

16<sup>th</sup> September 2021

Thongpiny, Juba Nabari – Kololo, Plot No. 52, BK 3K  
South,  
Juba South Sudan

Dear Sir/Madam,

**Request for Quotations (RFQ) for radio broadcast  
equipment.**

The purpose of this letter is to invite suppliers to respond to the request for quotation (RFQ) herein enclosed.

Please be informed that your response to the RFQ should be as comprehensive as possible and address all areas therein since incomplete responses may not be considered.

Your offer must remain valid for 90 days (3 months) from the date of submission RFQ.

Please ensure that your response to this RFQ is addressed only by email to:  
[procurement@ss.bbcmmediaaction.org](mailto:procurement@ss.bbcmmediaaction.org) and not later than close of business 4:30 pm on Tuesday 21<sup>st</sup> September 2021.

Indicate on email subject the reference No: **SS/RFQ-09 001**.

We look forward to your support.

Yours Sincerely



The Operations Team.



**Author:** Operations Department

**Version:** 3.0

**Date:** September 2021



## Contents

### Introduction

This document is structured as follows:

**Section 1 Introduction**

**Section 2 Instructions to Service Providers**

This section contains instructions on how BBC Media Action requires the Supplier to reply to the RFQ, including contact points, format and timescales.

**Section 3 Statement of Requirements**

This section lists the detailed requirements that the Supplier must respond to, point by point, maintaining the same headings and numbering.

#### 1.1 Organization Background

BBC Media Action is the BBC's international development charity. It is legally, financially and operationally independent from the BBC, but builds on the fundamental values of the BBC to guide its work. ([www.bbc.co.uk/mediaaction](http://www.bbc.co.uk/mediaaction)).

BBC Media Action uses the power of media and communication to help reduce poverty and assist people to understand their rights. The primary areas of work are:

- Education
- Health
- Resilience and humanitarian response

BBC Media Action uses media and communication to help reduce poverty and support people in claiming their rights. Our aim is to inform, connect and empower people around the world. BBC Media Action has been operating in South Sudan since 2011, registered with the Relief and Rehabilitation Commission (RRC).

#### 1.2 Overview of Requirements

BBC Media Action is requesting for quotations of radio production equipment.

#### 1.3 Purpose of this Request for Quotations (RFQ)

The purpose of this Request for Quotation (RFQ) document is to:

- Obtain information on suppliers and to meet the requirements of BBC Media Action
- Obtain competitively priced quotations



Responses to the RFQ will be evaluated against key requirements by BBC Media Action, and form the basis of subsequent contractual negotiations with the selected supplier.

#### 1.4 Scope of services

All quotations from suppliers will cover the following:

- The right goods ordered
- Delivered to the right place
- For the right quality
- In the right quantity
- Of the right cost
- At the right time.

#### 1.5 Supplier Evaluation Criteria

Supplier's quotation will be evaluated according to the following criteria:

- Legal registration documents within South Sudan
- Right specifications of the items
- Delivery timeline within two (2) weeks
- 90 days validity of quotations and prices should be in USD
- Cost competitiveness
- Warranty at least 1 year
- The right quantity (incomplete quotation shall not be considered)
- Payment terms, 30 days after submitting credit invoice, payment is only done to the selected Company's account by either **cheque** or **bank transfer**.

## 2 Instructions to Suppliers

### 2.1 Basis of RFQ

You are requested to propose a solution that will meet the current and future requirements of BBC Media Action, as stated in this document.

Third-party services may be included as part of the RFQ where appropriate, on the understanding that the supplier will act as prime contractor and manage third-party interfaces on behalf of BBC Media Action. We have a strong preference to select a supplier that can demonstrate they have in-house capacity to successfully deliver on the above to BBC Media Action.

This RFQ is not an offer to contract. Acceptance of a quotations does not commit BBC Media Action to award a contract to any supplier, even if all requirements stated in this RFQ are satisfied. And conversely failure to meet a qualification or requirement in this RFQ will not necessarily subject a quotation to disqualification. We will assess all responses against all the evaluation criteria stated above.

