

EU funds  
for Malta  
2014-2020



REFERENCE NUMBER: [LADDER001]

# EQUIPEMENT – MASS COMMUNICATION SYSTEM

ESF.04.159 - 'Leading and Delivering Dialogue Effectively,  
Representatively (LADDER)'

ISSUED ON: 14/03/2021

DEADLINE: 22/03/2021 (NOON)

**Malta Chamber for SMEs**

Dar Anthony Gixti, 43/45, Triq il-Kapuccini, Floriana, FRN 1052

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## 1. Background information

Malta Chamber of SMEs, is the main representative for micro, small and medium businesses in Malta. The SME Chamber represents a wide variety of economic sectors of different sizes. Malta Chamber of SMEs was founded 70 years ago as an organisation dedicated to defending the rights of small retailers. Nowadays, the SME Chamber has grown to include all economic operators representing all economic sectors. Throughout the years, Malta Chamber of SMEs has upgraded their status to that of a social partner, and are now recognised as an employers' body and is one of the most important and biggest interest groups in Malta. A non-political organisation, the SME Chamber works to ensure mutual cooperation with the relevant authorities.

One of the methods the SME Chamber represents its members is by organise a number of information sessions, webinars, seminars and conferences in order to inform its members and keep members up to date with new legislation and also to consult with its members on a number of matters in order to ensure that social dialogue takes place and that the majority of members are reached.

From the lessons learnt from the past year and based on the level of engagement with members, Malta Chamber of SMEs has shifted part of its outreach online and today organizes the majority of its activities online.

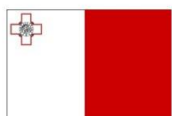
The aim of this call for quotation, is to improve the communication arm thus improving the overall service and engagement. This call is therefore for the Procurement, Installation and Commissioning of the supply and to install a mass communication system which will be able to cater for the current and future needs of the SME Chamber.

This is being done through a project called ESF.04.159 - 'Leading and Delivering Dialogue Effectively, Representatively (LADDER)' – a project part-financed by the European Union in accordance with the rules of the European Social fund 2014 – 2020, Operational Programme II.

## 2. Dates

Interested parties are to submit their quotation by **22<sup>nd</sup> March 2021 at 12:00pm**. The project. Quotations and any supporting documentation can be received either by hand or by email. Contact details can be found under section 11 below.

The contractor is to ensure that all equipment is to be installed **by not later** than end April 2021.



Operational Programme II – European Structural and Investment Funds 2014-2020  
*"Investing in human capital to create more opportunities and promote the well-being of society"*

Project part-financed by the European Social Fund  
Co-financing rate: 80% European Union Funds; 20% National Funds



### 3. Objectives of Equipment

Through the installation of the Mass Communication System, the SME Chamber aims to:

- Improve its overall communication ability and versatility
- Be able to organise different types of online activities which includes (but not limited to); Information Sessions, Consultation Sessions, Webinars, Board Meetings, Seminars, press conferences, presentations and one to one meetings.
- Be able to hold online presentations and interact with members effectively.
- Be able to clearly communicate the message, with multiple speakers present and intervening.
- Be able to have a mobile system which can be moved around in order to adapt to the different requirements.
- Be able to cater for a board room within the existing SME Chamber premises. This system is to serve for video conferencing of up to 16 persons within a room that is 6.5m by 4.5m.

### 4. Specific Provisions

Malta Chamber of SMEs requires the installation of a video conferencing system to be installed in a room that is currently used to hold board meetings with up to 16 members present at any time. The room measures approximately 6.5m by 4.5m and the system to be installed should cover the whole room. The system should consist of the following items:

#### a) Display

- Size not smaller than a diagonal length of 65 inches [ $\pm 2\%$ ]
- Dimensions : 1488.4 (W) [ $\pm 2\%$ ] x 896.8 (H) [ $\pm 2\%$ ] x 87.5 (D) [ $\pm 2\%$ ]
- Infrared Touch Collaboration Display
- A minimum of 4K resolution
- Aspect Ratio of 16:9
- TV stand Mounted
- At least 3x HDMI Input Ports, 1 x VGA, 1 x 3,5 mm jack
- LAN port.
- OPS Slot which at least supports; Intel® Atom, Celeron and Core CPUs; OPS-2C Quad, SDI & GVG
- Device Wireless connectivity compatible with both MacOS, Windows, iPadOS and Android.
- IR/RF remote controller for Display Settings (input selection, brightness, contrast, etc.)

