



Moldova

Request for Proposal (RFP)

Ref. no. RfP11/00377

Date: 23 June 2011

Dear Sir/Madam,

Subject: RFP for the provision of Information and Communication Technology (ICT) services for the Integrated Newsroom Production System for Teleradio-Moldova Company

1. You are requested to submit a proposal for ICT services for the implementation of an Integrated Newsroom Production System for TRM, as per enclosed Terms of Reference (TOR).
2. To enable you to submit a proposal, attached are:
 - i. Instructions to Offerors (Annex I)
 - ii. General Conditions of Contract (Annex II)
 - iii. Terms of Reference (TOR) (Annex III)
 - iv. Concept and Technical Specifications (Annex IV)
 - v. Proposal Submission Form (Annex V)
 - vi. Price Schedule/Financial Proposal (Annex VI)
 - vii. Bid Security Form (Annex VII)
 - viii. Performance Security Form (Annex VIII)
3. Your offer comprising of technical proposal and price schedule/financial proposal, in separate sealed envelopes, marked with “**RFP: Integrated Newsroom Production System for Teleradio-Moldova Company**” should reach the UNDP office no later than **22 July 2011, 11:00**, local time.

Offers can be submitted either in hard copy or electronically.

a) Documents/offers in hard copy need to be addressed to:

**UNDP Moldova,
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova
Attention: Registry Office/Procurement**

b) Offers sent electronically need to be addressed to the following e-mail address:

tenders-Moldova@undp.org

Offers shall be clearly marked with “**RFP: Integrated Newsroom Production System for Teleradio-Moldova Company**”

Contact person for clarifications: Corneliu Martiniuc, Procurement Associate (corneliu.martiniuc@undp.org)

UNDP Moldova will organise on its premises a pre-bidding conference on **05 July 2011 at 10:00**. Representatives of all interested applicants are invited to attend. To confirm participation, please send a message to corneliu.martiniuc@undp.org by COB 04 July 2011.

4. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.
5. You are requested to acknowledge receipt of this letter and to indicate whether or not you intend to submit a proposal.

Yours sincerely,

Matilda Dimovska,
Deputy Resident Representative

Instructions to Offerors**A. Introduction****1. General**

The purpose of this Request for Proposal (RFP) is to solicit proposals from the qualified companies for provision of Information and Communication Technology (ICT) services for an Integrated Newsroom Production System for Teleradio-Moldova Company.

2. Cost of proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents**3. Contents of solicitation documents**

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UNDP entity in writing at the organisation's mailing address or fax number indicated in the RFP. The procuring UNDP entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of the organisation's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.

5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the procuring UNDP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring UNDP entity may, at its discretion, extend the deadline for the submission of Proposals.

C. Preparation of Proposals**6. Language of the proposal**

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring UNDP entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by

an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

7. Documents comprising the proposal

The Proposal shall comprise the following components:

- (a) Proposal submission form (Annex V);
- (b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
- (c) Price schedule/financial proposal, completed in accordance with clauses 9 and 10 (Annex VI);
- (d) Bid Security (Annex VII);
- (e) Performance security (Annex VIII).

8. Operational and technical documentation

The operational and technical part of the Proposal shall contain the following documents:

- Description of the organization (experience, human resources, technical and managerial capacity in the related field, including company's litigation and arbitration history);
- Copy of the registration certificate of the organization and licenses to perform project activity;
- Company's portfolio regarding successfully implemented similar assignments;
- Company's list of customers/ beneficiaries of services for the past years;
- CVs of staff proposed for implementation of this project and their role;
- Workplan and approach (detailed description of activities, timeline, agenda);
- Detailed description of the equipment to be delivered;
- Detailed Budget for the implementation of the assignment (**presented in a separate envelope**).
- *Offerors shall provide copy of the company's financial balance sheet for the last three fiscal years (companies from Moldova shall provide copy of financial balance sheet endorsed by the National Bureau of Statistics of the Republic of Moldova; companies from abroad shall provide audited financial report by a reputable specialised agency), in order to prove its financial health and provide reasonable assurance whether it can pay off its financial obligations. Based on provided documents, the quick ratio (ratio between the company's liquid assets and its current liabilities) shall be calculated in order to evaluate the financial health of the Offeror. A quick ratio lower than 1 shall be grounds to disqualify the Offeror.*

9. Proposal form

The Offeror shall structure the operational and technical part of its Proposal as follows:

(a) Management plan

This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Offeror's present activities. It should focus on services related to the Proposal.

