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MALDIVES METEOROLOGICAL SERVICE (MMS)

Hulhule', Republic of Maldives

TERMS OF REFERENCE

Live weather broadcasting and Upgrading MMS Weather studio

With reference to Iulaan Number: MMS-A/2017/28

1. INTRODUCTION

Maldives Meteorological Services (MMS) has received assistance from Italian Ministry of Environment, Land and Sea towards strengthening Maldives' efforts to address the impacts of climate change and reduce climate vulnerabilities and associated impacts and risks. And MMS intends to apply part of the proceeds to strengthen the capacity of MMS by implementing the project "Live weather broadcasting and Upgrading MMS Weather studio"

2. SCOPE OF WORKS

The tasks to be undertaken by the selected party under this Terms of Reference are to Supply, Deliver and install the proposed equipment to the existing studio of Maldives Meteorological Services (MMS) accordingly with the advisement of MMS engineers.

2.1 Weather studio Upgrade

Contractor is expected to complete this project on a "turnkey" basis, and must supply, install and configure the system such that all equipment identified in this document are incorporated.

Equipment Specification under section 6 of this document lists out the identified list of the required hardware to achieve the studio upgrade. Contractor is expected to supply, install and configure the mentioned hardware. Contractor shall include all required accessories, mounting devices, cables, if so required. The contractor shall propose additional hardware if so required, where the said hardware is mandatory to achieve the objective and said hardware is not already included in the given equipment specification.

3. RECEIPT AND OPENING OF PROPOSALS

- The original proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Proponents themselves. The person who signed the proposal must initial such corrections.
- An authorized representative of the Proponent shall initial all pages of the original Proposals. The signed Proposals shall be marked “Original”.
- The Proposals must be sent to the address indicated and received by the Client no later than the date specified, or any extension to this date. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- The Client shall open the Proposal immediately after the deadline for their submission. The details of both the technical and financial proposals will be shared with the parties present at the bid opening.

4. EVALUATION OF PROPOSALS

- From the time the Proposals are opened to the time the Contract is awarded, the Proponents should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Proponents to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Proponents’ Proposal.
- The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Technical Requirements. A Proposal shall be rejected at this stage if it does not respond to any technical aspects of the TOR, and particularly the Technical Requirements.
- After the technical evaluation is completed, the Financial Proposal of the Proponents who met the qualifying criteria shall be then evaluated.
- The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.

5. EVALUATION CRITERIA

5.1. Technical Evaluation

- Technical Evaluation is a preliminary evaluation done based on the Technical Proposal before moving on to the Financial Evaluation
- The Technical Proposal provided by the bidder will be compared to the specifications provided in this TOR

5.2. Financial Evaluation

- All proposals that are considered qualified by the Technical Evaluation will be subject to the Financial Evaluation

Point system for the evaluation is:

- (a) Price of Quotation for Total Works [70]
- (b) Propose duration of Completion of Assignment [10]
- (c) Experience [20]
 - (i) Experience in delivery and installation [5]
 - (ii) Experience in specific installations and works executed [15]

Total Weight: 100%

6. EQUIPMENT SPECIFICATION

6.1 Technical Requirement of Studio Equipment

Equipment List			
Qty	Item	Model	Make
1	Blackmagic Design Micro Studio Camera 4K (with 2X Batteries ,Expansion Cable)	CINSTUDMFT/UHD/MR	Blackmagic Design
1	Blackmagic Design Video Assist 4K 7" HDMI/6G-SDI Recording Monitor	BMD-HYPERD/AVIDAS74K	Blackmagic Design
1	Blackmagic Studio Camera HD 2	CINSTUDMFT/HD2	Blackmagic Design
1	Camera Support Rig	BMSC-01	Lanparte
1	Olympus M.Zuiko Digital ED 12-100mm f/4 IS PRO Lens	V314080BU000	Olympus
1	Olympus M. Zuiko Digital ED 12-40mm f2.8 PRO Lens	V314060BU000	Olympus
1	Tripod	VT-4000	Magnus
1	SmallRig NATO Handle Kit 2003 with 70mm Nato Rail (Chess Handle with cold shoe 1/4" and 3/8 threaded Holes for DSLR camera cage)	SA01-2003	SmallRig
1	8SINN BMCC MICRO CAGE	8-BMMCC C	8SINN
1	Fomito quick release plate for camera(Magic Arm flash Bracket)	FMTQR01	Fomito
2	BI-Colours LED Light 3 pcs kit with LIGHT STANDS PRO HEAVY DUTY 7'6" SET OF TWO, WITH ALL METAL LOCKING COLLARS NOT PLASTIC by PBL	K4000	F&V

