

Statement of Requirements



EUROPEAN UNION  
Investing in Your Future  
European Regional  
Development Fund 2007-13

**Sheffield Community Media Ltd**

**European Regional Development Fund (ERDF) Funded**

**Television Production Equipment - Supply and Installation**

**Ref : SCM-DME**

**Statement of Requirements**

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## Section 1 Instructions to Suppliers

### 1.1 Sheffield Community Media

Sheffield Community Media Ltd (SCM) is a new social enterprise set up to support community media development in Sheffield. SCM has established and wholly owns Sheffield Local Television Ltd, which has secured the licence to operate the local digital TV channel for Sheffield. Our vision is to develop a cross platform community media offer working in partnership with Commedia Sheffield, which runs Sheffield Live community radio. The launch of the local digital TV channel will provide new opportunities to bring media content to audiences, to contribute to Sheffield's creative and digital economy, and to create and safeguard jobs.

### 1.2 Project Summary

Digital Media Exchange is a project to support digital media entrepreneurs to engage in cross-platform production for radio, television, web and mobile, building on existing infrastructure previously supported by ERDF and benefiting from investment in a new local TV channel for Sheffield. Digital Media Exchange is supported financially by the European Union from the European Regional Development Fund, as part of Europe's support for the region's economic development through the 2007-2013 Yorkshire and Humber ERDF Programme.

### 1.3 Procurement Scope

Sheffield Community Media Ltd has secured ERDF funding to procure and commission equipment for delivery of the Digital Media Exchange project.

Therefore, we would like to invite bids from suppliers to supply equipment and installation services as per the specification detailed in Section 2.1 below.

### 1.4 Return of Tender Responses

All tenders should be sent by email to [tender-dme@sheffieldlive.org](mailto:tender-dme@sheffieldlive.org) and in hard copy by post to Sheffield Community Media Ltd, 15 Paternoster Row, Sheffield S1 2BX.

The deadline for the receipt of tenders is 12 noon on 21 August 2014.

The tender schedule is as follows –

Invitation to tender advertised	- 07/08/14
Return of tender responses	- 25/08/14 17:00pm
Notification of award	- 26/08/14
Delivery and installation	- 05/09/14



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### **1.5 Conditions of Tender**

Responses will be rejected if the Supplier:-

1. Agrees with any other person that the other person will refrain from making a Response.
2. Has directly or indirectly canvassed any member, officer or representative of Sheffield Community Media Ltd for acceptance of the proposal.
3. Fixes or adjusts the price shown by or in accordance with any other person or by reference to other Responses.
4. In connection with the award of the contractor, commits an offence under the prevention of Corruption Act 1889 to 1916 or gives any material fee or reward which is not declared within the proposal.

Any queries concerning the Invitation To Tender must be made via the dedicated e-mail address for this tender: [tender-dme@sheffieldlive.org](mailto:tender-dme@sheffieldlive.org)

Any communication made directly with staff of Sheffield Community Media Ltd or Sheffield Local Television Ltd will result in your bid being rejected.

Sheffield Community Media Ltd is not bound to accept the lowest price, or any response, and reserves the right to accept any part or none of the response.

### **1.6 Confidentiality**

All information contained within this document is confidential and must not be given to third parties without written consent of Sheffield Community Media Ltd.

All information received from suppliers will be treated as confidential and will not be shared with any third party without the prior written consent of the Supplier.

### **1.7 Costs associated with this SOR**

Sheffield Community Media Ltd cannot be held responsible for any costs incurred by suppliers in processing or responding to this SOR.

### **1.8 Award Criteria**

This tender requires that all equipment can be supplied as listed in (2.1) of the specification, failure to quote for all of the listed equipment (or equivalent) will result in exclusion from the process and the response will be assigned a nil score.

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The Tender will be awarded on the basis of Most Economically Advantageous Tender and responses will be evaluated using the criteria/weightings set out below. Sheffield Community Media Ltd does not bind itself to accept the lowest priced or any tender.