This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should comment on its experience in similar projects and identify the person(s) representing the Offeror in any future dealing with the procuring UNDP entity.

(b) Resource plan

This should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Offeror's current capabilities/facilities and any plans for their expansion.

(c) Proposed methodology

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

10. Proposal prices

The Offeror shall indicate on an appropriate Price Schedule/Financial Proposal, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract. ***The cost of equipment as well as services delivered apart from implementation and configuration services should be included in the financial proposal as a separate cost.***

11. Proposal currencies

All prices shall be quoted in **US Dollars and shall be exclusive of VAT**. For comparison purposes, all other currencies shall be converted into **US Dollars** using the UN Operational Rate of Exchange on the day of the competition deadline.

12. Period of validity of proposals

Proposals shall remain valid for 120 days after the date of Proposal submission prescribed by the procuring UNDP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UNDP entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring UNDP entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

13. Format and signing of proposals

The Offeror shall prepare two copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern.

The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorised to bind the Offeror to the contract. The latter authorisation shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialled by the person or persons signing the Proposal.

14. Payment

UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

15. Bid Security:

- (a) The Bidder shall furnish as part of its Bid a Bid Security to the Purchaser in the amount of **9,000.00 USD**.
- (b) The Bid Security is to protect the Purchaser against the risk of the Bidder's conduct which would warrant the security's forfeiture, pursuant to Clause 15(g) below.
- (c) The Bid Security shall be denominated in the currency of the Purchase Order or in a freely convertible currency and shall be in one of the following forms:
 - i. bank guarantee or irrevocable letter of credit, issued by a reputable bank located in the purchaser's country or abroad, and in the form provided in these Solicitation Documents, or,
 - ii. cashier's cheque, or certified cheque.
- (d) Any Bid not secured in accordance with Clauses 15 a) and 15 c) above will be rejected by the Purchaser as non-responsive pursuant to clause 22 of Instructions to Bidders.
- (e) Unsuccessful Bidder Bid Security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Purchaser pursuant to clause 12 of instructions to Bidders.
- (f) The successful Bidder's Bid Security will be discharged or returned upon the Bidder signing the Purchase Order, pursuant to clause 26 of Instructions to Bidders, and furnishing the Performance Security, pursuant to clause 27 of Instructions to Bidders.
- (g) The Bid Security may be forfeited:
 - 1) If a Bidder withdraws its offer during the period of the Bid Validity specified by the Bidder on the Bid Submission Form, or,
 - 2) In the case of a successful Bidder, if the Bidder fails:
 - i. to sign the Purchase Order in accordance with Clause 26 of Instructions to Bidders, or,
 - ii. to furnish Performance Security in accordance with Clause 27 of Instructions to Bidders.

D. Submission of Proposals

16. Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

- (a) The outer envelope shall be:

- addressed to –

UNDP Moldova
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova
Attention: UNDP Registry Office/Procurement

and,

- marked with –

“RFP: Integrated Newsroom Production System for Teleradio-Moldova Company”

- (b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 8 (*Operational and technical documentation*) and in Clause 9 (*Proposal form*) above, with the copies duly marked “Original” and “Copy”. The second inner envelope shall include the price schedule/financial proposal duly identified as such.

Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal’s misplacement or premature opening.

- (c) In case of electronic submission, the Offeror shall send two messages by e-mail to the following address: tenders-Moldova@undp.org

Having prepared the Proposal in paper format as specified in Clause “D. Submission of Proposals”, hereof, the entire Proposal should be scanned or otherwise converted into one or more electronic .pdf (Adobe Acrobat) format files and attached to two e-mail messages. The first e-mail message shall contain the information specified in Clause 8 (*Operational and technical documentation*) and Clause 9 (*Proposal form*) above and shall have the following subject: **“Technical Proposal for RFP: Integrated Newsroom Production System for Teleradio-Moldova Company”**. The second e-mail message shall include the price schedule/financial proposal and shall have the following subject: **“Financial Proposal for RFP: Integrated Newsroom Production System for Teleradio-Moldova Company”** - DO NOT OPEN IN ADVANCE. The opening of the financial proposal must be secured with the password protected ZIP archive by the Offeror, which will be given to the procuring UNDP entity upon its request after the completion of the technical proposal evaluation.