#### b) Video Conferencing system

The Video conferencing system can either be integrated into one system or offered as individual components which combined meet the below specifications. The system however needs to be fully mobile (to be placed on a trolley) and adaptable to the different requirements listed.

The system should at least be compatible with Zoom, Microsoft Teams, Skype for Business, Skype, Google Hangouts, Intel Unite, RingCentral, BlueJeans, V-Cube, LiveOn, CyberLink U Meeting® , TrueConf, Adobe Connect, Cisco WebEx , Fuze, GoToMeeting and Microsoft

#### **i. Camera**

- Wall / Stand Mounted
- A single Camera System to cover the whole room
- Frame rate: 4K 30fps
- 120° wide camera field of view [ $\pm 2\%$ ]
- Camera Digital zoom rate at least up to 4X leveraging 4K sensor
- Minimum focus distance: 80 cm [ $\pm 2\%$ ]
- IR remote control
- Supports at least 10 camera pre-sets (through remote control)
- Smart Frame & Smart Speaker: Automatic FOV adjustment to fit all participants and focus on the speaker
- Motorized Pan and Tilt Movement which supports at least;
  - Pan: Total horizontal viewing area of at least 180° [ $\pm 2\%$ ]
  - Tilt: Total vertical viewing area of at least 105° [ $\pm 2\%$ ]

#### **ii. Sound**

- Wall / Stand Mounted
- At least 5Wx2 stereo full range speakers with professional bass port tuned for communication
- Volume at least up to 96 dB
- 3.5 mm Line-in (aux) cable connects smartphones or PCs as speakerphones
- IR/RF remote controller for Volume Settings (can be combined with the IR required for the camera if system is combined)

#### **iii. A Microphone System to cover participants anywhere around the room**

- Microphones: At least two (2) unidirectional microphones supporting at least 6 meters pickup and one (1) unidirectional microphone to support longer distances.
- Echo cancellation
- Noise suppression
- Auto Detect Noise/Participant

**c) OPS Slot in PC which interfaces with the system**

- CPU At least Intel Core i5
- At least 4GB RAM
- At least 64GB SSD
- Operating System: Windows 10 IoT
- X2 USB 3.0 Ports
- X1 LAN Port
- HDMI or Mini Display Port
- Supports LAN, Wifi
- Compatible with Zoom, Microsoft Teams, Skype for Business, Skype, Google Hangouts, Intel Unite, RingCentral, BlueJeans, V-Cube, LiveOn, CyberLink U Meeting® , TrueConf, Adobe Connect, Cisco WebEx , Fuze, GoToMeeting and Microsoft
- A wireless keyboard, mouse, and mouse mat with range up to 10m to be included. Ideally both keyboard and mouse are rechargeable

**d) Trolley for Display**

- Width adjustable from 20 to 100 cm x 60 cm maximum height
- Compatible with Video Electronics Standards Association (VESA) 1,000 x 600 maximum
- With wheels: adjustable height 134-166 cm [+/- 2%]
- Wheels with brakes
- Base: 135 x 68 cm depth [+/- 2%]

**e) Additional Accessories, Installation & Delivery:**

- 5-Port Desktop Gigabit (1,000 mbps) Ethernet Switch which includes 5 RJ45 ports and designed to be trolley mount.
- The above service and provisions shall include the delivery, installation, and commissioning of the system.
- Delivery & Installation location is: 43/45, Kapuccini Street, Floriana, FRN 1052.
- Contractor is to handle all required installation.
- Any software needed for the whole system to operate and interface together should be provided. If such software involves any licences, these should be included in the price and should cover the whole lifespan of the system without the need to renew on a recurrent basis.
- Wiring, cables, adapters, extensions and accessories required for the smooth interface are to be included in the quoted price as part of this CFQ.

