



## **Terms of Reference and Request for Proposal**

### **EXPERT ADVICE ON CONFERENCE CENTER ACOUSTICS**

#### **The Secretariat**

The Pacific Islands Forum Secretariat (Secretariat) is an organisation established by treaty under the *Agreement Establishing the Pacific Islands Forum Secretariat* done at Tarawa on 30 October 2000, and implemented in Fiji by the s.6 *Diplomatic Privileges and Immunities Act 1971*, with its headquarters at Ratu Sukuna Rd, Suva, Fiji Islands.

#### **Background**

As the Secretariat for the Pacific Island Forum, the Secretariat is responsible for a number of regional meetings. The Conference Centre at the Secretariat's headquarters on Ratu Sukuna Road, Suva, is frequently used as the venue for these meetings. The main Conference room which was opened in 1994 is a large room that requires a sound system for effective communication. A number of different sound system options have been trialled with varying success which may be due to the design and construction of the Conference room. The Secretariat is seeking expert advice regarding the acoustics, before investing in new sound system technology.

2. The Conference room has a round-table setup with desk microphones and a cordless lecture type microphone as sound input and a center ceiling set of speakers with a small number of stand speakers for sound output.

3. On some occasions the setup is sufficient to meet the Secretariat's needs. However, when it rains, the external noise increases significantly which leads to higher volume on the speakers resulting in feed-back.

#### **Purpose of this Project**

4. The purpose of this request for proposal is to seek responses from interested parties able to provide expert advice and recommendations to improve the acoustics of the Secretariat's main Conference room.

#### **Scope**

5. The Secretariat is seeking an expert acoustics engineer, or similar, to:
- a. Examine the current Conference room design and construction;
  - b. Understand and explain the effect of the current design and construction on the sound quality; and
  - c. Make cost-effective, non-structural recommendations to improve the sound quality.

## Request for Proposal

6. The Secretariat is requesting proposals from appropriate experts. Your proposal should, therefore, as a minimum, outline the following:

- a. Your competence and experience in acoustics design;
- b. A list of reference sites with contact names and telephone numbers;
- c. A financial bid in the format required below;
- d. A declaration that you are financially solvent and are not involved in any court proceedings that may affect your ability to conduct business or deliver the goods and services being tendered.

7. Proposals are to be emailed to Tale Maimanuku [talem@forumsec.org.fj](mailto:talem@forumsec.org.fj) (telephone +679 331 2600) by **4.00pm 7<sup>th</sup> May, 2010**. It is your responsibility to ensure that your proposal is received by due date and time.

### Financial Bid Format

No.	Item	Qty	Unit Price	Total
1	Consultation fee			
2	Other charges			
<b>Total Financial Bid</b>				

### Timetable

8. Parties interested in responding to this request for proposal should note the following timetable:
- a. Request for proposal issued on 23<sup>rd</sup> April, 2010.
  - b. Closing time and date for proposals is 4.00pm, 7<sup>th</sup> May, 2010.
  - c. Assessment of proposals completed by 14<sup>th</sup> May, 2010.
  - d. Successful bidder advised by 21<sup>st</sup> May, 2010.

### Further Information

9. Requests for further information should be addressed to:  
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Pacific Islands Forum Secretariat  
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