



## NATO STRATEGIC COMMUNICATIONS CENTRE OF EXCELLENCE

Kalnciema Street 11B, Riga, LV-1048, Phone: +371 67335467  
e-mail: [info@stratcomcoe.org](mailto:info@stratcomcoe.org)

### INVITATION TO TENDER STAGE, LIGHT, VIDEO AND TENT SERVICES FOR THE NEEDS OF RIGA STRATCOM DIALOGUE 2026 CONFERENCE

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

<b>Revision</b>	Version 1
<b>Release Date</b>	<b>09 April 2026</b>
<b>Issuer</b>	Ms. Ieva Liepa
<b>Suppliers Response date</b>	<b>29 April 2026</b> submitted via e-mail: <a href="mailto:tender@stratcomcoe.org">tender@stratcomcoe.org</a> by <b>11:00</b> (Eastern European Time zone: UTC +02:00).

## **Invitation to Tender (ITT) Stage, Light, Video and Tent Services for the needs of Riga StratCom Dialogue 2026 Conference**

You are kindly invited to submit a proposal for providing Stage, Light, Video and Tent Services for the needs of Riga StratCom Dialogue 2026 Conference. The conference will take place on **3-4 June, 2026 with set-up dates on 1 and 2 June, 2026.**

By participating in this tender, you are indicating your acceptance to be bound by the guidelines set out in this letter.

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 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.

All questions should be submitted in writing to the e-mail: [ieva.liepa@stratcomcoe.org](mailto: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 an 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](mailto: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.

## **Table of Contents**

- 1. Introduction and Overview**
- 2. Requirements for the selection of the Bidders**
- 3. Timetable**
- 4. Respondent Instructions**
- 5. Tender Evaluation Criteria**
- 6. Decision Announcement to Participants**
- 7. Contract Details**

**Annex 1 – Previous experience**

**Annex 2 – Technical specification**

**Annex 3 – Personnel proposal**

**Annex 4 – Financial proposal**

**Annex 5 - Technical drawings**

## 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 2026 general event description

Riga StratCom Dialogue 2026 is an annual high-level international conference held in Riga over two days, bringing together up to 750 participants. Accordingly, the conference premises must be adapted to meet specific event requirements. Due to this, the conference premises need to be adapted to the specific requirements. The conference will take place on **3 and 4 June, 2026 at Hanzas Perons, Hanzas street 16A, Riga with set-up dates on 1 and 2 June, 2026.**

## 2. Requirements for the selection of the Bidders

### 2.1. Overall requirements

2.1.1. The Bidder shall be registered in the Commercial Register of Latvia or an equivalent register in another country (if applicable).

2.1.2. The Bidder shall not be subject to the exclusion conditions set forth in Paragraph 42 of the Law on the Procurement of Public Service Providers of the Republic of Latvia.

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

2.2.1. The Bidder's average annual net turnover over the previous three years (2023–2025) shall be not less than EUR 100,000.

2.2.2. 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 (2023 - 2025). P&L can be submitted in Latvian (*gada pārskatu peļņas vai zaudējuma aprēķins (PZA)*).

### 2.3. Bidder's previous experience requirements

2.3.1. The Bidder shall have experience in providing stage, lighting, video, and tent installation services for at least three large-scale events during the previous three years (2023–2025 and up to the deadline for submission of proposals), meeting the following requirements:

- 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. The Bidder shall have received at least two positive references for completed work. References may 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 are set out in 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. The Supplier shall ensure the provision of high-quality personnel to NATO StratCom COE who are competent and fully capable of operating the technical equipment specified in Annex 2 “Technical Specification”. The personnel shall meet the following requirements:

- 1) Appropriate technical experience to its operational field (video, lighting, 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 Bidder 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 shall constitute the total consideration for the performance of the contract, including all applicable taxes, in accordance with the requirements set out in the Technical Specification. The price shall include all logistical and personnel costs related to the provision of the services.

2.6.3. Equipment rental costs shall be specified in detail in Annex 4 “Financial Proposal”.

2.6.4. DOCUMENTS TO SUBMIT: The financial form must be submitted accordingly the Annex 4 “Financial proposal” stated form.

## 3. Timetable

General	
Deadline for submission	<b>11:00 on 29 April, 2026</b> (Eastern European Time zone: UTC +02:00)
Contract implementation date	<b>3 – 4 June 2026. Technical set-up: 1-2 June, 2026</b>
Questions	Questions arising from this document should be given to Ms. Ieva Liepa until <b>27 April 2026</b>
Full contact details	Ms. Ieva Liepa, <a href="mailto:ieva.liepa@stratcomcoe.org">ieva.liepa@stratcomcoe.org</a> , +371 20285213

## 4. Respondent Instructions

4.1. This section provides detailed instructions to be followed in response 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. Proposal should be signed by hand and scanned as a PDF document or electronically signed and sent to e-mail: [tender@stratcomcoe.org](mailto:tender@stratcomcoe.org) not later than: **29 April 2026 11:00 (EET)**.

4.2.2. The Bidder shall submit only one Proposal covering the entire scope of this 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 Bidder’s net turnover during the previous three years (2023 - 2025).
- 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 or submitted to another e-mail address.
- 4.2.5. If any of the requested documents in section 4.2.3. are not submitted, are incomplete, or are not duly completed, or if the requirements set out in Section 2 (Requirements for selection of the bidders) are not met, the Contract Award Committee (CAC) reserves the right to exclude the Bidder from further participation in the procurement procedure.
- 4.2.6. Bidders shall provide all requested information.
- 4.2.7. Any assumptions made must be clearly stated. Supporting materials (e.g., brochures, photos, and presentations) may 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 (2) 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 procurement process shall remain confidential and available only to the CAC members.
- 4.2.11. The NATO StratCom COE reserves the right to modify the scope of this tender, after receiving the bids to include price estimates.
- 4.2.12. The NATO StratCom COE reserves the right to cancel this procurement procedure at any time without awarding a contract.

## **5. Tender Evaluation Criteria**

- 5.1. The CAC shall select the best offer in accordance with the following bid evaluation criteria. The evaluation criteria will be based upon some or all of the following aspects of the Bidders’ proposals:
  - 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. The NATO StratCom COE will continuously assess all interactions with bidders throughout the procurement process, including compliance with the requirements of this ITT and the quality of submissions. The NATO StratCom COE reserves the right, at its sole discretion, to disqualify any bidder whose submission does not comply with the requirements set out in this ITT.

## **6. Decision Announcement to Participants**

The NATO StratCom COE reserves the right to determine the format, content, and scope of any such briefing and to limit it in any manner it deems appropriate, including the right not to provide any explanation.

## **7. Contract Details**

Contractual and payment terms shall be subject to negotiation with the selected Bidder.

ITT FOR THE PROVISION OF STAGE, LIGHT, VIDEO AND TENT SERVICES FOR THE  
NEEDS OF RIGA STRATCOM DIALOGUE 2026 CONFERENCE

**PREVIOUS EXPERIENCE**

List of provided stage, light, video and tent services

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

**ITT FOR THE PROVISION OF STAGE, LIGHT, VIDEO AND TENT SERVICES FOR THE  
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**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:

No	Attribute	Requirements	Offered products & requirements (filled by the applicant)	Price (without VAT)
1.	Main stage	<ul style="list-style-type: none"> <li>- Build according to the technical design parameters indicated on technical drawings (A1, A9, A10).</li> <li>- Surface draped gloss white polystyrene 3mm and with Podium 5543 BLAUW according to the technical design parameters indicated on technical drawings;</li> <li>- Stage height from 0,2 m – 1 m;</li> <li>- Stage load capacity – not lower than 500 kg/m2;</li> <li>- Layout should be smooth without any gaps;</li> <li>- Printed on Airtex Magic FR duo or equivalent according to the technical drawings parameters, banner surface should be smooth after fastening;</li> <li>- Printed on PVC or equivalent according to the technical drawings parameters, banner surface should be smooth after fastening;</li> <li>- LED lights lines RGBW;</li> <li>- LED SCREEN DECOR IN THE CEILING (5mm komotex white)</li> <li>- Glass cubes 5mm organic glass with transparent coloured PVC film 051 Gentian blue;</li> </ul>		
2.	Spectators area	<ul style="list-style-type: none"> <li>- Build according to the technical design parameters indicated on technical drawings (A1, A9).</li> <li>- Surface draped with Podium 5543 BLAUW according to the technical design parameters indicated on technical drawings ;</li> <li>- Other parts of the stands draped with Podium 5543 BLAUW; - 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> <li>- Camera podium surface draped with Podium 2021 ZWART;</li> <li>- Camera podium other parts of the stands draped with 5mm komatex and Podium 5543 BLAUW;</li> <li>- FOH wall banner printed on PVC or equivalent according to the technical drawings parameters, banner surface should be smooth after fastening;</li> </ul>		
3.	Entrance stage (Synesis stage)	<ul style="list-style-type: none"> <li>- Build according to the technical design parameters indicated on technical drawings (A1, A4).</li> <li>- Stage podium 5mm komatex on sides surface draped with Podium 5543 BLAUW;</li> <li>- Stage walls banner printed on PVC or equivalent;</li> </ul>		