The supplier's response to this RFQ will constitute an offer to enter a CPO based on the terms stated in the RFQ.



## 2.2 Validity of Proposal

BBC Media Action expects the prices quoted by the supplier within their proposal to remain valid from the RFQ submission date for a period of 90 days (3 months).

## 2.3 Confidentiality and Non-Disclosure

The information contained in this RFQ (or accumulated through other written or verbal communication) is confidential. It is for quotations purposes only and is not to be disclosed or used for any other purpose.

## 2.4 Cost of Preparation

BBC Media Action will not accept any liability or responsibility for any costs incurred by the supplier in preparing a response to this RFQ or any associated work effort, including the costs of any trial period, should this be required.

## 2.5 Questions and Additional Information

Please email [procurement@ss.bbcmmediaaction.org](mailto:procurement@ss.bbcmmediaaction.org)

Phone: +211 (0) 929 003 114

## 2.6 Target Timetable- based on timelines on procurement plan

The target timetable for this project is shown in the table below but suppliers must be aware that whilst every effort will be made to meet these dates, the timetable may change for operational reasons.

Step	Task	Date
1	RFQ issued	16 <sup>th</sup> September 2021
2	Response received from Suppliers	21 <sup>st</sup> September 2021
3	Follow up by BBC Media Action with specific providers to provide additional information, as required.	24 <sup>th</sup> September 2021
4	Supplier selection decision	27 <sup>th</sup> September 2021
5	Contracting	30 <sup>th</sup> September 2021

Please note that the submission deadline for prospective service providers is at the close of business (4:30pm) on 21<sup>st</sup> September 2021.



Any quotation received after this may be discounted from further consideration.

### **3 Statement of Requirements**

The Supplier is required to prepare its quotation and pricing based on the information presented in this section. Any assumptions that the supplier makes regarding volumetric data must be clearly stated in the appropriate section.

This section lists all the detailed requirements that the service provider must respond to, point by point. The Supplier must use the same headings and numbering hierarchy as presented.

If the Supplier has additional information that is directly relevant to the stated requirements but not explicitly requested, this may be added to the end of the most appropriate section under the heading "Additional Information" or referenced to appendices.

#### **3.1 Technical Description**

Please provide a detailed technical description of the items to be supplied, and ensure you cover the full scope of services as described in Section 1.4 and with due consideration given to the evaluation criteria in Section 1.5

Please understand BBC Media Action might do a physical verification, office of the potential supplier selected based on information provided.

#### **3.2 Service Timescale**

Please confirm you will be able to establish the Procurement, so it becomes operational from the contracting date. Any trial period would need to be completed before this time period.

#### **3.3 Costed Option**

Please provide us a quotation for the cost of the items in USD Valid for a period of three (3) months, as per the scope of services set out in this RFQ.

#### **3.4 Contractual Considerations**

- BBC Media Action and the Supplier will sign a CPO for delivery of the items. For this purpose, which will be subject to revision by the BBC legal team prior to signing.
- BBC Media Action payment terms are 30 days from date of invoice.

#### **3.7 Service Developments**



The supplier will: guarantee to get in touch with BBC Media Action if any of the below will happen.

- a) Provide information on future product development, business developments and any additional information regarding services or capabilities that may be of benefit to BBC Media Action in the future.