Pricing	80%
Delivery Methodology	20%

The lowest tendered price will receive the full 80% of the pricing element with the other responses weighted against this figure (pro-rata method).

A further 20% is available for the delivery methodology. Evaluation of the methodology will be objective and scored on the following elements -

- Proposed delivery date – Ranked and pro-rated – up to 8%
- Provision of appropriately qualified personnel – Yes/No 6%
- Post-delivery support services – Ranked and pro-rated up to 6%

Sheffield Community Media Ltd has decided to carry out a single stage process due to short timescales. There will be no pre-selection criteria applied and a shortlist will not be created.

If there is an intention to award, Sheffield Community Media Ltd will go through a credit check process with the intended supplier.



## Section 2 Requirements

### 2.1 Specification

Sheffield Community Media Ltd has specified the equipment below as meeting the requirements of the project at the most cost effective price but we will consider alternative manufacturers and models of an equivalent specification. Suppliers should provide a net price per item listed below and detail installation/commissioning costs separately on a £/hr basis if appropriate. The supplier needs to be able to supply all of the listed equipment (or equivalent) and be an official reseller of the proposed items. The supplier should have staff with recognised training qualifications on the equipment to provide support on delivery and commissioning.

Tricaster vision mixer kit	Quantity
TC8000EMS TriCaster 8000 19" Rack + 8 of live input & IsoCorder - 24 Chan HD,SD SDI + Comp/Cont Surf ED + LIVEXPERT Live Mix for Tri-Caster	1
Metasetz TLC-8D Tally Controller - Tri-caster 8000	1
Metasetz TL-2-8D Tally Light - Tri-caster	3
Samsung UE2H5000 LED HD 32" monitor	1
HP EliteDisplay E271 LED Black 27" monitor	2
Sennheiser MZH 3042 Gooseneck	1
Sennheiser ME34 Capsule for Gooseneck	1
ITC100- 8 Way STUDIO INTERCOM SYSTEM c/w 4 HEADSETS	1

HD camcorders	Quantity
Panasonic AW-RP50E FULL CCU & PAN/TILT CONTROL PANEL	1
Panasonic AW-HE60 Full-HD PTZ Camera with IP Image Monitoring	5
Blackmagic HDMI to SDI Mini Converter	6
Audio Technica Pro 70 wired tie clip Mics	6
ZOOM R16 + SDHC 32GB	1
CANON XF205 HD CAMCORDER + BAG	2
DUAL CHANNEL CHARGER KIT WITH 2 BATTERIES FOR CANON XF205(XF100 COMPATIBLE)	2
ENG TRIPOD Manfrotto 545B + HEAD, BAG, PAN BAR	2
REPORTER MIC SENNHEISER E835 without on/off switch + windshield + mini tripod tabletop mic stand with clip	6
RODE NTG-1 + windshield	2
LED light-panel LP Micro on camera light kit for Canon	6
Duracell 4 Hour AA & AAA Battery Charger with 4 x AA Rechargeable Batteries	6



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## 2.2 Instructions to Tenderer

Suppliers should price the pieces of equipment individually and detail separately any costs involved with installation and commissioning of the supplied equipment.

Suppliers should detail the services they intend to deliver and the methodology for the commissioning phase as well as any additional (value added) services they are able to supply. Please detail the estimated number of hours for delivery of services and the hourly rate. All costs should be quoted net of VAT. If not already provided quotations should include:

- i. A detailed company profile.
- ii. Qualifications, membership certificates of trade bodies etc.
- iii. Training and development profiles for employees directly involved with the services relating to this tender.
- iv. Public liability insurance schedule.

## 2.3 Delivery

Delivery and installation should be completed within two weeks of an official order. Suppliers should provide a delivery schedule with their proposal.

Delivery will be made to -

Greg Burak  
Sheffield Community Media Ltd  
Sheffield  
S1 2BX