

REQUEST FOR QUOTATIONS FOR THE PROVISION OF AUDIO VISUAL AND INTERPRETATION EQUIPMENT

Issued by: Regional Marine Pollution Emergency Response Centre for the Mediterranean
Sea (REMPEC)

RfQ: REM_Quote 11/2024

Issue Date: 12 June 2024

Submission Date and Time: 26 June 2024 – midnight (Malta time)

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SECTION A: INSTRUCTIONS

1) Response to this Request for Quotations is to be submitted on procurement@rempec.org. All submissions will be dealt with in the strictest of confidence.

SECTION B: GENERAL INFORMATION

1) Purpose

The purpose of this Request for Quotation (RfQ) is for the Provision of Audio Visual and Interpretation Equipment for meetings and workshops organised by the Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC). The contract will be awarded for a two-year period with the possibility of renewal subject to the agreement of both Parties in writing.

2) Beneficiary

The Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC) is a Regional Activity Centre established within the framework of the Mediterranean Action Plan of the United Nations Environment Programme (UNEP), with a view to coordinating the activities of the Mediterranean coastal States related to the implementation of the Prevention and Emergency Protocol to the Barcelona Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean Sea. The Centre is administered by the International Maritime Organization (IMO) and hosted in Malta by the Maltese Government in terms of a host country agreement signed between the Government of Malta and IMO in 1990.

3) Scope and Terms & Conditions

Scope

REMPEC typically organises around three (3) events per year with an attendance of approximately 25-40 international participants per event. There is also the possibility that meetings are held offering hybrid facilities and others that are organised online.

Terms & Conditions

- a) The date of commencement of contract shall be 2 September 2024.
- b) In cases where the contract is for any reason terminated, REMPEC, apart from other rights under the contract, shall have the right to obtain the same service from other suppliers and all extra cost shall be borne by the defaulting Contractor.

SECTION C: DETAILS OF INFORMATION REQUESTED

1) Specific Project Overview

Project deliverables

Bidder is to provide:

Title	Detailed Description
Interpretation booth	One interpretation booth for two persons
TV screens	2 monitors for interpreters 1 55" screen for top table
Microphones & Headsets	<ul style="list-style-type: none">• 2 roving microphones• tabletop microphones (for participants)• headsets
Hybrid Facilities	Provision of Hybrid facilities during in person meetings (simultaneous), including interpretation and screening. It should also be possible to record hybrid meetings.
Online Meetings	Provision of online meetings, including interpretation for up to 75 participants with possibility to record proceedings

All prices are to exclude VAT.

SECTION D: ADDITIONAL INFORMATION

- a) *Bidders are free to submit their own proposals / offers. Proposals need to be supported with detailed information including visuals of possible layouts;*
- b) *Bidders shall be responsible for the transportation, assembly and dismantling of any equipment on site, including any damages incurred during transportation;*
- c) *The Contractor will have to communicate with REMPEC's logistics coordinator/s as these will oversee the execution and coordination of the event. Details of the logistics coordinator/s will be communicated to the contractor prior to each event;*
- d) *REMPEC shall provide the list of events requiring the audio visual and interpretation equipment at the beginning of the year;*
- e) *REMPEC will require a quote which may include requirements such as whether an event will include hybrid / online facilities, at least two months in advance;*
- f) *REMPEC shall provide the programme of the event, indicating coffee breaks and lunch times at least one week prior to the event.*

SECTION E: SUBMISSION OF QUOTES

- a) Any communications at RfQ stage shall be sent to procurement@rempec.org.
- b) Questions regarding this RfQ should be received by not later than **19 June 2024, 5pm (Malta time)**.
- c) Submission of quotes are to clearly highlight the title, “Request for Quotations for the Provision of Audio Visual and Interpretation Equipment”, and reference number, “**REM_Quote 11/2024**”.
- d) Quotes should be submitted to procurement@rempec.org by not later than **26 June 2024, midnight (Malta time)**.
- e) All prices are to be quoted in Euro (€), and Exclusive of VAT. The quotation should include a clear, comprehensive and detailed description of the pricing plan. The Centre has a preference for a flat, all-inclusive charge. However, other formulae may be considered.
- f) Late or incomplete submissions will not be considered.

SECTION E: FINANCIAL BID FORM

FINANCIAL BID

Quotation Title **Request for Quotations for the provision of Audio Visual and Interpretation Equipment**

Reference Number **REM_Quote 11/2024**

Item No.	Description	Detailed Items to be Provided	Unit / Price Each / Hourly Rate	Total including Taxes/Charges, other Duties & Discounts <u>BUT</u> Exclusive of VAT (Delivered Duty Paid – DDP) €
1	Interpretation booth			
2	Screens	<ul style="list-style-type: none"> • Screens for Interpreters • Screen for TopTable 		

3	Microphones & Headsets	<ul style="list-style-type: none"> • 2 roving microphones • tabletop microphones • headsets 		
4	Speakers			
5	Technician	<ul style="list-style-type: none"> • Hourly Rate • Overtime Rate 		
6	Assembly and dismantling			
7	Extensions			
8	Recording			
9	Hybrid Facilities			
10	Online Meetings			
11	List any additional charges (if any)			
	GRAND TOTAL INCLUDING TAXES/CHARGES, OTHER DUTIES & DISCOUNTS BUT EXCLUSIVE OF VAT (DELIVERED DUTY PAID-DDP)			