		<ul style="list-style-type: none"> <li>- Carpets Podium 5543 BLAUW;</li> <li>- Info podium 5mm komatex print on sides surface draped with Podium 1005 WIT;</li> <li>- LCD screens monitor stand should be draped from both sides with 6mm komatex print;</li> </ul>		
4.	Marketplace stage	<ul style="list-style-type: none"> <li>- Build according to the technical design parameters indicated on technical drawings (A1, A6, A7, A8).</li> <li>- Stage height from 0,2 m – 1 m;</li> <li>- Stage load capacity – not lower than 500 kg/m<sup>2</sup>;</li> <li>- Layout should be smooth without any gaps;</li> <li>- Printed on Airtex Magic FR duo or equivalent according to the technical drawings parameters, banner surface should be smooth after fastening;</li> <li>- Printed on PVC or equivalent according to the technical drawings parameters, banner surface should be smooth after fastening;</li> <li>- Stage podium 5mm komatex print on sides surface draped with Podium 5543 BLAUW;</li> <li>- Stage walls banner printed on PVC or equivalent;</li> <li>- 16 workstations 5mm komatex print on sides surface draped with Podium black (A8);</li> <li>- Info podium 5mm komatex print on sides surface draped with Podium 1005 WIT;</li> <li>- LCD screens monitor stand should be draped from both sides with 6mm komatex print</li> <li>- Decorative cubes steel square tubing 20mm black with organic glass with Avery Dusted Glass Film;</li> </ul>		
5.	Info stand	<ul style="list-style-type: none"> <li>- Build according to the technical design parameters indicated on technical drawings (A5).</li> <li>- Info signs 5mm komatex print on both sides;</li> <li>- LCD screens monitor stand should be draped from both sides with 6mm komatex print;</li> </ul>		
6.	Main Entrance	<ul style="list-style-type: none"> <li>- Build according to the technical design parameters indicated on technical drawings (A2, A3).</li> <li>- Outside entrance banner 2100mm x 4300mm, banner surface should be smooth after fastening;</li> <li>- Entrance carpet Podium 5543 BLAUW 12 m x 3m;</li> <li>- Layout should be smooth without any gaps.</li> </ul>		
7.	TV Studio	<ul style="list-style-type: none"> <li>- Build according to the technical design parameters indicated on technical drawings (A11);</li> <li>- Walls, self-supporting metal frame 5 mm printed plastic panel, black back side;</li> <li>- floor Podium 3x6m 5543 BLAUW;</li> <li>- Decorative floristry podium, diameter 30 cm height 1 m</li> </ul>		
8.	Support	<ul style="list-style-type: none"> <li>- Quality stage 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 entrance stage) – Hanzas Perons, Hanzas street 16 A, Riga, Latvia;
- Catering tent - Hanzas Perons, Hanzas street 16 A, Riga, Latvia;
- Marketplace - 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 (without VAT)
1.	LED RGBW Wash type Moving head light fixture	<ul style="list-style-type: none"> <li>- Beam Light Source: 7 x 60 W RGBW LED. Filament Aura: 12x 4W RGBW LEDs Zoom angle from 6.3° to 50.4° Zoom Range: 1:6. 6,000 lumens RGBW light output. Zoom: Motorized with 1:6 zoom ratio</li> <li>Pan: Motorized 540°</li> <li>Tilt: Motorized 220° Controllable via DMX512 protocol and RDM.</li> <li>- Fixture placement is according to technical drawings.</li> </ul>	50		
2.	LED Profile type moving head light fixture	<p>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 7200K. 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.</p>	10		
3.	LED RGBW Linear wash/strobe type lighting fixture	<p>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.</p>	48		

4.	LED RGBW Wash/strobe/blinder type fixture	Light source: RGBW divided in to 4 horizontal pixels. Weight no more than 4.8kg. Output no less than 7000 lumens. 320 W CREE LED. Optical angle 36°. Controllable via DMX512A protocol, RDM. Fixture placement is according to technical drawings.	32		
5.	LED RGBW Wash/strobe/blinder type fixture	Light source: Lamp: 1000 W CREE LED. Weight no more than 10kg. Size: 500x164x257 mm. Lumen: up to 50 000. Optical angle Optics: 20°, 36°, 54°. Controllable via DMX512A protocol, RDM. Fixture placement is according to technical drawings.	8		
6.	LED RGBW panel type effect fixture	Light source: RGBW divided in to 16 pixels. Size no more than 386x33.5x33 mm. Weight no more than 1kg. 20 W CREE LED. Optical angle 120°. Controllable via DMX512A protocol, RDM. Fixture placement is according to technical drawings.	80		
7.	LED RGBW panel type effect fixture	Light source: RGBW divided in to 16 pixels. Size no more than 120x120x49 mm. Weight no more than 1kg. Optical angle 36°. Lamp: 20 W CREE LED. Controllable via DMX512A protocol, RDM. Fixture placement is according to technical drawings.	30		
8.	Lighting console	<ul style="list-style-type: none"> <li>- Console needs to be able to operate and control all the light fixtures mentioned above (point 1 – 7);</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> <p>Recommended Grand MA 3 light + backup. (main stage)  Recommended Grand MA 3 light (marketplace)  Recommended Grand MA 3 ON PC (entrance stage)</p>	3		
9.	Lighting control system	- Able to connect all the lightening equipment mentioned above (point 1 – 8);	3		
10	Electric power distribution system	- Able to supply adequate electric power through proper electric safety devices to all the equipment mentioned above (point 1-8)	6		
11	Constructive elements	- Constructive elements must ensure efficient placement of lighting equipment. Using aluminium trusses and winch systems to achieve the best	1* one set for all above mentioned		

		<ul style="list-style-type: none"> <li>result;</li> <li>- Fixture placement is according to technical drawings Main stage, Marketplace and Entrance stage.</li> </ul>	lightening equipment		
12	Support	<ul style="list-style-type: none"> <li>- Quality light technicians that can support and moderate the process</li> </ul>			

