

REQUEST FOR QUOTATIONS

Procurement and Installation of Audio/Video Equipment for Development of a Digital Content Studio

1. Introduction and Background:

The Private Sector Engagement Initiative is a strategic partnership between M6 Educational centre, private sector companies and Helvetas Swiss Intercooperation(E4E project, phase 2).

For the purposes of the Initiative, M6 Educational Centre, in collaboration with 30 private sector companies and Helvetas Swiss Intercooperation under the E4E project, is seeking to procure and set up video and audio equipment for a new studio intended to produce digital content. This studio has the purpose to develop online training formats, podcasts, video materials. The primary objective of the project is to strengthen the Research and Development (R&D) capacities of M6, as well as enhance upskilling and reskilling offers based on industry needs and market trends.

This RFQ is issued under a **tendering procedure**, and all interested suppliers are invited to submit their proposals.


2. Scope of Work:


This RFQ is for the supply and installation of the following equipment for the digital content studio:


- **Microphones and Audio Equipment**
- **Mixer**
- **Acoustic Treatment**
- **Loudspeakers and Stands**
- **Lighting Equipment**
- **Monitors and IT Support**
- **Video Equipment**
- **Rigging and Mounting Solutions**
- **Other Accessories**


All equipment should meet professional quality standards, ensuring optimal performance for high-quality content production.

3. Technical specifications:

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 info@m6.edu.mk

The list of required equipment with minimum characteristics is as follows:

1. MICROPHONES:

- **3 x Hypercardioid Dynamic Microphone**
 - Purpose: Podcasts, voice-overs, broadcasts
 - Frequency Range: 80 Hz to 16 kHz
 - Sensitivity: -53 dBV/Pa at 1 kHz
 - Additional Features: Internal pop filter; Warm, robust sound
- **3 x Adjustable Microphone Boom Arm**
 - Purpose: Podcasting, streaming, home studio use
 - Features: 360° rotation; Sturdy C-Clamp for desk mounting; Cable management clips
- **3 x Cardioid Condenser Lavalier Microphone**
 - Purpose: For body-pack wireless transmitters
 - Specifications: 24mm length, 10.5mm diameter (can be longer); foam windscreen and clothing clip
- **3 x Table Microphone Stand**
 - Features: Foldable steel legs
- **3 x Pop Filter and Gooseneck Combo**
 - Features: Steel construction (preferably); Tube diameter up to 30 mm
- **2 x Professional Monitor Headphones**
 - Purpose: For recording and mixing
 - Design: Over-ear, sound-isolating
 - Connector: 3.5mm TRS plug and 1/4" Snap-On adapter

2. MIXER:

- **Analog or Digital Mixer**
 - Features: Multitrack USB recording, at least 12 channels, multiple outputs

3. SPACE ACOUSTICS:

- **Soundproofing Panel**
 - Dimensions: 100 cm x 60 cm (size can vary)
 - Absorption Range: 400 – 650 Hz

- **Decibel Wedge Absorber**
 - Acoustic foam panel
 - Dimensions: 45 x 45 cm (size can vary)

4. LOUDSPEAKERS:

- **4 x Monitor Stands**
 - Features: Fixed screw-in legs, preferably made of steel
- **2 x Active Reference Monitors**
 - Size: 5"

5. ACCESSORIES:

- Microphone sponges, connection cables, adapters, etc.

6. LIGHTING:

- **6 x LED - PAR Spot with 30 W COB LED (RGB)**
 - Features: Color blend, color change, dimmer, strobe effect; Includes color filter frame and Fresnel lens
 - Beam Angle: 15°
- **6 x Slimline LED Spot (RGB)**
 - Features: Wide beam angle, high luminosity at short distance; Static colors, RGB color blend, internal programs, dimmer, strobe effect, sound control
- **2 x Diffuser with Egg Crate**
 - Purpose: To tunnel the light more and shape the light better
- **Background Screen**
 - 2 x paper backgrounds: green screen or any suitable color

7. MONITOR (MONITOR):

- **1 x 4K Monitor (24" or larger)**

8. LAPTOP (IT SUPPORT):

- **1 x 16"/17" Laptop**
 - Specifications: Intel® Core™ i7, 32GB RAM (or more, can be 64GB), 1TB SSD

9. RIGGING (METAL CONSTRUCTION):

- Various steel/aluminum profiles for rigging, mounting, and setup of studio equipment

10. VIDEO:

- **2 x Mirrorless Camera**
 - Purpose: Photographers, videographers, and content creators
 - Features: Compact, portable, suited for modern multimedia workflows

11. ACCESSORIES:

- Filters, connection cables, adapters, etc.

12. ASSEMBLING & MOUNTING:

- Provide professional assembly and mounting services for all the equipment listed above.

4. Quotation Guidelines

Interested supplies should submit the following documentation:

1. Technical specification including:

- **Detailed Technical Specification:** Provide a detailed list of the items, including brands, models, and technical specifications.
- **Delivery & Installation Timeline:** Provide an estimated timeline for delivery, installation, and setup.
- **Warranty and Support:** Outline warranty terms and duration and any post-installation support.

2. **Financial Offer -Cost Breakdown:** Submit a breakdown of costs, including equipment, costs for installation, training (if applicable), and any additional services or support in MKD.

5. Submission Instructions:

Proposal Submission Deadline: Technical and financial offers should be submitted not later than **April 10th, 2024**, COB, in two sealed envelopes clearly labelled with "Tender for Audio Video Equipment", to the following address:

M6 Educational Centre Skopje

Str. Dimche Belovski no.2, 1000 Skopje,

Republic of North Macedonia

The proposal should be submitted in English or Macedonian language.

6. Evaluation Criteria:

Proposals will be evaluated based on using the Cumulative analysis methodology. Under this weighted scoring approach, the contract will be awarded to the supplier whose offer meets the following criteria:

Evaluation Criteria	Points
Technical Specification Summary Quality and performances corresponding to needs. 20 points = good 30 points = very good 40 points = excellent	40
Delivery and Installation: Ability to meet the required timeline for delivery and installation, as well as the quality of after-sales support. 3 points = up to 120 days 7 points = up to 60 days 10 points = up to 30 days	10
Warranty and Maintenance: Terms of warranty and the availability of ongoing maintenance and support services. 3 points = 1-year warranty (12 months) 7 points = 2-year warranty (24 months) 10 points = more than 2 years warranty	10
Total Technical offer points	60
Financial offer	40
Total points:	100

During the financial evaluation, only the lowest-priced offer will receive 40 points.

Other offers will receive points relative to the lowest offer, using the following formula:
 $\text{Lowest bid} \times 40$.

Proposed bid

7. Legal and Contractual Terms:

Contract Type: The successful supplier will be required to enter a formal contract with M6 Educational Centre, outlining the terms of delivery, installation, and payment.

Payment Terms: The payment will be made after delivery, successful installation and testing of the equipment.

8. Additional information before the deadline for submitting tenders

Tenderers may submit questions in writing to the following address info@m6.edu.mk by April 7th, 2024, specifying the tender title: "Tender for Audio/Video Equipment".

If needed, tenderers may be able to conduct site visit, before submission of the offer. The site visit can be scheduled on the following email address: info@m6.edu.mk.

The Project has no obligation to provide clarification after this date.