To assist procuring UNDP entity in the assurance of transparency, it is recommended that, prior to sending the Email(s), Offerors should open “Options”, then “Voting and Tracking Options” and select “Request a delivery receipt for this message” AND “Request a read receipt for this message”. This option path is for Microsoft Office Outlook software. Other software should offer similar options, although the path and wording might be somewhat different.

17. Deadline for submission of proposals

Proposals must be received by the procuring UNDP entity at the address or e-mail address specified under clause *Sealing and marking of Proposals* no later than **22 July 2011, 11:00**, local time.

The procuring UNDP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring UNDP entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

18. Late Proposals

Any Proposal received by the procuring UNDP entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

19. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by the procuring UNDP entity prior to the deadline prescribed for submission of Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

E. Opening and Evaluation of Proposals

20. Opening of proposals

The procuring entity will open the Proposals in the presence of a Committee formed by the Head of the procuring UNDP entity.

21. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

22. Preliminary examination

The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

23. Evaluation and comparison of proposals

A two-stage procedure will be utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price schedule/financial proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 700 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR) /Concept and Technical Specifications and the Instructions to Offerors.

In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation will be compared. The contract will be awarded to the Contractor offering the lowest price.

Technical Evaluation Criteria

Technical criteria will cover two general areas: (I) criteria related to the goods (IT equipment) to be delivered (compliance with minimum technical requirements stipulated in the Annex IV); and (II) criteria related to the company's capacities and capabilities.

I. Compliance of the proposed equipment with minimum technical requirements stipulated in the Concept and Technical Specifications (Annex IV) – pass/or fail criteria.

Only bids offering goods with the characteristics meeting or exceeding those in the specifications and commercial terms shall be considered acceptable. Failure to comply with this mandatory requirement will constitute grounds for disqualification.

Any offers that do not meet this requirement must be rejected as being non-responsive. Proposals of offerors whose technical proposals are deemed unqualified and non-responsive at this stage of evaluation shall not be further considered.

II. Company's capacities and capabilities

| Summary of Technical Proposal Evaluation Forms | | Score Weight | Points Obtainable | Company / Other Entity | | | | |
|--|--|--------------|-------------------|------------------------|---|---|---|---|
| | | | | A | B | C | D | E |
| 1. | Expertise of Firm / Organisation submitting Proposal | 20% | 140 | | | | | |
| 2. | Proposed Solution and Approach | 60% | 420 | | | | | |
| 3. | Personnel | 20% | 140 | | | | | |
| Total | | | 700 | | | | | |

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of Firm / Organisation Submitting Proposal

Form 2: Proposed Solution and Approach

Form 3: Personnel

| Technical Proposal Evaluation Form 1 | | Points obtainable | Company / Other Entity | | | | |
|---|--|-------------------|------------------------|---|---|---|---|
| | | | A | B | C | D | E |
| Expertise of firm / organisation submitting proposal | | | | | | | |
| 1.1 | Reputation of Organisation and Staff (Competence / Reliability) | 20 | | | | | |
| 1.2 | Litigation and Arbitration history | 10 | | | | | |
| 1.3 | General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls) | 20 | | | | | |
| 1.4 | Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills. | 10 | | | | | |
| 1.5 | Quality assurance procedures, warranty, ISO certificates for IT | 20 | | | | | |
| 1.6 | Relevance of: | 60 | | | | | |

| | | | | | | | | |
|--|--|----|-----|--|--|--|--|--|
| | - Specialised Knowledge | 20 | | | | | | |
| | - Experience on Similar Programme / Projects | 20 | | | | | | |
| | - Experience on Projects in the Region | 10 | | | | | | |
| | - Work for UNDP/ major multilateral/ or bilateral programmes | 10 | | | | | | |
| | | | 140 | | | | | |