## 5. Warranty

The above specified items shall be covered by at least 2 years of warranty on parts and labour.

## 6. Logistics and Supply

One 230V 50Hz, single phase power point and one internet point will be provided by the Contracting Authority at one point in the room. The rest of the wiring / connections should all be at the responsibility of the Contractor as part of the installation.

Should a bidder wish to perform a site visit, the contracting authority should be contacted by email on admin@smechamber.mt at least 2 working days before the closing date of the CfQ.

The contractor is to guarantee that the above-mentioned provisions are supplied and installed by not later than end of April 2021

## 7. Award Criteria

Responses are to be straightforward, clear, concise and specific to the information requested.

In order for submissions to be considered complete, Economic Operators must provide all the requested information mentioned in this document as well as any other technical specifications, documentation, comments, observations or suggestions which potentially may assist the Contracting Authority in the call for Quotation and which are over and above the financial offer submitted.

The award criteria for this call for Quotations is the **cheapest technically compliant offer.**

## 8. Payments

Payment (100%)	Payment will be made against an invoice presented following installation and presented to the contracting authority. Invoice is to be presented to contracting authority not later than 30 days following installation.
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## 9. Financing

The project is part-financed by the European Union in accordance with the rules of the European Social fund 2014 – 2020, Operational Programme II.

## 10. Other terms and conditions

The Malta Chamber of SMEs reserves the right to ask for any amendments and make changes to the agreed provisions, as it deems fit. This is to ensure that the expected objectives and results are met.

The Malta Chamber of SMEs is entitled to suspend the performance of the service and supply or any part thereof for such time and in such manner as it may consider necessary, without thereby incurring any damages.

Where the award procedure or execution of the agreement is vitiated by substantial errors or irregularities or by fraud, shall suspend execution of the agreement.

Where such errors, irregularities or fraud are attributable to the service provider, the SME Chamber may in addition refuse to make payments or may recover amounts already paid, in proportion to the seriousness of the errors, irregularities or fraud.

The suspension of the agreement is intended to allow the SME Chamber to verify whether presumed substantial errors or irregularities or fraud have actually occurred. If they are not confirmed, execution of the agreement shall resume as soon as possible.

The Supplier is to ensure that all services, documentation and through this procurement process comply with the requirements of the Equal Opportunities Acts of 2000.

Should you require any additional information regarding the call for quotation, please submit your queries by 18th March 2021. Details of the contracting authority can be found below.

## 11. Details of Contracting Authority

<b>Name</b>	Abigail Mamo
<b>Designation</b>	Project Leader
<b>Address</b>	Dar Anthony Gixti 43/45 Triq il-Kappuccini Floriana FRN 1052
<b>Email</b>	abigail.mamo@smechamber.mt

## 12. Financial Offer

<b>Supplier's details:</b>	
Company's name:	
Contact person's name and surname:	
Company's Address:	
Telephone number:	
Email Address:	

Requirements	Specify if requirement can be met  Yes / No	Please add further comments/ description	Provision Total Cost including Taxes/Charges, other Duties & Discounts but <u>Exclusive of VAT</u> (Delivered Duty Paid - DDP)
Clause 4 a) <b>Display</b> – All requisites as specified under this provision.			€
Clause 4 bi, bii, b iii) - <b>Video Conferencing system</b> – All requisites as specified under this provision.			
Clause 4 c) <b>OPS Slot in PC which interfaces with the system</b> – All requisites as specified under this provision.			

<p>Clause 4 d) - <b>Trolley for Display</b>  - All requisites as specified under this provision.</p>			
<p>Clause 4 e) - <b>Additional Accessories, Installation &amp; Delivery</b>  - All requisites as specified under this provision.</p>			

**Total cost of service (in Euro) as per above:**

<b>Net:</b>	€
<b>Any discount: (specify rate if any)</b> _____ %	€
<b>Vat (specify rate if any):</b> _____ %	€
<b>Total:</b>	€

Date:

Signature: