm x 700mm (Annex 3, page 20);</li> <li>- 15 A3 signs printed on 6mm komatex;</li> </ul>		
8.	Monitor stative draping	<ul style="list-style-type: none"> <li>- Monitor stative draping for the monitors mentioned in the point 1 under video technical specification (Preview monitor, 65");</li> <li>- Monitor statives should be draped from both sides with 6mm komatex (Annex 3, page 22).</li> </ul>		
9.	Podium	<ul style="list-style-type: none"> <li>- Aluminium and komatex podium according to the technical drawing (Annex 3, page 21).</li> </ul>		
10.	Support	<ul style="list-style-type: none"> <li>- Quality stage technicians that can support and moderate the process</li> </ul>		

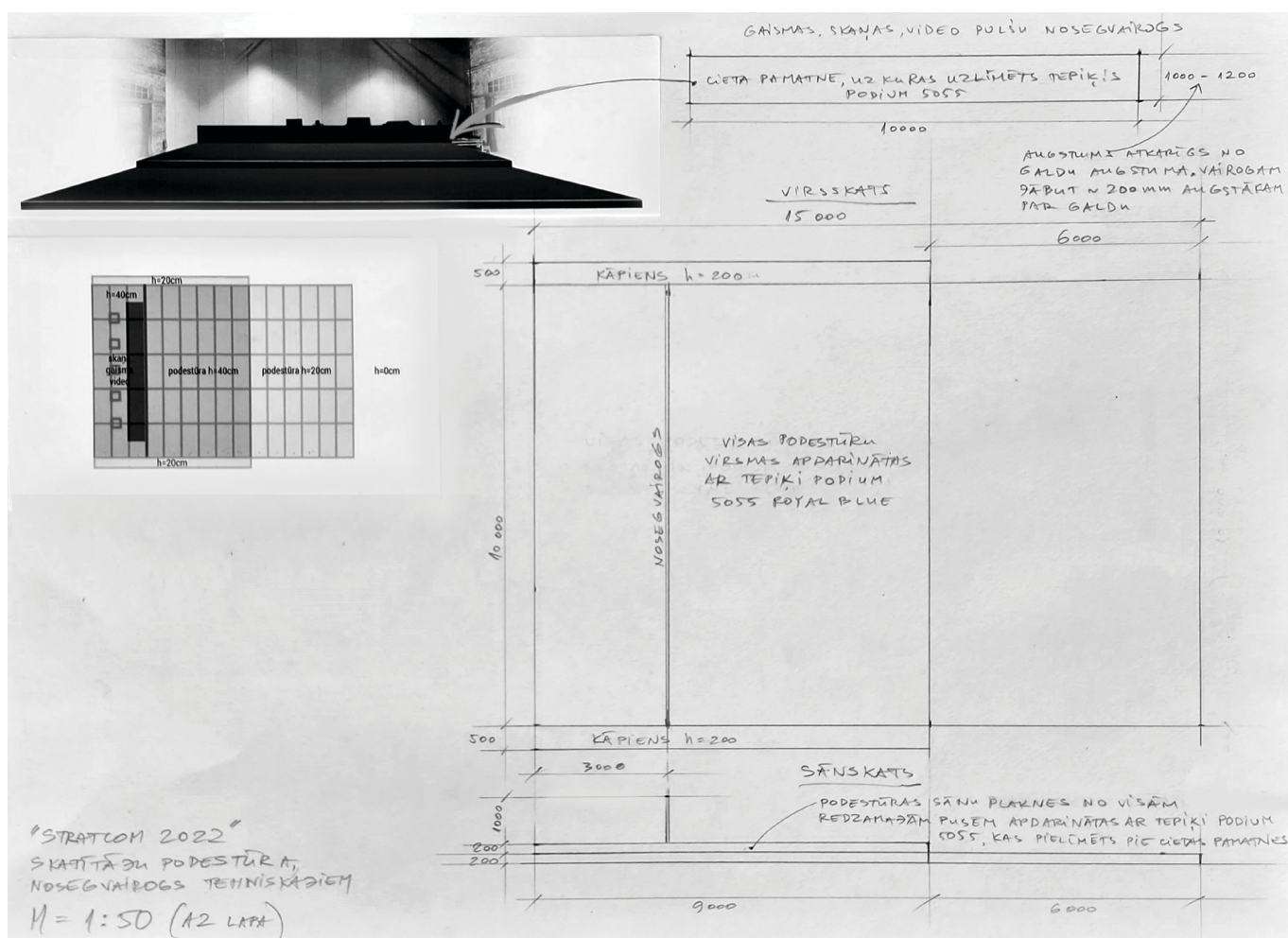
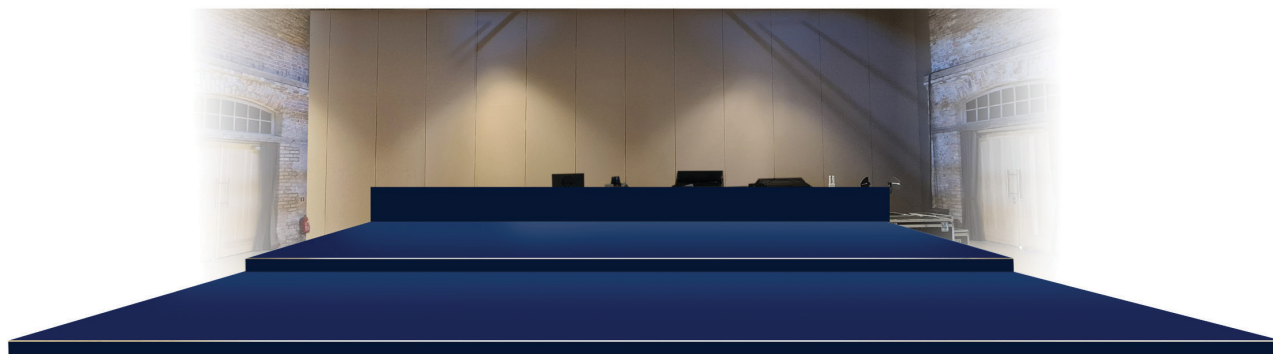
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TECHNICAL DRAWINGS

