

REQUEST FOR PROPOSALS (RfP)

TECHNICAL SPECIFICATION (TS) FOR THE PROCUREMENT OF MULTIMEDIA FACILITY EQUIPMENT

Tender Reference: RT- SIDA-E3160-26092022

Date of issue: October 6, 2022

1- PURPOSE

1.1 Goal

Internews is an international nongovernmental organisation supporting media development in Liberia. The organization is working with the Association of Liberia Community Radio (ALICOR) to implement a three-year project titled: "Improving citizens' access to public information through community radio content syndication in Liberia." The aim is to enhance the effectiveness and sustainability of ALICOR in serving as a conduit for citizen voices and government response. The project, which is funded by SIDA through the Embassy of Sweden in Liberia, is requesting proposals from specialized companies to provide multimedia facility equipment.

The purpose of this RfP document is to define the technical specifications of the multimedia facility equipment and software to be procured under RT- SIDA-E3160-26092022 tender to strengthen the technical capacity of the Association of Liberia Community Radio. It also sets up the requirements for the potential bidders to participate in this RfP.

1.2 Context and overview

The establishment of a multi-media facility will allow ALICOR to create, edit and package (audio and video) the relevant news and information. The facility will also empower the community radio network to create additional opportunities for revenue by recording adverts, producing scripts for clients and generating additional content for interested parties. One key objective is to increase the quantity, quality and reach of community radio content on critical issues through content syndication and information sharing.

The project will target community radio stations to create a network that will bring stories from the regions to Monrovia and channel key national issues from Monrovia to counties, thereby increasing access to public information across the nation for both rural and urban audiences.

ALICOR is a network of community radio stations founded in July 2005 with membership (sixty) across Liberia.

2. SCOPE

2.1 Goods and quantity

Internews anticipates issuing only one award. All requested goods and services on each of the awards are mandatory.

The table below contains the List of the required goods and services, the technical specifications, and general requirements that must be met by the equipment configured for this RfP. Respondents are requested to provide quotations, including the technical specifications of the multimedia facility equipment for all items, and should be included in the Quote Proposal. All offers must be prepared in English only.

No.	Description of Item	Specifications	Quantity
1	Mixing Console	12 channel D&R Airmate-USB 8 ch. triple input radio On-Air / Production console with 2x USB and 2x TELCO, bluetooth	1
2	Microphone Dynamic	Neumann BCM 705 Dynamic Broadcast Microphone	4
3	headphone	Audio-Technica ATH-M20x Professional Monitor Headphones	4
4	Broadcaster Stereo Headset With Dynamic Mic	Audio Technica BPHS1	4
5	headphone amplifier	LD Systems HPA 6 Headphone Amplifier 6-channel 19 inch	1
6	Microphone stand Boom Arm	Yellowtec YT3205 m!ka "ON AIR" Microphone Arm M aluminium with XLR connectors	4
7	Studio furniture \$ racking	Studio furniture desk with equipment rack	1
8	Editing software-	Adobe Audition CC	5
9	Surge protection Power distribution	Furman PI-8ce Power Conditioner PDU 11 X IEC out LED Lights 1u Distro -to be installed in rack (10A)	1
10	Studio Monitor	Genelec 8030C Compact Two-way Studio Monitor Grey + corner mounting bracket	2
11	Distribution Amplifier	Glensound Signature ADA 2:6 1 Input, 6 Output Stereo Distribution Amplifier	1
12	Telephone hybrid	D&R GSM Hybrid	2
13	Yolo Box pro	Compact all in one portable multicam	1
14	Playout/Scheduling/Streaming Software	playout and scheduling software compactable with win-10, OS	1
15	USB/CD/SD/BlueTooth/FM Player	DN-300z	1
16	Wiring & connector	Pro Cab microphone cable 3.5mm, 100mx1, XLR connector male x10, XLR connector female x10, 2 x Female RCA / 2 x Male RCA line cable – 10m	1
17	Outdoor FM Receiver Antenna Kit		1
18	Tripole	Tripole with (2 x 1/4 inch tripod mount. 1 x 3/8 inch tripod mount) for black magic studio camera	2
19	Camera	Blackmagic Studio Camera 4K Pro	2
20	Cost of shipment of equipment		

The equipment proposed in the response to this RfP must be brand new, not used, repaired, refurbished, or rehabilitated. Technical specifications should not be below the specifications stated in the RfP.