## Video service requirements

No	Attribute	Requirements	Attribute amount	Offered products & requirements (filled by the applicant)	Price (without VAT)
1.	LED screen (WxH) 12,00 x 2,50 m	<ul style="list-style-type: none"> <li>- Absen DW2 or equivalent</li> <li>- Pixel Pitch 2.97mm;</li> <li>- Pixel Density 336 pixel/m<sup>2</sup></li> <li>- Panel Dimension(WxHxD) 500mm x 500mm x 70mm</li> <li>- Curved possibility</li> <li>- Brightness 1000nits</li> <li>- Refresh rate: 3840Hz</li> <li>- Panel Weight 28kg/m<sup>2</sup></li> </ul>	1 set		
2.	LED screen (WxH) 7,50 x 1,50 m	<ul style="list-style-type: none"> <li>- Absen DW2 or equivalent</li> <li>- Pixel Pitch 2.97mm;</li> <li>- Pixel Density 336 pixel/m<sup>2</sup></li> <li>- Panel Dimension(WxHxD) 500mm x 500mm x 70mm</li> <li>- Curved possibility</li> <li>- Brightness 1000nits</li> <li>- Refresh rate: 3840Hz</li> <li>- Panel Weight 28kg/m<sup>2</sup></li> </ul>	2 set		
3.	LED screen (WxH) 6,50 x 0,50 m	<ul style="list-style-type: none"> <li>- Absen DW2 or equivalent</li> <li>- Pixel Pitch 2.97mm;</li> <li>- Pixel Density 336 pixel/m<sup>2</sup></li> <li>- Panel Dimension(WxHxD) 500mm x 500mm x 70mm</li> <li>- Curved possibility</li> <li>- Brightness 1000nits</li> <li>- Refresh rate: 3840Hz</li> <li>- Panel Weight 28kg/m<sup>2</sup></li> </ul>	1 set		
4.	LED screen (WxH) 2,50 x 1,50 m	<ul style="list-style-type: none"> <li>- Absen DW2 or equivalent</li> <li>- Pixel Pitch 2.97mm;</li> <li>- Pixel Density 336 pixel/m<sup>2</sup></li> <li>- Panel Dimension(WxHxD) 500mm x 500mm x 70mm</li> <li>- Curved possibility</li> <li>- Brightness 1000nits</li> <li>- Refresh rate: 3840Hz</li> <li>- Panel Weight 28kg/m<sup>2</sup></li> </ul>	4 set		
5.	LED screen (WxH) 4,50 x 2,50 m	<ul style="list-style-type: none"> <li>- Absen DW2 or equivalent</li> <li>- Pixel Pitch 2.97mm;</li> <li>- Pixel Density 336 pixel/m<sup>2</sup></li> <li>- Panel Dimension(WxHxD) 500mm x 500mm x 70mm</li> <li>- Curved possibility</li> <li>- Brightness 1000nits</li> <li>- Refresh rate: 3840Hz</li> <li>- Panel Weight 28kg/m<sup>2</sup></li> <li>- With a free-standing structure for the LED screen</li> </ul>	1		
6.	LED screen control processor	<ul style="list-style-type: none"> <li>- Novastar MCTRL4K or equivalent</li> <li>- HDMI and DP inputs with 3840x2160pix (60Hz) resolutions</li> <li>- 16 psc Gigabit Ethernet Output ports</li> <li>- ETHERNET control</li> <li>-</li> </ul>	6		

7.	Monitor 65"	<ul style="list-style-type: none"> <li>- Philips BDL6250QL 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>- With stand (top of the screen ~2m)</li> </ul>	17		
8.	Monitor 75"	<ul style="list-style-type: none"> <li>- LG 75UR640S Screen size 75" 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>- With stand (top of the screen ~2m)</li> </ul>	5		
9.	Preview monitor 86"	<ul style="list-style-type: none"> <li>- LG 86UR640S0ZD Screen size 86" 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>- With stand (top of the screen ~2m) will be suspended on cables within the truss structure</li> </ul>	1		
10.	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: 16:9, PIP Mode</li> <li>- Input: Displayport/HDMI/DVI/VGA</li> <li>- Dimensions (W x H x D) 1055 x 646 mm</li> </ul>	3		
11.	Presentation PC	<ul style="list-style-type: none"> <li>- Lenovo Legion 5 15ACH6 or equivalent;</li> <li>- AMD Ryzen 5 or Intel® Core™ i5</li> <li>- 8 GB RAM</li> <li>- 2 HDMI or USB-C output</li> <li>- MS Office 365</li> </ul>	3		
12.	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>	3		
13.	Main Video server for screen control	<ul style="list-style-type: none"> <li>- Intel Core Ultra 7 265K, NVIDIA RTX A5000, RAM 64 GB, SSD 1TB 4TB Raid-0;</li> <li>- 2 x DVI IN; 2x SDI IN</li> <li>- 4-8x DVI OUT</li> <li>- Resolume Arena 7 or equivalent</li> </ul>	3		
14	Media Player	<ul style="list-style-type: none"> <li>- Brightsign HD1022 or equivalent;</li> <li>- Resolution: 1080i, 480i, 480p, 576i, 576p, 720p;</li> <li>- Video Engine Decoder: Decodes</li> </ul>	17		

		<p>@ 25 Mbit/s;</p> <ul style="list-style-type: none"> <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, MPGEG-1, MPEG-2, MPEG-4, WMV.</li> </ul>			
15	Support	<ul style="list-style-type: none"> <li>- Quality video technicians that can support and moderate the process</li> </ul>			
16	Video service	<ul style="list-style-type: none"> <li>- Recordings of the event sessions and live broadcasts of the event during the event at the venue screens according to the customer's needs;</li> <li>- 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);</li> <li>- Ability to also connect speakers in sessions via Zoom or other online platform;</li> <li>- After the event, it is necessary to provide session recordings in Mp4 format (cut by sessions).</li> </ul>	1 set		

## Tent

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:

No	Attribute	Requirements	Attribute amount	Offered products & requirements (filled by the applicant)	Price (without VAT)
1.	Tent for Catering	<ul style="list-style-type: none"> <li>- Build according to the technical design parameters indicated on technical drawings (A1, A12, A13, A14).</li> <li>- One tent in the size not less than 20x25 meters with roof;</li> <li>- 3 tents in the size of 5x5 meters;</li> <li>- Wooden flooring;</li> <li>- Glass package aluminum doors (optional);</li> <li>- Montage and dismantling service</li> <li>- Food podium 5mm komatex print on sides surface draped with adhesive film black;</li> <li>- Food podium height from 0,80m;</li> <li>- Carpets Podium 5543 BLAUW;</li> <li>- LED lights RGBW;</li> <li>- Entrance wall banner printed on PVC or equivalent;</li> <li>- Tent entrance poles, plywood base (18 mm), printed plastic panel</li> <li>- Entrance walkway surface draped with Podium 5543 BLAUW;</li> </ul>	1 set		
2.	Tent for Registration	<ul style="list-style-type: none"> <li>- Build according to the technical design parameters indicated on technical drawings (A1, A2, A3);</li> <li>- 3 tents in the size of 5x5 meters</li> <li>- Montage and dismantling service</li> <li>- podium 5mm komatex print on sides surface draped with Podium 5543 BLAUW;</li> <li>- Tent walls banner printed on PVC or equivalent;</li> <li>- Info podium 5mm komatex print on sides surface draped with Podium 1005 WIT;</li> <li>- Directions A0 5mm komatex print on sides.</li> </ul>	1 set		