1	Computer for Switcher Control: <ul style="list-style-type: none"> ● 7th Generation Intel® Core™ i7 Processor (Processor Base Frequency 3.10 GHz or higher) ● 32GB DDR4- 3200MHz RAM or higher ● 1TB SSD Storage (Sequential Read and Write speed (minimum) 400 MB/s) ● 2X Gigabit Ethernet Port ● Dedicated Graphics DDR5 6GB (GEFORCE GTX 1060) or Greater. ● Optical Mouse and Keyboard USB type ● System Ports <ul style="list-style-type: none"> - 1 × SD Slot - 1 × CF Slot - 1 × Micro SD Slot - 1 × USB 3.0 Port ● 21" X 2 LCD Monitors 		
1	Pair of Studio monitors (Audio speaker) <ul style="list-style-type: none"> ● Powered: Yes ● Power Configuration: Bi-amped ● AC Power Input: 220V-240V ● Maximum Peak SPL: 106 dB or Better ● Frequency Response: 45Hz – 35kHz or Better ● Input Types: <ul style="list-style-type: none"> - Unbalanced RCA - Balanced 1/4" TRS - Balanced XLR ● Amplifier Class: Class A-B 		
1	Production switcher	ATEM Television Studio HD	Blackmagic Design
1	Recorder (HyperDeck Studio Mini)	HYPERD/STM	Blackmagic Design
1	Teranex Mini Rack Shelf	CONVNTRM/YA/RSH	Blackmagic Design
4	Recording Media	SDSDXXG-256G-ANCIN	SanDisk
2	Recording Media	SDSSDXPS-240G-G25	SanDisk
1	Format Converter	TERANEXEXP12GDL	Blackmagic Design
1	Sync Generator	BLSGMCK	Blackmagic Design
1	17" Video Monitor	HDL-SMTVHD	Blackmagic Design
1	8" Dual Video Monitor Set	HDL-SMTVDUO2	Blackmagic Design
1	Blue Screen Back (* bidder must identify and propose adequate sizing as per the weather studio wall dimensions)	N/A	N/A
*	Cables & Interfaces (* bidder must provide all cables & Interfaces for the equipment)	N/A	N/A
2	Teranex Mini IP Video 12G	CONVNTRM/OB/IPV	Blackmagic Design
1	Gigabit Single-Mode Fiber Ethernet Media Converter	MCMGBSC15	StarTech

* Contractor shall include all required accessories, mounting devices, cables.

7.0 Proposal must include

7.1 Documents to include

- ✓ **Technical Specification of the each equipment** and the **model number** of each individual equipment (if specified on above table, 6.1) shall be clearly mentioned in technical section.
- ✓ **Reference letter** on total value of works executed by the bidder in the last 5 years (If any).
- ✓ Number of contracts of a similar nature and comparable value to the works or of a higher value executed by the bidder during the last 5 years and a statement of the value of each contract by the employer and the name and address of the employer in each case (if any)
- ✓ **Employment structure (or) a chart to carry out the task of this project** detailing how the project be carried out at stages
- ✓ If a company is submitting the proposal, **company registration certificate**. And if an individual is submitting the proposal, **National Identity card**.
- ✓ **GST registration certificates** (if applicable)
- ✓ The technical proposal and financial proposal must be submitted in ONE sealed envelope with a written CD containing the soft copy in PDF format of the proposal and envelop shall be labelled clearly with the name of the assignment and the client name and address with one printed copy to the address. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection.

7.2 Other terms & requirements;

- Installation: Supplier must supply, install and configure the equipment (*as per 6.1 Technical Requirement of Studio Equipment*) and perform full capacity test run after the installation.
- A successful test run shall achieve the following ;
 1. Setup the proposed computer system with required software, and install graphic templates and scripts (software, graphic templates, scripts are provided by MMS).
 2. Able to perform daily weather recording using updated graphics and data.
 3. Able to successfully save recorded weather briefing.
 4. Able to perform live web cast to MMS YouTube channel.
 5. Successful render shall be to the standards appropriate for seamless and as is feed ingestion to local media channels.
- Supplier shall bear all cost associated in the supply and delivery of the equipment to the final destination as required by the MMS
- The Goods supplied under this Contract shall conform to the technical specifications and standards mentioned in the ToR
- 5% retention of the total contract value will be held for 06 months to measure the quality of the products delivered and installed.
- The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the MMS shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

- If the Supplier fails to deliver any or all of the Goods by the Date(s) specified above, MMS will follow accordingly as National Procurement Regulation.
- Upon the Supplier’s fulfillment of all the obligations stipulated in the ToR and making a request for payment to the MMS in writing, accompanied by invoices describing, as appropriate, the Goods delivered and installed, payments shall be made after being verified via technical engineers at MMS.