Warranty service and repair is required for the equipment under this RfP. The warranty coverage must be valid for at least 36 months for equipment (as mentioned in the specifications) and shall be calculated from the date of signing of the Act of acceptance of the equipment by the vendor. Warranty specifications must be presented in the proposal for all equipment items. The Respondent must offer all necessary cables, adapters, modules and accessories that are necessary to put into production the multimedia facility equipment that is subject of this RfP and technical specification.

Respondents must clearly include all services/goods proposed, price per unit for each good, number of units, and payment terms for all payments (including taxes and/or discounts that should be clearly included in the calculation of price). Prices must include all costs incidental to the performance of the Services, as incurred by the Respondent, such as, warranty, delivery, travel, changing broken units, etc.

Proposals should be submitted via email to Lien Bach, Chief of Party, at lbach@internews.org, with copy to amaniglio@internews.eu with the subject "Response to RT- SIDA-E3160-26092022" or in person at the Internews offices in Monrovia at 19th Street Sinkor, Monrovia – Liberia.

Questions regarding this Tender should be directed via email to the address lbach@internews.org with a copy to amaniglio@internews.eu no later than October 25, 2022, 5:00 pm (GMT) following reference in subject: RT- SIDA-E3160-26092022 _Question. Clarifications will be made by emails to requesters by October 28, 2022, 5:00 pm (GMT). Questions must be submitted in writing; phone calls will not be accepted.

2.4 Period of contract and compliance with Sida requirements

Respondent must ensure that all equipment and services will be ready for handover within 30-45 calendar days from the confirmation of order/contract signed. Each respondent is expected to provide an estimate (in calendar days) of the delivery timeframe (after order receipt) but should not be longer than 45 calendar days.

Tenderers must ensure that bidders and all natural persons linked to the contract are not included in the lists of EU restrictive measures. The lists of persons, groups, entities subject to the EU restrictive measures are maintained by the DG FISMA and published on the following website: www.sanctionsmap.eu.

2- DELIVERY PLAN

3.1 Service delivery, location, schedule of activity

The selected Respondent (company) will:

- Deliver the equipment to Internews Monrovia on date agreed with Internews/Vendor (on or before December 20, 2022, estimated deadline);
- Provide warranty, maintenance, and technical support for the equipment installation referred to in the proposal by the vendor.
- Train the users on how to operate the equipment and provide Operators' Manuals for operation and maintenance of the equipment.

The delivery location for the items described in this RfP is Monrovia, Liberia.

3.2 Anticipated timeline

Internews anticipates around 20-25 full working days will be needed to conduct this evaluation, in a flexible working manner as follows:

RfP, invitation letter published	October 6, 2022
Deadline for written questions	October 25, 2022, 5:00 pm (GMT)
Clarifications published via emails	October 28, 2022, 5:00 pm (GMT)
Submission due date	November 6, 2022, by 5:00 pm (GMT)
Award (estimated)	November 20, 2022
Delivery (estimated)	By December 20, 2022

3- PAYMENT CONDITIONS

4.1 Payment terms

Potential pre-selected Respondents will be vetted in accordance with Internews' Vetting Policy. Any award resulting from this RfP will be a fixed price, in the form of a purchase order. The payments will be wired after the delivery of the equipment, User Guidance Training provided by the vendor, Act of acceptance of the equipment signed by the vendor, and the contractor's fiscal invoice have been received by Internews. No advance payment will be provided. Should the supplier wish to require an advance payment, they must specify so in their submission. It is recommended that it does not exceed 20% of the total contract price.

4.2 Currency of payment

Payment will be made in USD, via wire transfer to the account specified in the Subcontractor's invoice. Internews will not compensate any foreign currency exchange losses.

Mandatory documents to be submitted: Respondents responding to this RfP are requested to submit the following documents:

- A completed and signed copy of the Quote proposal template, including forms provided in the attachment: Code of Conduct for Suppliers (Annex A) and Bidder Declaration Form (Annex B);
- Copies of company's registration documents (with summary in English, in PDF format) to confirm that it is duly registered and comply with the necessary legal requirements to supply goods/services under this Tender.
- If applicable, a copy of the required licenses.
- Additional documentation relevant to tender's requirements to support their Tender.

Note:

1. Supplier is responsible to guarantee warranty of the goods
2. Provide cost for shipping of equipment
3. Provide pre-configuration or installation guide of equipment