ITT FOR THE PROVISION OF STAGE, LIGHT, VIDEO AND TENT SERVICES FOR THE  
NEEDS OF RIGA STRATCOM DIALOGUE 2026 CONFERENCE

**PERSONNEL PROPOSAL**

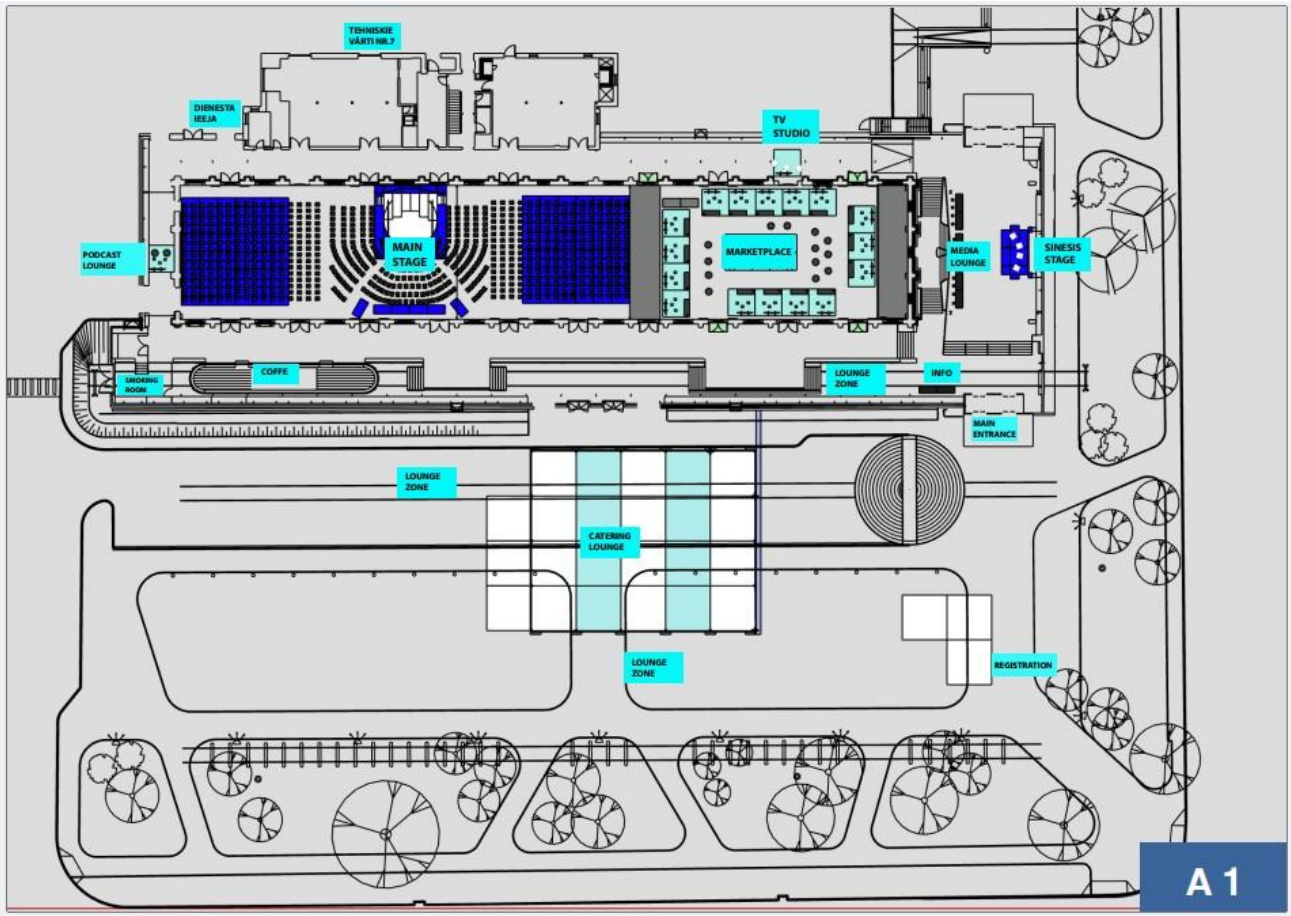
<b>Name, surname</b>	<b>Speciality</b>	<b>Status of the specialist (connection with the Bidder)</b>	<b>Working period, dates</b>	<b>Events serviced, date (at least 3-5 per specialist)</b>

**ITT FOR THE PROVISION OF STAGE, LIGHT, VIDEO AND TENT SERVICES FOR THE  
NEEDS OF RIGA STRATCOM DIALOGUE 2026 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)			
<b>TENT</b>	Montage			
	Dismantling			
	Transport			
	Technical service during event			
	Equipment rental (from Annex 2)			
<b>TOTAL AMOUNT</b>				

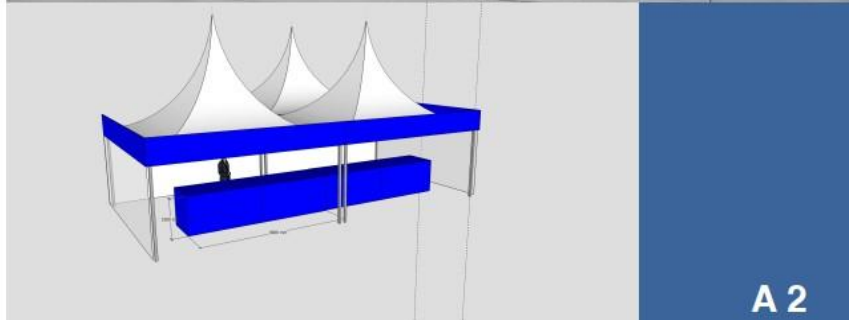
Bidders shall use this financial proposal form as guideline and can modify and add columns and rows as they see fit.





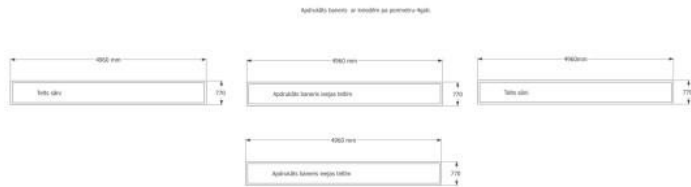
**REGISTRATION TENTS AND MAIN ENTRANCE**