Main Stage and viewer stands

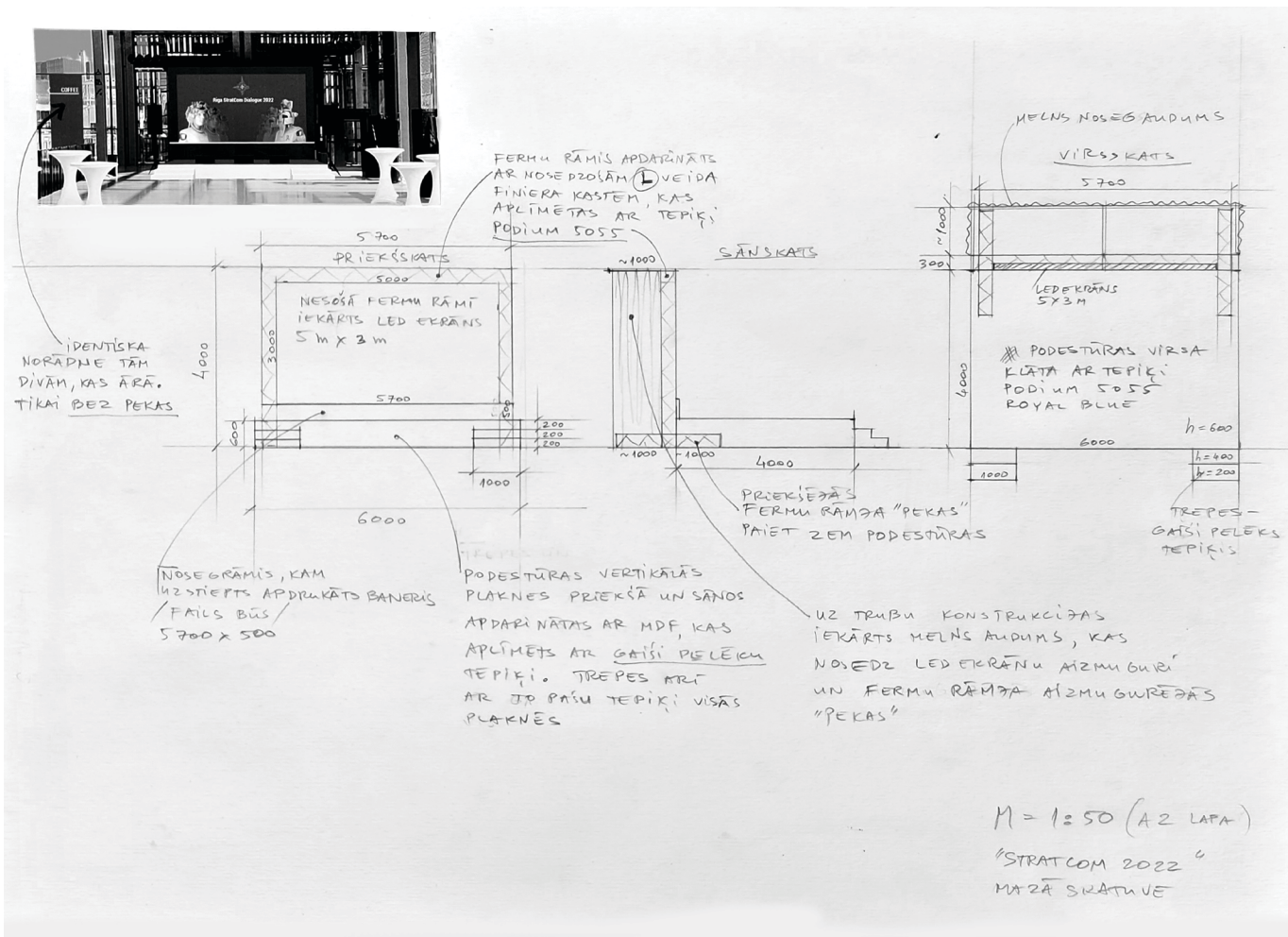


### Main Stage and viewer stands



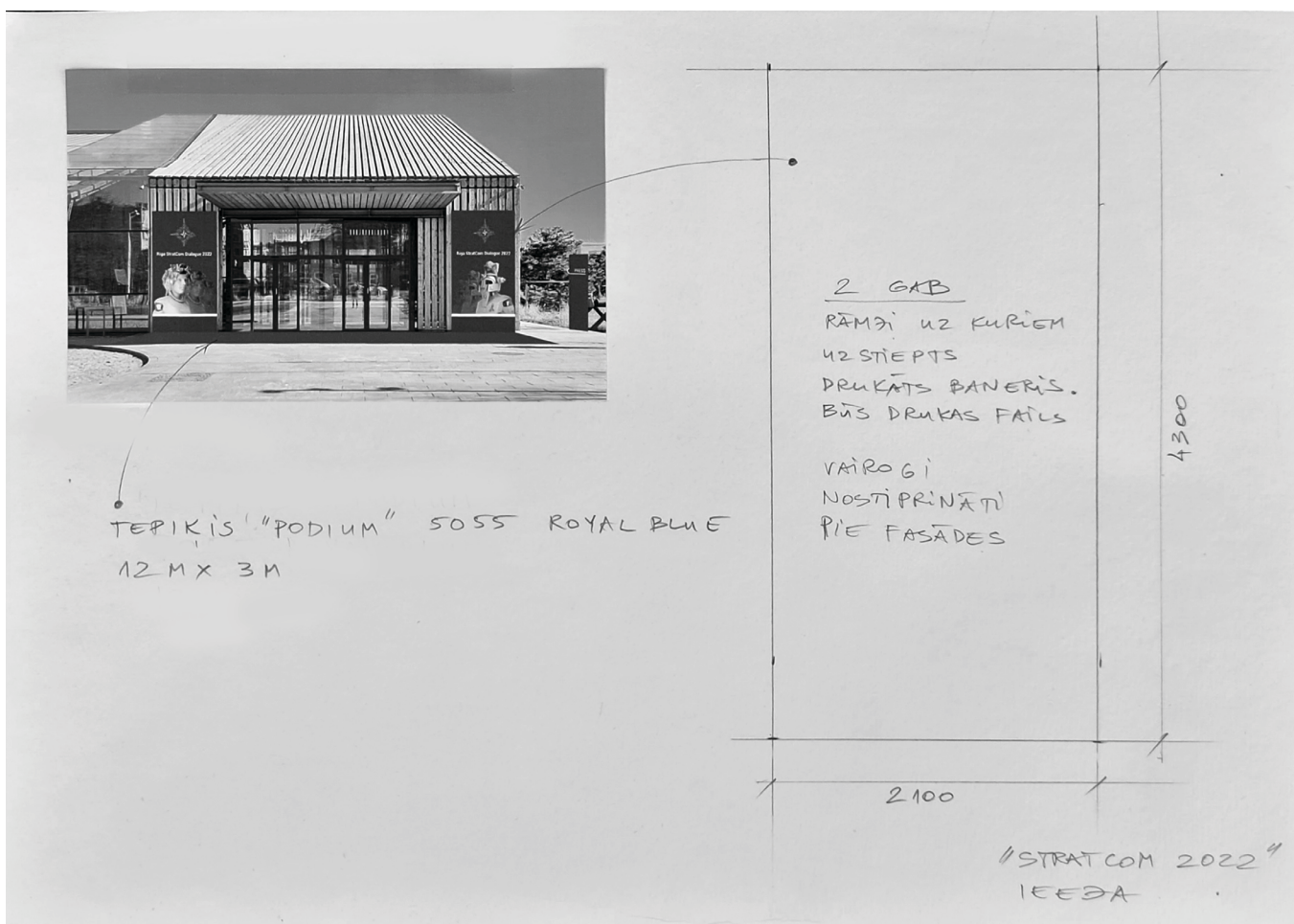


Small stage





## Entrance





Registration and signs



