UNHCR Request for Proposal RFP/2019/024

Refurbishment and on-going support of the Sergio Vieira de Mello (SVDM) Meeting Room

SVDM Meeting Room, plans and photographs (Annex B)

Division of Information Systems and Telecommunications (DIST)
Customer Support Service / HQ Site Support

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Reference: RFP/2019/024 Annex B

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1 Introduction

1.1 SVDM Meeting Room

The Sergio Vieira de Melo (SVDM) meeting room is situated on the 7th floor of the UNHCR Headquarters building complex in Geneva, Switzerland. The street address is 94 rue de Montbrillant.

It is primarily used to hold high level meetings, frequently chaired by the High Commissioner, the highest authority in UNHCR, where critical decisions are taken.

1.2 General Description

A general description of the SVDM meeting room is provided in Annex A (Terms of Reference) to this RFP.

This Annex (B) provides in the subsequent section all details relevant to the current setup and environment.

2 Current Setup and Environment

2.1 SVDM Meeting Room Interior

False Ceiling:
The false-ceiling is composed of perforated metal plates including a glass-wool between two metal sheets. The metal plates are approximately 6cm thick. 6cm to 8cm separate the false ceiling from the concrete ceiling. The plates are bolted onto the concrete slab. The false ceiling is accessible when the trims (joints) between the plates are removed. The trims (joints) are 10cm wide. The net height of the SVDM room, between the carpet and the false ceiling is 250cm.

Floor:
The floor is constituted of a concrete covering on top of which carpet square modules are fitted. Two floor ducts are integrated in the concrete slab. One duct is situated next to the air-conditioning units and the other in the middle of the SVDM meeting room.

Lighting:
The lighting in the SVDM meeting room includes 8 light fixtures of 60cm x 60cm. The light fixtures are recessed into the false ceiling. They provide indirect light through round reflectors. Two light switches with same light switch control are situated on each of the two entrances to the SVDM meeting room.

Ventilation and Air-Conditioning:
The SVDM meeting room is equipped over the length of the inner wall of hot /cold air (depending on the season and/or internal/external temperatures) air-conditioning modules. In addition, 4 stand-alone A/C units are fixed on the ceiling, they augment the cold air capacity when the room is fully occupied and the outside temperatures very high. These units are controlled by in-room presence detectors and temperature sensors.

Walls and Partitions:
The partitioning of the SVDM meeting room is done with metallic walls 86mm thick, *Clestra Hauserman* type. The facade on the Atrium side is entirely glazed (double glazing with internal blinds. The other facade is constituted of glass modules with integrated glass blades.

Fire Detection:
The SVDM meeting room is equipped with fire detectors linked to the central fire detection platform. This platform is constantly monitored by UNHCR security agent.

Miscellaneous:
The visit by the respective bidders will ensure capturing other relevant details not listed above or enclosed in the subsequent chapters.

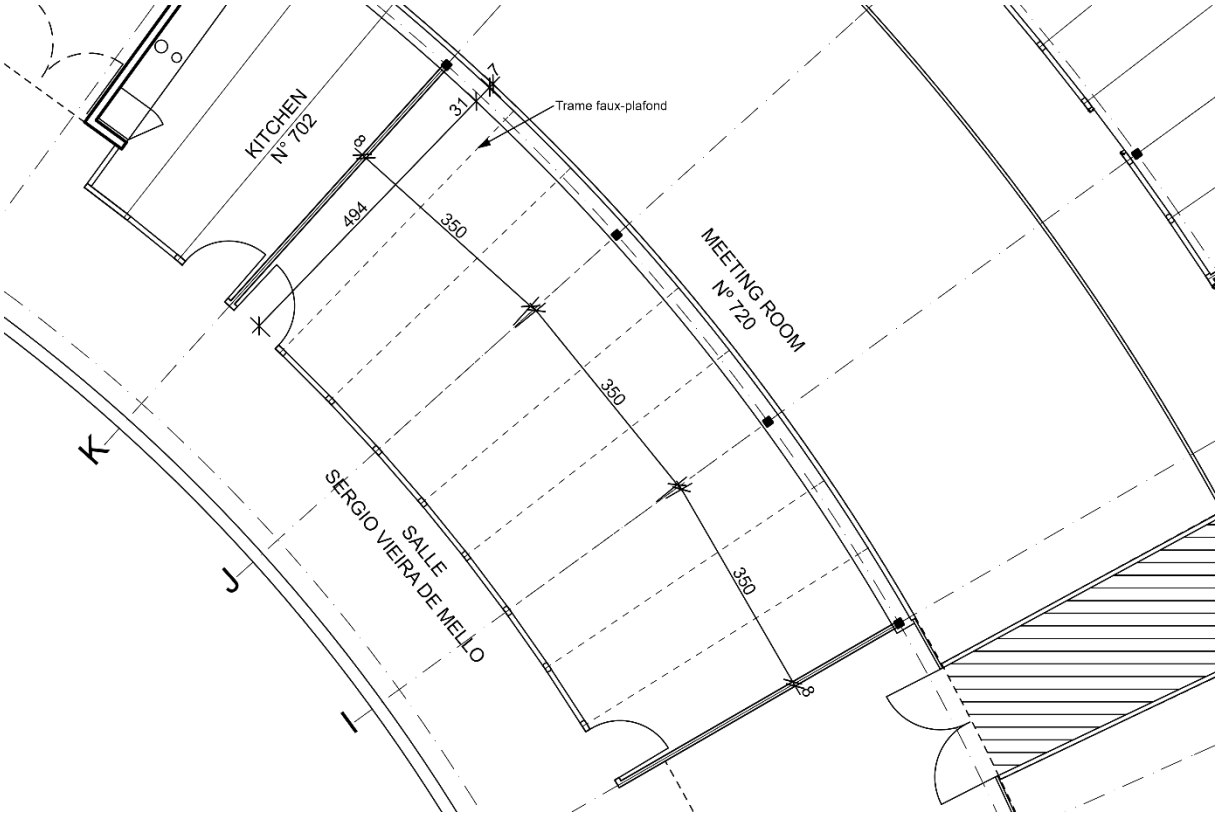
2.2 Current Meeting Room Environment

The following communications and collaboration tools and media are currently available and operational in SVDM meeting room. While UNHCR will pursue the protection of the investments made so far in the various equipment listed below, the bidders are authorized to suggest alternative equipment should this significantly improve the desired result set forth in this RFP including the media integration level.