- \* INFO STANDS
- \* TABLE WITH EVENT BRANDING
- \* FACADE FRAMES BANNER PRINT
- \* ENTRANCE FRAMES BANNER PRINT

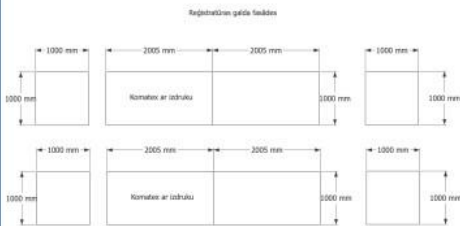


**A 2**

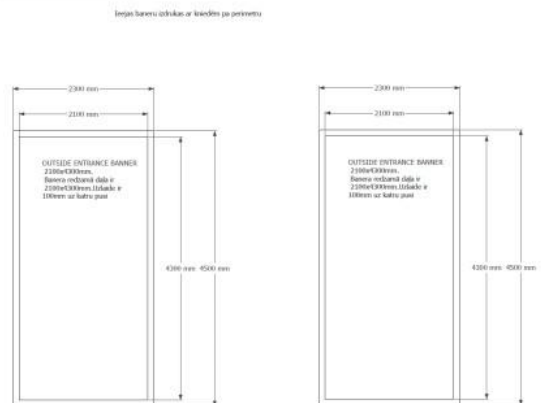
**FACADE FRAMES BANNER PRINT**



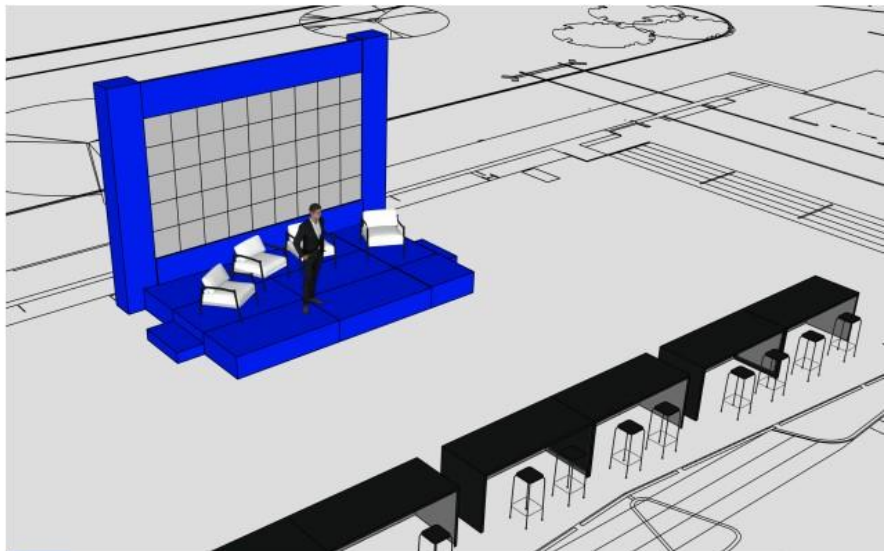
**TABLE WITH EVENT BRANDING**



**ENTRANCE FRAMES BANNER PRINT**

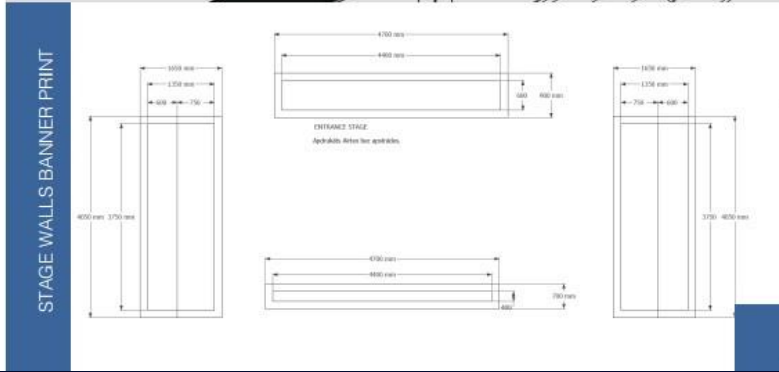


**A 3**

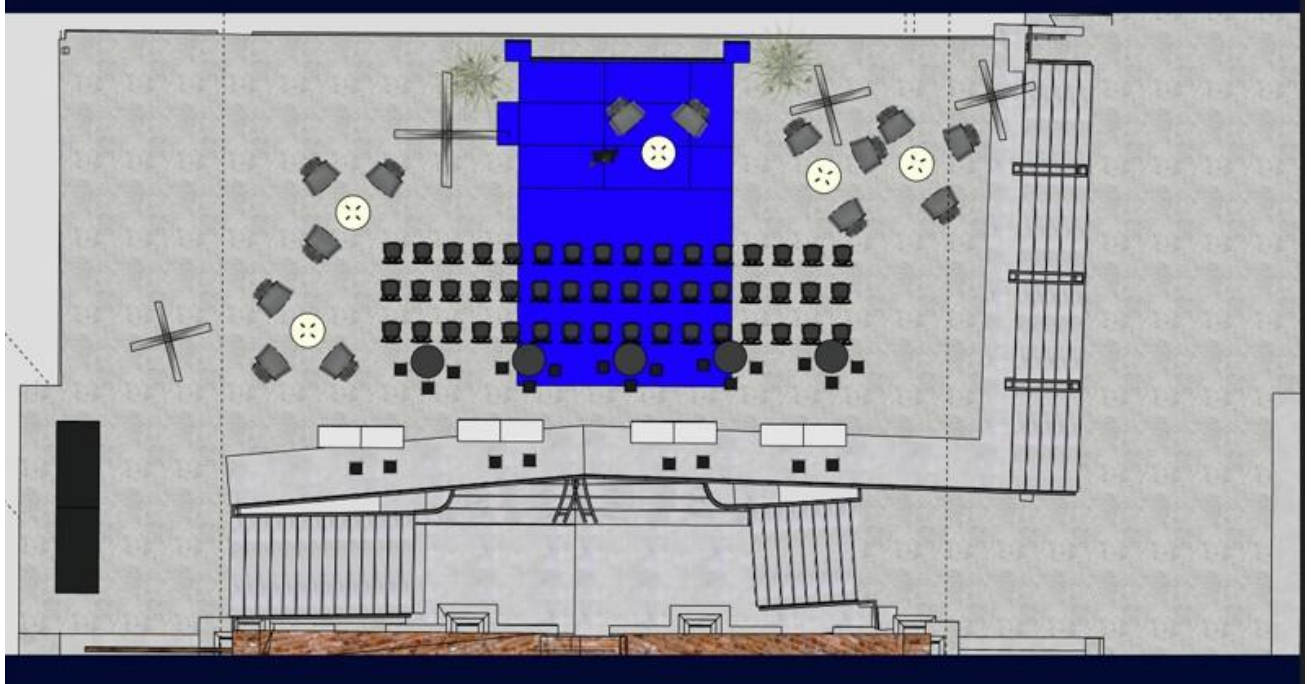


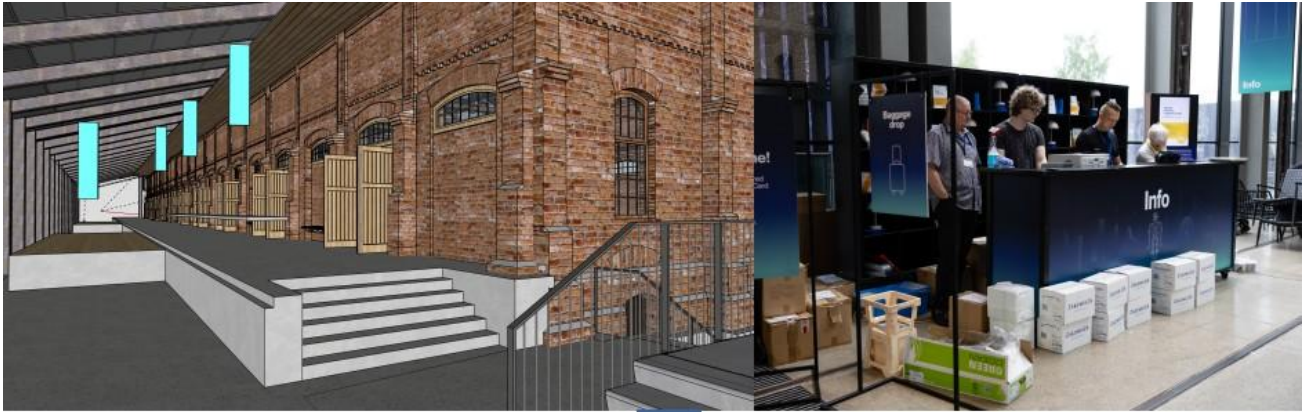
### SYNESIS STAGE

- \* STAGE PODIUM
- \* LED SCREEN
- \* WHITE SOFA CHAIRS
- \* COFFEE TABLES
- \* STAGE WALLS BANNER PRINT
- \* CARPETS
- \* STANDING TABLES
- \* FLORISTRY



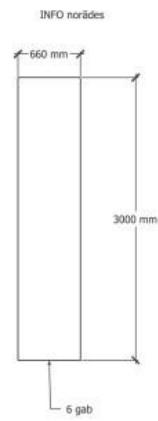
**A 4**





### INFO ZONE

- \* INFO STANDS
- \* TABLE WALLS PRINT

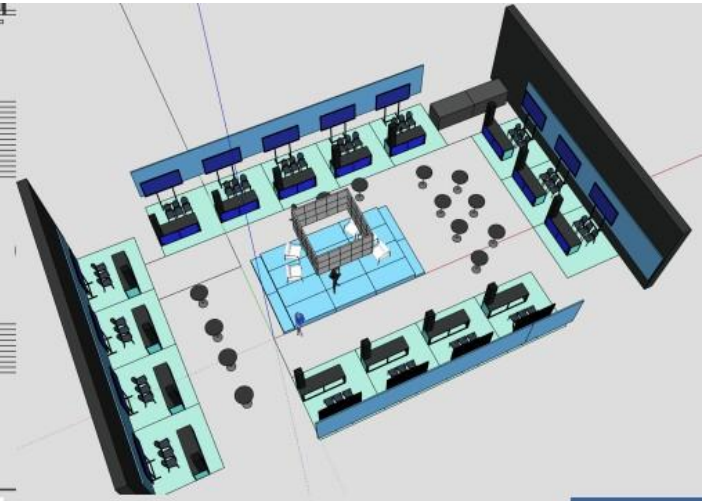
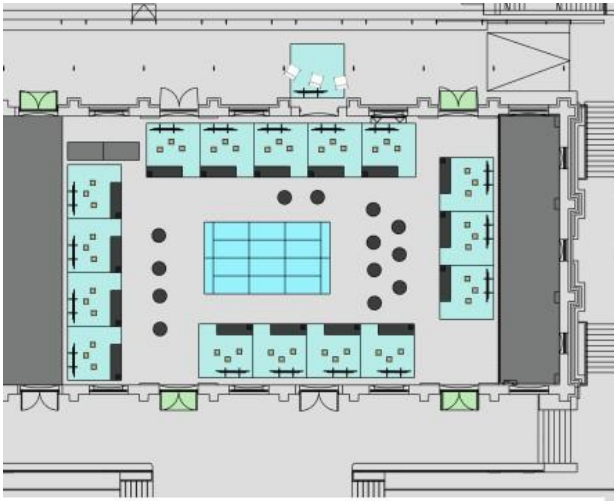