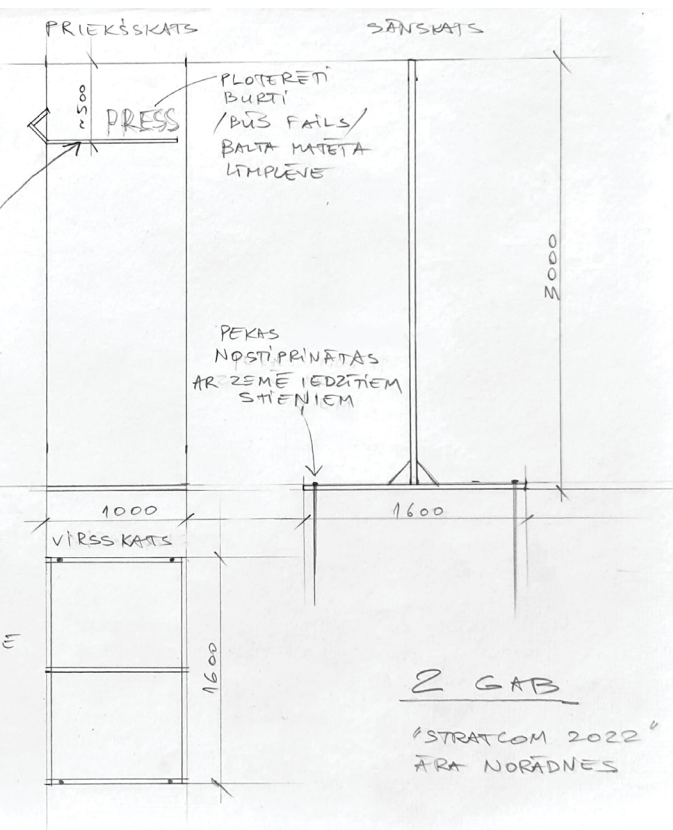


## Registration and signs

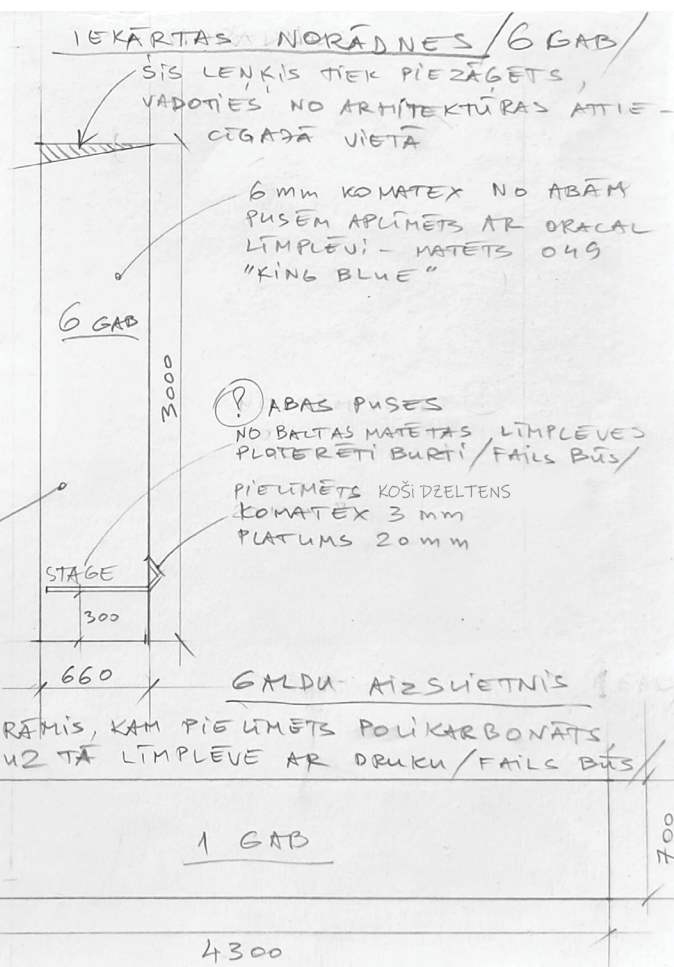


25 MM PLATŠ  
3MM KOMATEX, KAS  
PIELIMĒTS PĒ  
VAIROGA VIRSMAS  
TONIS - KOŠI DZELTENS

METĀLA TRUBU ~ 30x30 RĀMIS,  
KRĀSOTS TUMŠI ZILĀ KRĀSĀ, KAM  
NO ABĀM PUSĒM PIELIMĒTS  
~ 6MM KOMATEX UZ KURA  
TUMŠI ZILĀ LĪMPĒVE -  
MATĒTS "ORACAL" 049 KING BLUE  
NAI ANALOGS ŠIM TONIEM