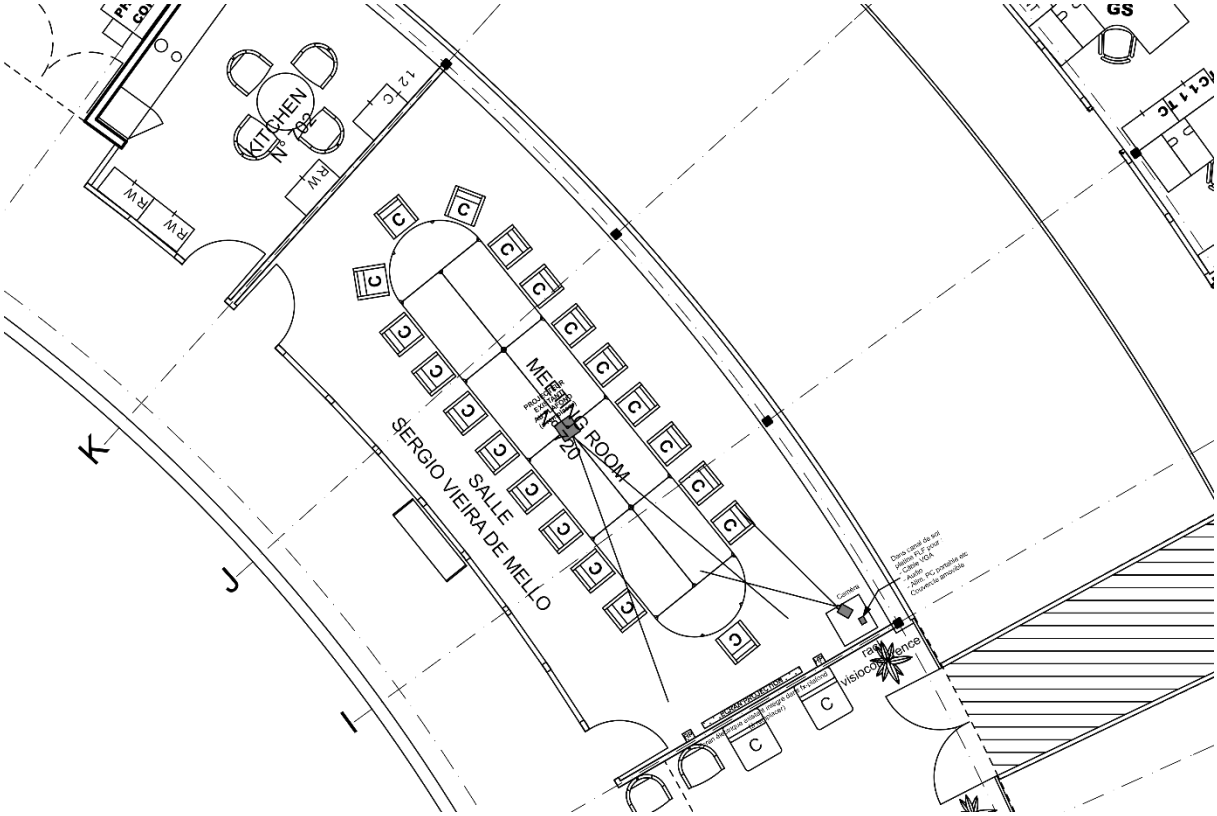
Existing equipment	Description
Video Conferencing equipment	Cisco codec SX80
Cisco Telepresence touch panel	Touch 10", Control: D1534505
Tabletop microphones (for VC general use, any meeting)	4 x AT871R UniPlate 2 x Audio-Technica AT841R
Gooseneck wireless microphones (for VC special/limited use)	11x Televic (general purpose) 1x Televic (chairperson use) 1x Televic Confidea WCAPG3 receiver 4x battery charging station and case
Teleconference	1x Polycom SoundStation2 with 2x additional microphones
Monitor (s)	85-inch Panasonic Model TH-85PF12E w/ remote control
Overhead projector	1x InFocus DLP Projector HDMI 1x remote control
Projection Screen(s)	280cm x 160cm electrical, switch activated
Desktop Telephone	Nortel M3904
Cameras	1x Cisco Telepresence Precision HD 1080p 1x Cisco Telepresence Precision 60
Audio – Video multiplexing	Audio: InterM PP-9214 Pre-Amplifier
Speakers	2 x Genelec speakers
Rack	Standard U-mount, height ~120cm
WiFi Networks	Access to Guest and Internal (corporate) 1x Cisco Wi-Fi Access Point (located in room)
4G Network	Access to indoor 4G network
Desktop computer	1 x HP EliteDesk 800 G1DM Business PC 1x Wireless keyboard 1x Wireless mouse

2.3 Floor Plans

Floor Plan without interior layout



Floor Plan with interior layout



2.4 Photos