STAGE WALLS BANNER PRINT



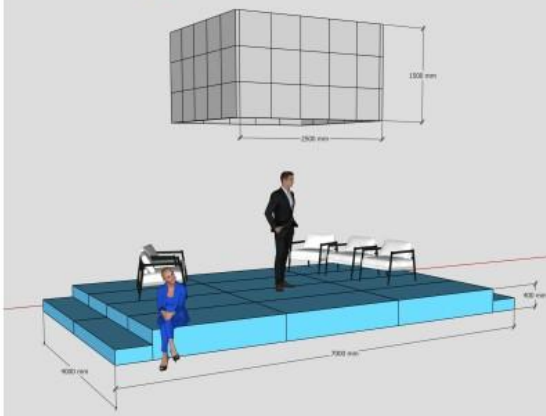
STAGE WALLS BANNER PRINT

A 5

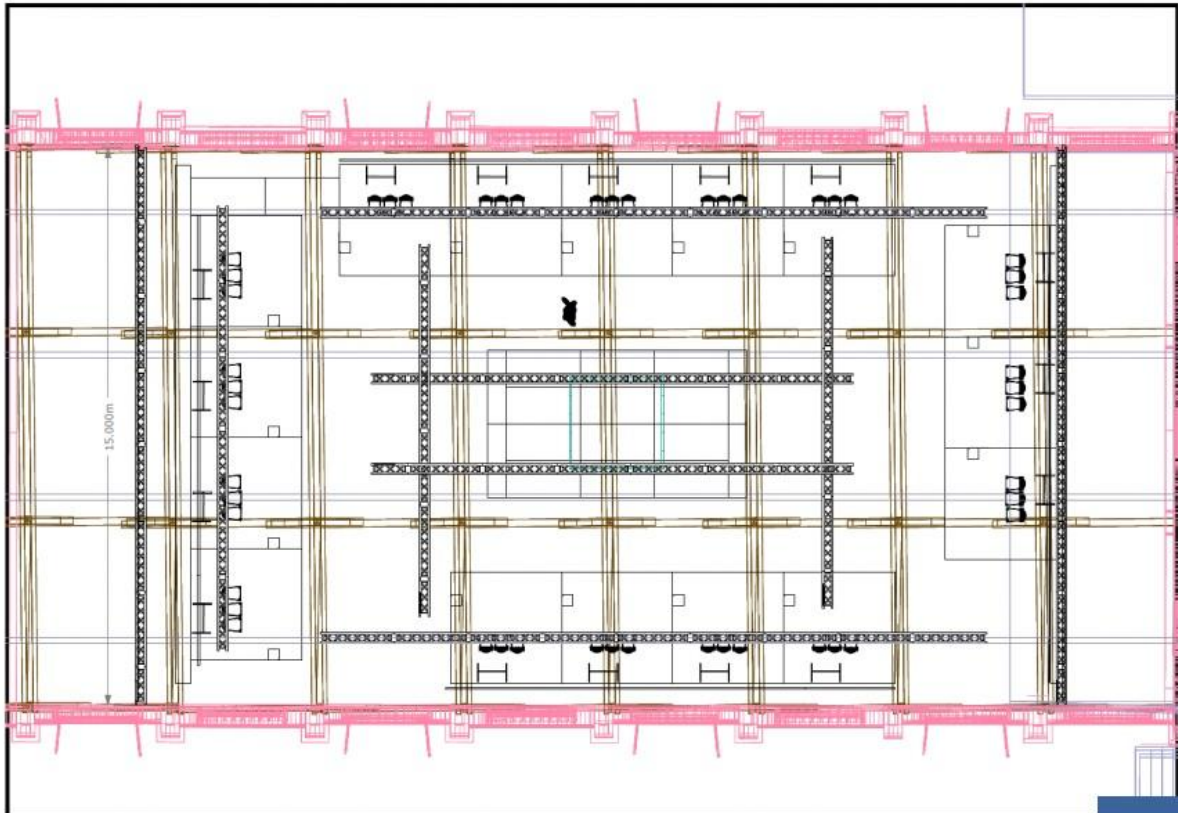


**MARKETPLACE STAGE**

- \* STAGE PODIUM
- \* LED SCREEN
- \* LCD SCREENS
- \* WHITE SOFA CHAIRS
- \* STAGE WALLS BANNER PRINT
- \* CARPETS
- \* GLASS CUBES
- \* TABLES WITH PRINTING
- \* MIRROR COLUMNS WITH LOGO
- \* STANDING TABLES
- \* WALL BANNER PRINTING
- \* CHAIRS

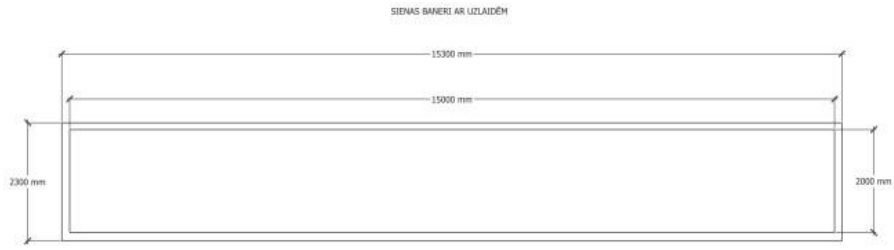


**A 6**

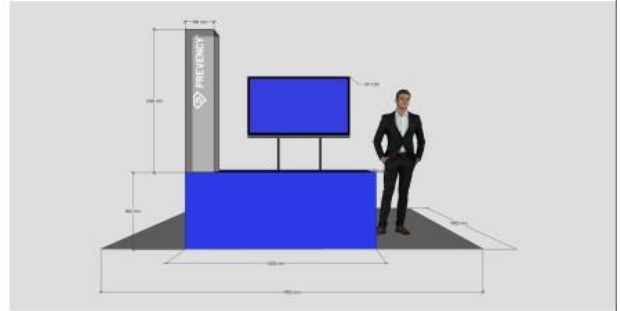
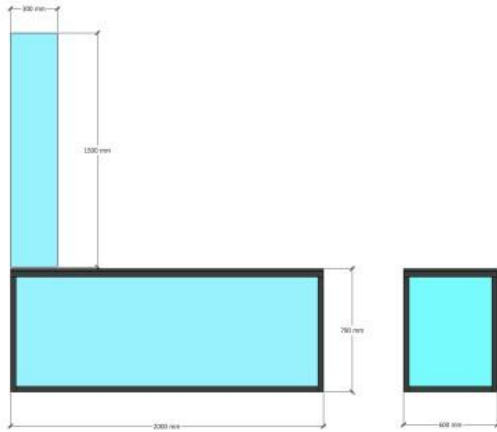