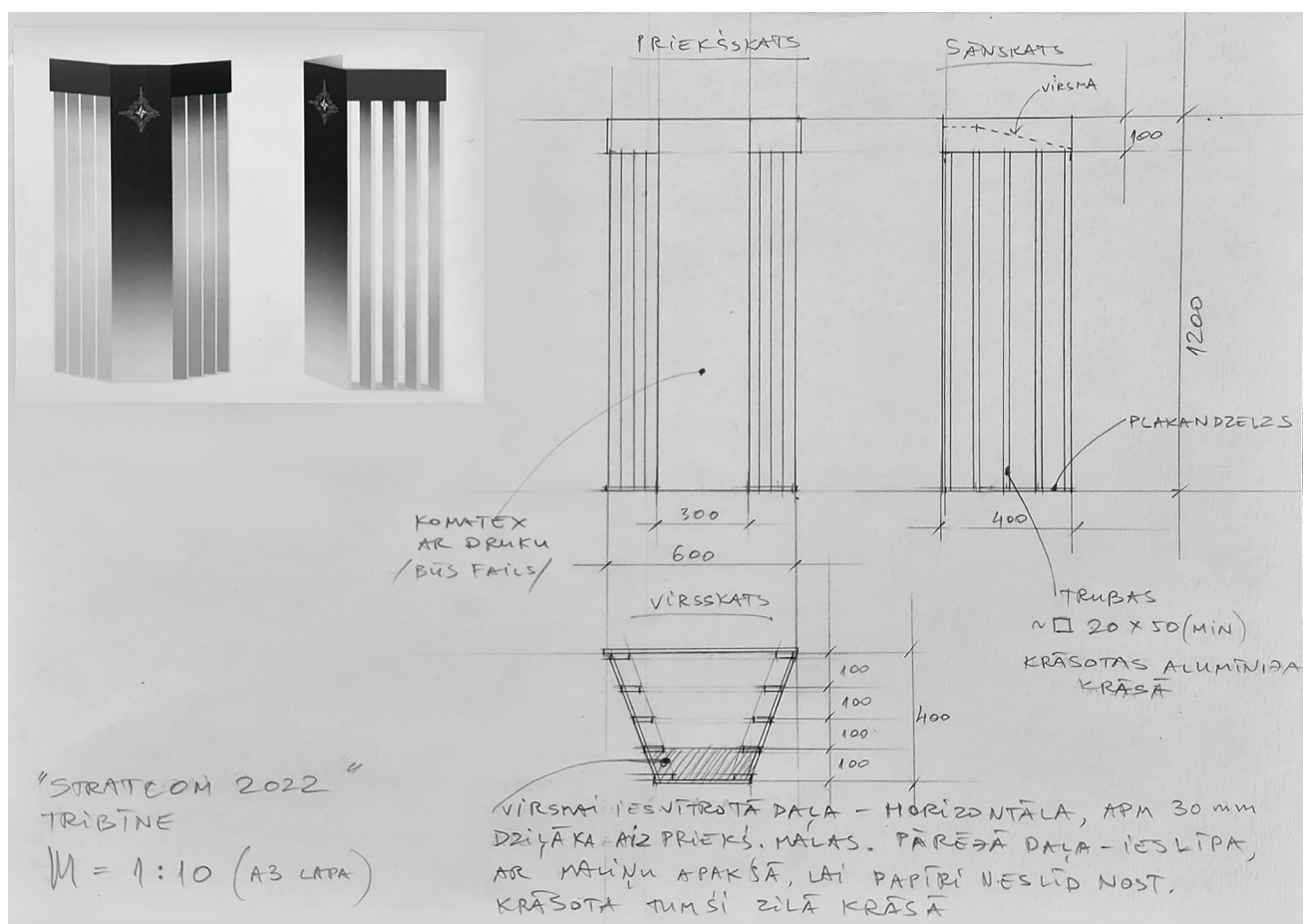


"STRATCOM 2022"