**3.8** List of the items to be supplied.

	<b>Item Description</b>	<b>Units</b>	<b>Qty</b>
1.	Zoom H2n 2-Input / 4-Track Portable Handy Recorder	Pieces	6
2.	Desktop HP Icore7 8GB Ram, 1TB HDD + 22Inch Monitor	Set	3
3.	SubZero Broadcasting Dynamic Microphone	Pieces	9
4.	AKG P5 S Dynamic Vocal Microphone	Piece	2
5.	SubZero Multipurpose Backpack	Piece	5
6.	Spieltek 200 Series Chair (Black)	Sets	4
7.	Adobe Audition CC 2021 with 12 Months Subscription	Pack	4
8.	LaCie 5TB Rugged USB 3.1 Gen 1 Type-C External Hard Drive	Piece	4
9.	Audio-Technica ATH-M20x Professional Monitor Headphones	Pieces	9
10.	Thronmax Caster-Boom Arm, XLR	Pieces	11
11.	XLR (F) - XLR (M) Microphone Cable, 6m	Packs	48
12.	TRS - TRS, 1/4" Connectors	Pieces	16
13.	TS - TS 1/4 Connectors	Pieces	16
14.	RCA Cable Set, 6m	Packs	16
15.	Peerless-AV Bookshelf Speaker Mount, Pair	Pairs	7
16.	WS2 Microphone Pop	Pieces	10
17.	Computer Dust Collector Air Blower 1000W 220V Blower Hand Turbo Fan	Piece	4
18.	Mosquito Repellent Lamp Trap Bug Zapper Outdoor & Indoor	Set	8
19.	Flange-Male-Plug-RF-Connector-for-1-5-8-Coaxial-Cable	Piece	1
20.	Cordless Ultrasonic Pest Controller (Set of 2)	Set	7
21.	PreSonus Eris E5 Active Studio Monitors, Pair	Pairs	4
22.	RadioBOSS Automation Software	Pack	2
23.	Upholstery nails	boxes	3
24.	Leather Fabric black	Metters	12
25.	APC Smart-UPS 1500 LCD 1kW AC 230V	Piece	2
26.	RVR TEX1002TFT FM Transmitter 1000 Watt Stereo	Piece	1
27.	EuroCaster CW2M2 FM Antenna, steel, circular, WB, 2kW, gain 1,5dBd, In "7/16". Composed of: n° 2 antennas AKG/7N, n° 1 power divider, jumper cables	Set	1
28.	Cellflex Feeder Cable ½" - 7/16" male con. 80 meter	Meters	80
29.	Lightning Protection Grounding Kit for cable 1/2in	Set	1
30.	Allen & Heath XB-14-2 Radio Broadcast Console	Piece	1



31.	D&R On-Air Lamp 12V DC incl. AC Adapter	Piece	1
32.	Axel Macrotel X2 Professional Digital Telephone Hybrid	Piece	1
33.	EuroCaster Dial-103A GSM Gateway	Pieces	2
34.	Zoom H5 Portable Recorder	Piece	1
35.	Apixel Extendable Tripod for DSLR Camera and Smartphone	Piece	1
36.	Coxial mic cable	Roll	1
37.	USB (A) to USB (B) Cable, 6m	Pack	2
38.	Sony ICD-PX470 Digital Voice Recorder with USB	Piece	3
39.	Quest 40PC Computer Repair Kit	Set	1
40.	Laptop HP Icore5 - 8GB Ram, 1TB HDD	Piece	3
41.	Airmate USB Studio / Broadcast Console	Piece	1
42.	Røde PodMic Dynamic Podcasting Microphone	Pieces	3
43.	AKG P220 Large-Diaphragm Cardioid Condenser Microphone	Pieces	1
44.	Thronmax Caster-Boom Arm, XLR	Pieces	4
45.	Audio-Technica ATH-M20x Professional Monitor Headphones	Pieces	4
46.	Coxial mic cable	Roll	1
47.	XLR (F) - XLR (M) Connectors	Pairs	6
48.	TRS - TRS, 1/4" Connectors	Pairs	2
49.	TS - TS 1/4 Connectors	Pairs	2
50.	RCA - RCA Connectors	Pairs	4
51.	USB Printer to PC cable	Meter	2
52.	Sony ICD-PX470 Digital Voice Recorder with USB	Piece	3
53.	WS2 Microphone Pop	Pieces	5
54.	Quest 40PC Computer Repair Kit	Set	1
55.	Signal twin cable	Roll	1
56.	EuroCaster Dial-103A GSM Gateway	Pieces	1
57.	Desktop HP Icore7 8GB Ram, 1TB HDD + 22Inch Monitor	Set	1