**A 7**

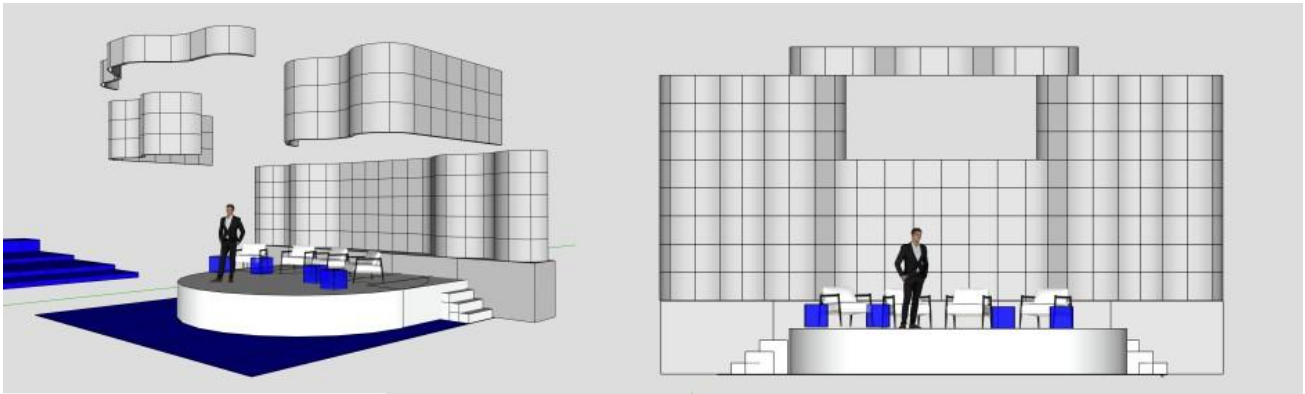
WALL BANNER PRINTING



TABLES WITH PRINTING

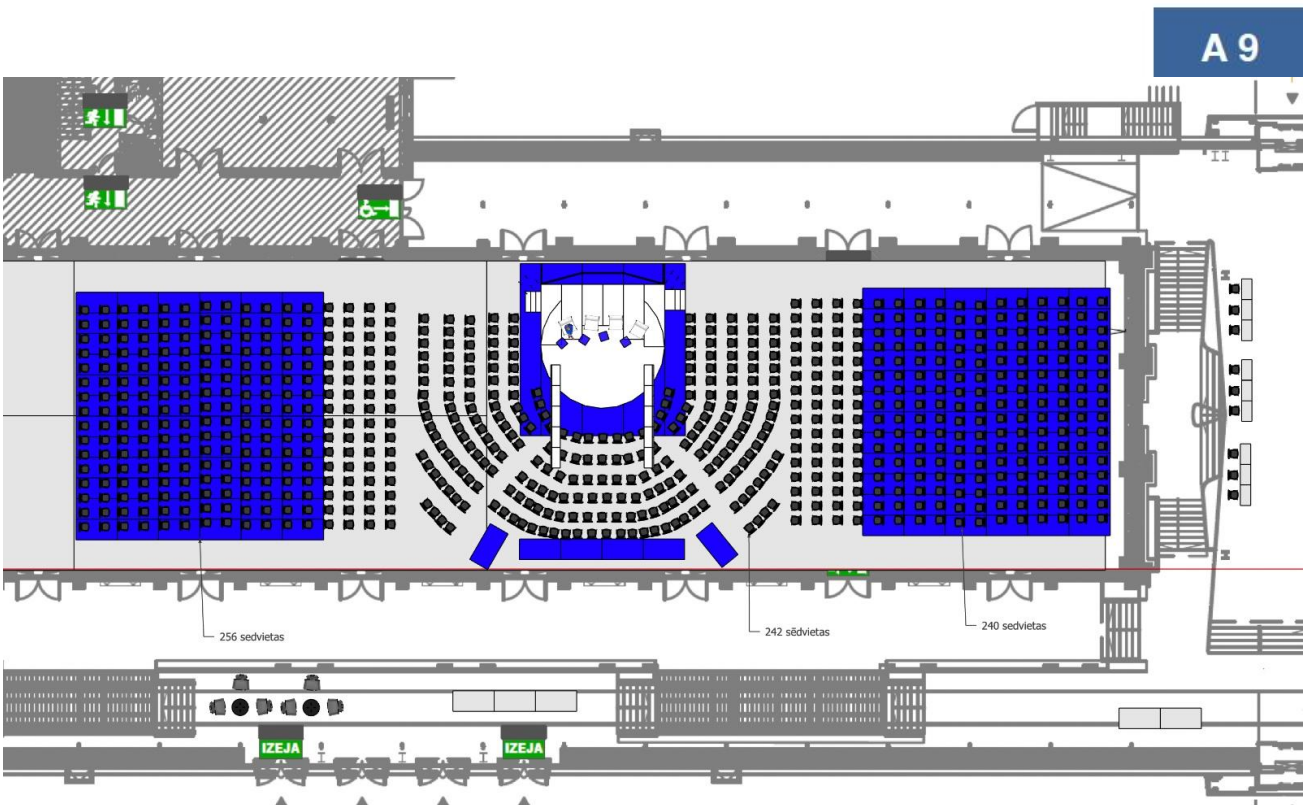
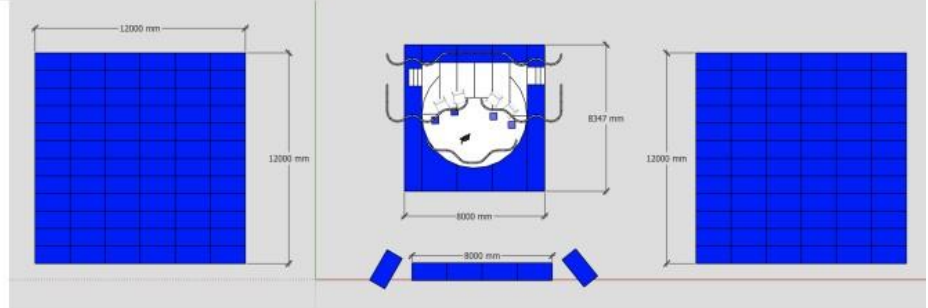


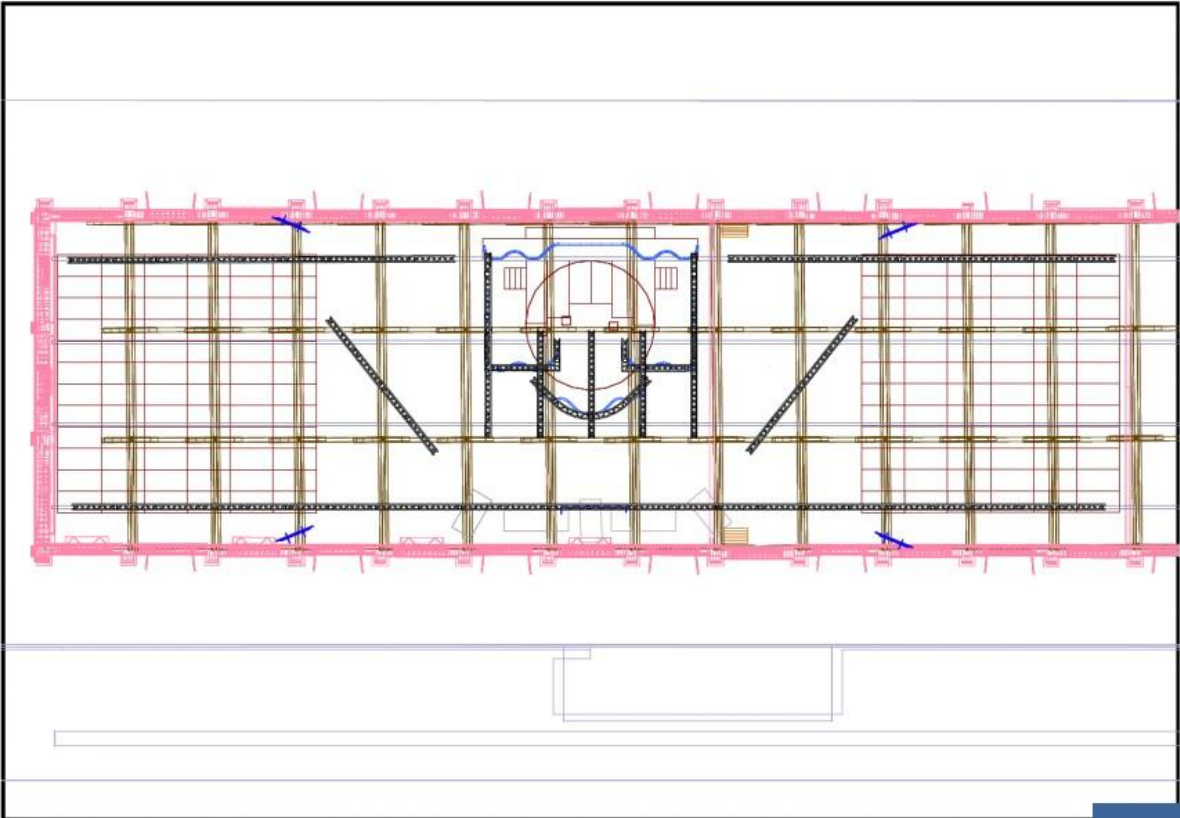
A 8



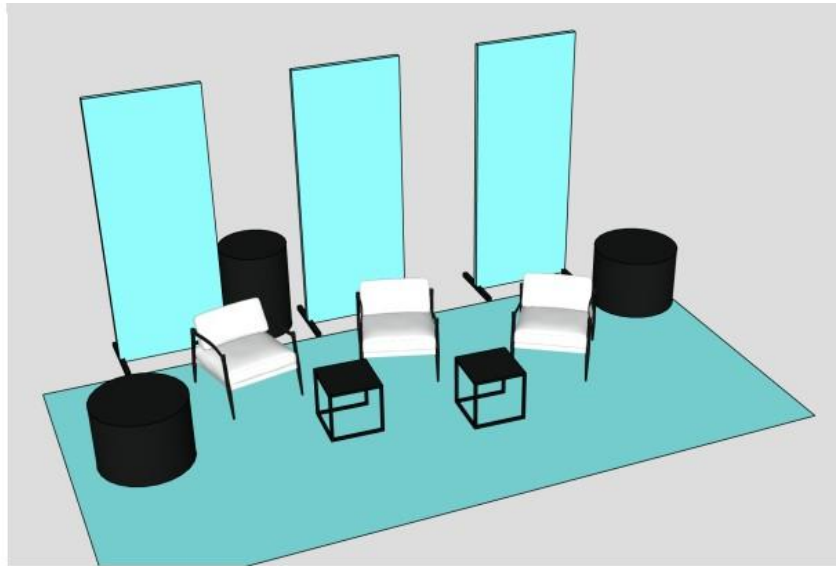
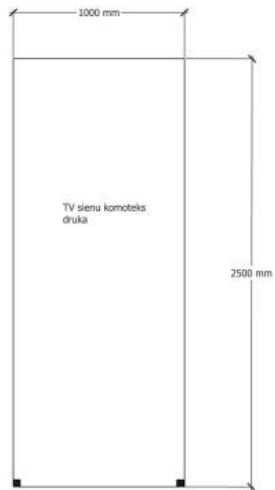
### MAIN STAGE