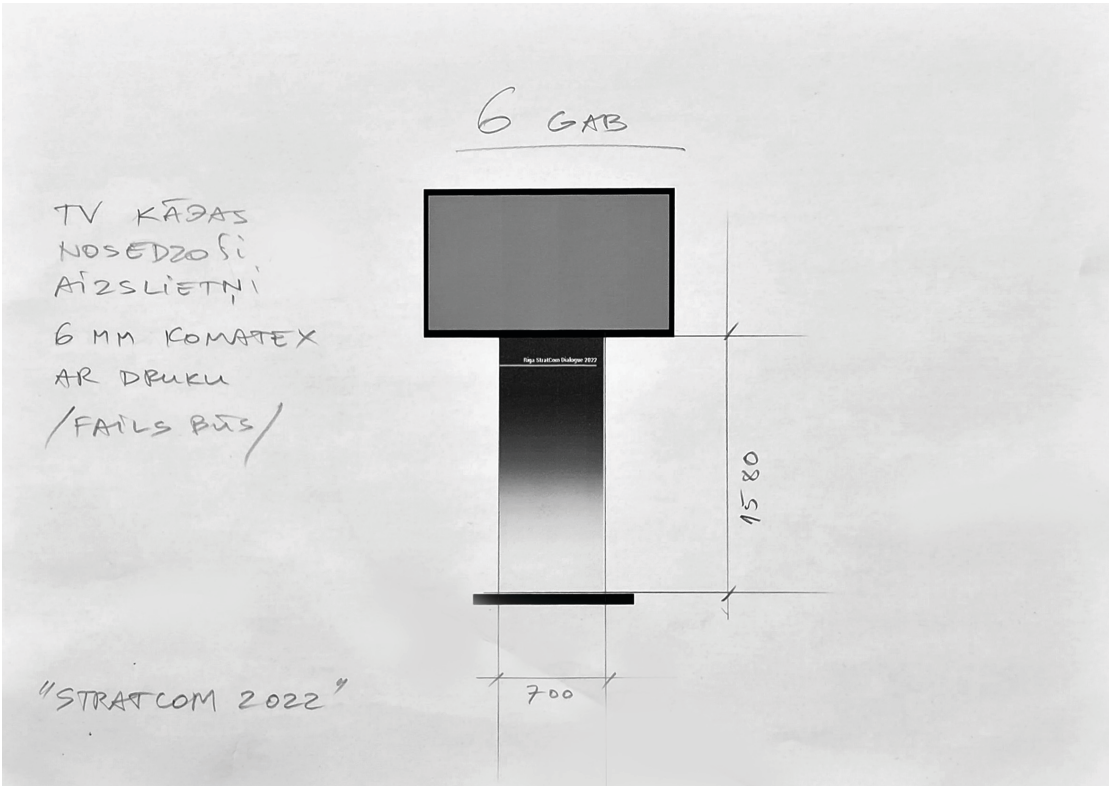
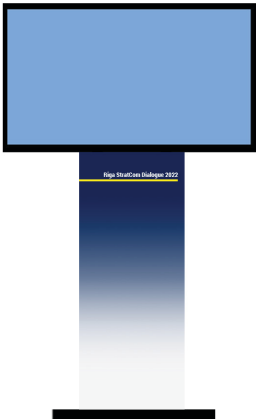




## Podium



Registration and signs



Scenogrāfijas virsskata plāns  
(viena rūtīņa = kvadrātmeters)



ITT OF THE STAGE, LIGHT AND VIDEO SERVICES FOR THE NEEDS OF RIGA STRATCOM  
DIALOGUE 2022 CONFERENCE

**PERSONNEL PROPOSAL**

<b>Name, surname</b>	<b>Speciality</b>	<b>Status of the specialist (connection with the Bidder)</b>	<b>Working period, dates</b>	<b>Events serviced, date (at least 3-5 per specialist)</b>

**ITT OF THE STAGE, LIGHT AND VIDEO SERVICES FOR THE NEEDS OF RIGA STRATCOM  
DIALOGUE 2022 CONFERENCE**

**FINANCIAL PROPOSAL**

	<b>Service</b>	<b>Price without VAT, EUR</b>	<b>VAT, EUR</b>	<b>Total with VAT, EUR</b>
<b>STAGE</b>	Montage			
	Dismantling			
	Transport			
	Technical service during event			
	Equipment rental (from Annex 2)			
<b>LIGHT</b>	Montage			
	Dismantling			
	Transport			
	Technical service during event			
	Equipment rental (from Annex 2)			
<b>VIDEO</b>	Montage			
	Dismantling			
	Transport			
	Technical service during event			
	Equipment rental (from Annex 2)			

Bidders shall use this financial proposal form as guideline and can modify and add columns and rows as they see fit.