7.3 Equipment Warranty

This section specifies what supplier will do to remedy equipment problems during the Warranty Period. A warranty is essentially a promise from supplier that its products are of the quality and will perform as represented. The warranty is backed up by Vendor’s offer to repair or replace any of its products that fail to perform. The time period for warranties should be one (1) year. This Warranty Period begins the first day after the Acceptance Date. The supplier shall warrant for the equipment’s listed below;

Blackmagic Design Micro Studio Camera 4K (with 2X Batteries ,Expansion Cable)	CINSTUDMFT/UHD/MR	Blackmagic Design
Blackmagic Design Video Assist 4K 7" HDMI/6G-SDI Recording Monitor	BMD-HYPERD/AVIDAS74K	Blackmagic Design
Blackmagic Studio Camera HD 2	CINSTUDMFT/HD2	Blackmagic Design
Olympus M.Zuiko Digital ED 12-100mm f/4 IS PRO Lens	V314080BU000	Olympus
Olympus M. Zuiko Digital ED 12-40mm f2.8 PRO Lens	V314060BU000	Olympus
Computer for Switcher Control: <ul style="list-style-type: none"> ● 7th Generation Intel® Core™ i7 Processor (Processor Base Frequency 3.10 GHz or higher) ● 32GB DDR4- 3200MHz RAM or higher ● 1TB SSD Storage (Sequential Read and Write speed (minimum) 400 MB/s) ● 2X Gigabit Ethernet Port ● Dedicated Graphics DDR5 6GB (GEFORCE GTX 1060) or Greater. ● Optical Mouse and Keyboard USB type ● System Ports <ul style="list-style-type: none"> - 1 × SD Slot - 1 × CF Slot - 1 × Micro SD Slot - 1 × USB 3.0 Port ● 21" X 2 LCD Monitors 		
Pair of Studio monitors (Audio speaker) <ul style="list-style-type: none"> ● Powered: Yes ● Power Configuration: Bi-amped ● AC Power Input: 220V-240V ● Maximum Peak SPL: 106 dB or Better ● Frequency Response: 45Hz – 35kHz or Better ● Input Types: <ul style="list-style-type: none"> - Unbalanced RCA 		

<ul style="list-style-type: none"> - Balanced 1/4" TRS - Balanced XLR • Amplifier Class: Class A-B 		
Production switcher	ATEM Television Studio HD	Blackmagic Design
Recorder (HyperDeck Studio Mini)	HYPERD/STM	Blackmagic Design
Format Converter	TERANEXEXP12GDL	Blackmagic Design
Sync Generator	BLSGMCK	Blackmagic Design
17" Video Monitor	HDL-SMTVHD	Blackmagic Design
8" Dual Video Monitor Set	HDL-SMTVDUO2	Blackmagic Design
Teranex Mini IP Video 12G	CONVNTRM/OB/IPV	Blackmagic Design
Gigabit Single-Mode Fiber Ethernet Media Converter	MCMGBSC15	StarTech

***IMPORTANT NOTE:** Maldives Meteorological Services (MMS) shall disqualify any proposal that do not meet any of the specifications mentioned above under section 7. **All specifications must be met for the proposal to be free from the possibility of being disqualified.**

8. REGISTRATION, CLARIFICATION AND BID SUBMISSION

8.1 REGISTRATION

To be eligible to participate in this tender, the interested parties are invited to register in the sheet placed at the front desk (Reception) of the address below from **0800hrs of 23rd October 2017, Monday to 1300hrs of 29th October 2017, Sunday**

Ministry of Environment and Energy,
Handhuvaree Hingun, Maafannu
Male', Republic of Maldives
Tel: +960 3018433, +960 3018432

8.2 CLARIFICATION

During the process, questions or clarifications regarding this tender document shall be requested by writing to the emails listed below. The last day to submit the queries are **1300hrs of 29th October 2017, Sunday**

Email: projects@meteorology.gov.mv , giyaas@meteorology.gov.mv

8.3 BID OPENING

Proposals must be delivered in sealed envelopes titled “*Supply and installation of equipment’s to upgrade the Studio of MMS*” to the address below on **31st October 2017, Tuesday at 13:00 hours local time**. Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders’ representatives, who choose to attend in person at the address below on **31st October 2017, Tuesday at 13:00 hours local time**.

Ministry of Environment and Energy,
Handhuvaree Hingun, Maafannu
Male’, Republic of Maldives
Tel: +960 3018433, +960 3018432
Email: giyaas@meteorology.gov.mv , projects@meteorology.gov.mv

ANNEX 1: STANDARD FORMS

1. STANDARD FORMS

FORM -1: PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide to “Supply and installation of equipment’s to upgrade the Studio of MMS” in accordance with your Term of Reference dated [Insert Date] and our Proposal. We are hereby submitting our Proposal; our financial offer is for the sum of [Insert amount(s) in words and figures (Should quote the amount in Maldivian Rufiyaa)] which is inclusive of the local taxes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfill the requirements of the terms of reference.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FORM-2: FINANCIAL BREAKDOWN

	Description	MVR
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	Total :	
	GST :	
	Total with GST:	

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa.

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) as per the GST Legislation and Circulars.

FORM-3: WORK SCHEDULE/ PROPOSED DURATION

Task	Proposed Duration (Days)
Delivery of Proposed Equipment	
Installation of Equipment	
Duration for the entire Assignment	

- State the proposed duration for each individual task as listed above form
- State the duration for the entire assignment, as the individual tasks might be proposed to be executed simultaneously.