- \* STAGE PODIUM
- \* LED SCREEN
- \* WHITE SOFA CHAIRS
- \* GLASS CUBES
- \* STAGE WALLS BANNER PRINT
- \* CARPETS
- \* FOH WALL  
(banner print)
- \* GLOSS WHITE FLOOR
- \* POLYSTYRENE 3MM
- \* SPECTATOR PODIUM
- \* CAMERA PODIUM





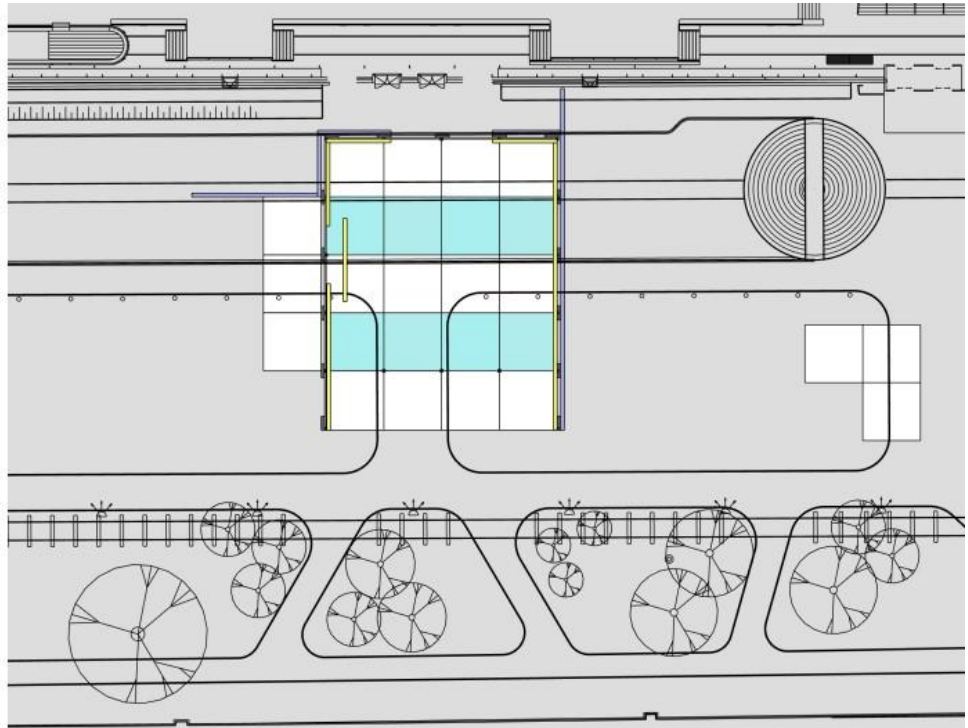
A 10



### TV STUDIO

- \* WHITE SOFA CHAIRS
- \* COFFEE TABLES
- \* WALLS PLASTIC PRINTING
- \* CARPET
- \* FLORISTRY PODIUM
- \* FLORISTRY

A 11

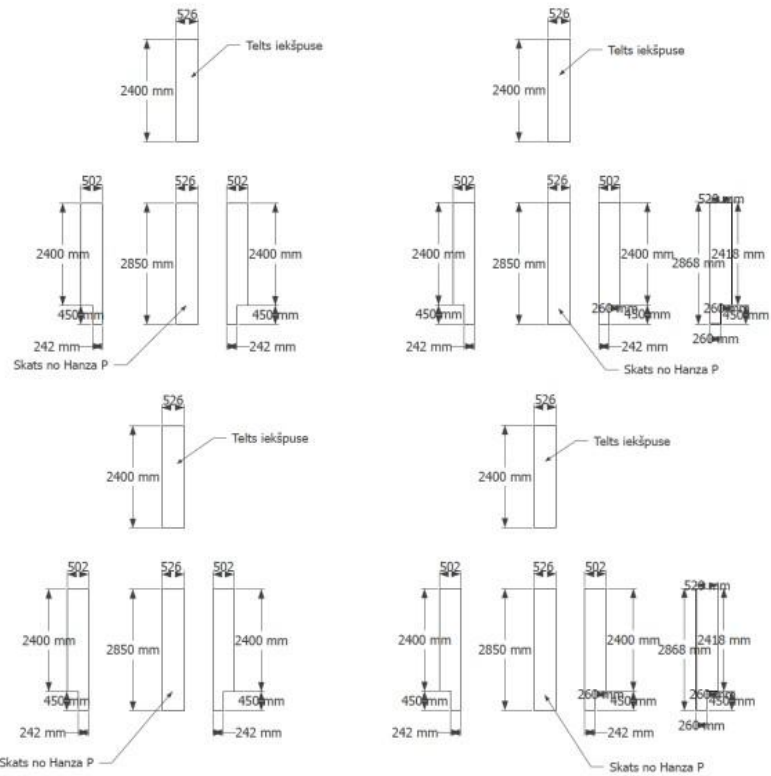


**CATERING LOUNGE**

- \* CHAIRS
- \* STANDING TABLES
- \* FOOD PODIUM
- \* WALLS PLASTIC PRINTING
- \* FLORISTRY PODIUM
- \* FLORISTRY

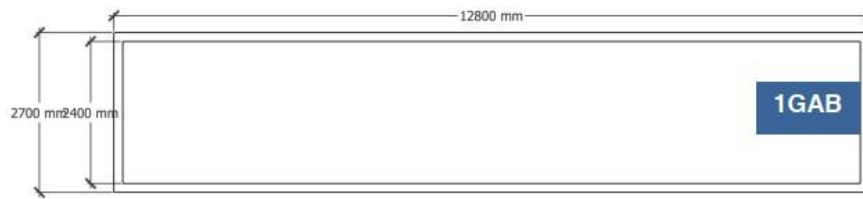
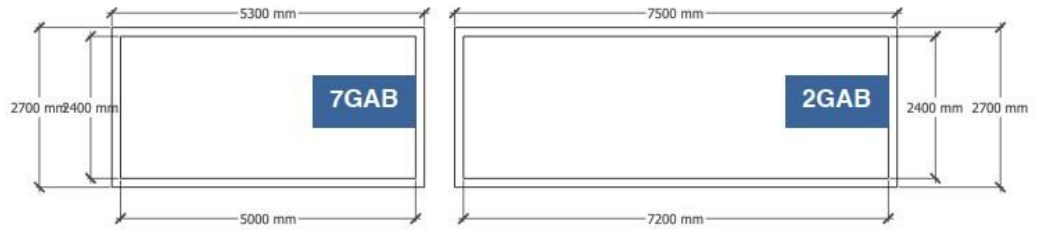
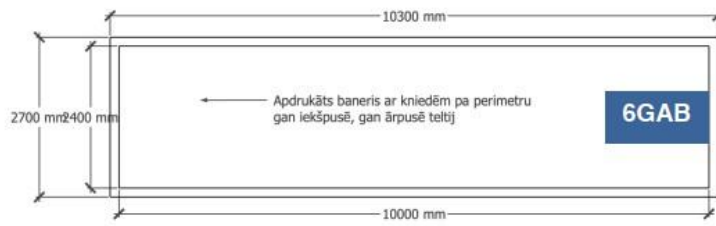
**A 12**

Telts ieejas stabi.  
Apdrukāts melns 3mm komatex



WALLS PLASTIC PRINTING

**A 13**



WALLS PLASTIC PRINTING

A 14