| Technical Proposal Evaluation Form 2 | | | Points Obtainable | Company / Other Entity | | | | |
|---------------------------------------|--|--|-------------------|------------------------|---|---|---|---|
| | | | | A | B | C | D | E |
| Proposed Solution and Approach | | | | | | | | |
| 2.1 | To what degree does the Offeror understand the task? | | 40 | | | | | |
| 2.2 | Have the important aspects of the task been addressed in sufficient detail? | | 30 | | | | | |
| 2.3 | Are the different components of the project adequately weighted relative to one another? | | 30 | | | | | |
| 2.4 | Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal? | | 30 | | | | | |
| 2.5 | Is the conceptual framework adopted appropriate for the task? Will it allow for early feedback from customer? | | 50 | | | | | |
| 2.6 | Do the work plan / approach fully correspond to the Terms of Reference / Concept and Technical Requirements? | | 90 | | | | | |
| 2.7 | Does the offer contain sufficient detail to calculate Total Cost of Ownership (TCO), including but not limited to: - Hardware requirements - Software requirements | | 30 | | | | | |
| 2,8 | Is the technical solution based on: - well recognised technology stack - sufficient integration and extension possibility | | 60 | | | | | |
| 2.7 | Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? | | 60 | | | | | |
| Total Form 2 | | | 420 | | | | | |

| Technical Proposal Evaluation Form 3 | | | Points Obtainable | Company / Other Entity | | | | |
|--------------------------------------|---|----|-------------------|------------------------|---|---|---|---|
| | | | | A | B | C | D | E |
| Personnel | | | | | | | | |
| 3.1 | Task Manager | | 70 | | | | | |
| | Sub-Score | | | | | | | |
| | General Qualification | | 55 | | | | | |
| | Suitability for the Project | | | | | | | |
| | - International Experience | 15 | | | | | | |
| | - Professional Experience in the area of specialisation | 25 | | | | | | |
| | - Knowledge of the region | 15 | | | | | | |
| | - Language Qualifications | 15 | | | | | | |
| | | 70 | | | | | | |
| 3.2 | Team Members | | 70 | | | | | |
| | Sub-Score | | | | | | | |

| | | | | | | | | |
|--|---|----|------------|--|--|--|--|--|
| | General Qualification | 60 | | | | | | |
| | Suitability for the Project | | | | | | | |
| | - International Experience | 10 | | | | | | |
| | - Professional Experience in the area of specialisation | 40 | | | | | | |
| | - Knowledge of the region | 10 | | | | | | |
| | - Language Qualifications | 10 | | | | | | |
| | | 70 | | | | | | |
| | Total Part 3 | | 140 | | | | | |
| | Total Form 3 | | 140 | | | | | |

F. Award of Contract

24. Award criteria, award of contract

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action.

Prior to expiration of the period of proposal validity, the procuring UNDP entity will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

25. Purchaser's right to vary requirements at time of award

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

26. Signing of the contract

Within 30 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.

27. Performance security

Within 30 days of the receipt of the Contract from the Purchaser, the successful Offeror shall provide the performance security on the Performance Security Form provided in the Solicitation Documents and in accordance with the Special Conditions of Contract.

Failure of the successful Offeror to comply with the requirement of Clause 26 or Clause 27 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Proposal security if any, in which event the Purchaser may make the award to the next lowest evaluated Offeror or call for new Proposals.

General Conditions of Contract**1. LEGAL STATUS**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNDP or the United Nations and shall fulfil its commitments with the fullest regard to the interests of UNDP.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES

- 8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment

owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

- (i) Name UNDP as additional insured;
- (ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNDP;
- (iii) Provide that UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide UNDP with satisfactory evidence of the insurance required under this Article.

9. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNDP shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At the UNDP's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNDP in compliance with the requirements of the applicable law.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of UNDP or the United Nations in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

13.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNDP, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under this Contract.

13.2 The Contractor may not communicate at any time to any other person, Government or authority external to UNDP, any information known to it by reason of its association with UNDP which has not been made public except with the authorization of UNDP; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.

14.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNDP shall take such action as, in

its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract

- 14.3 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.
- 15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.
- 15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNDP may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNDP of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

16.1. Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2. Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. TAX EXEMPTION

- 18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19. CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20. MINES

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the authorized official of UNDP.

Terms of Reference

Integrated Newsroom Production System for Teleradio-Moldova Company

1. BACKGROUND

The UNDP-Government of Moldova 2007-2011 Country Programme foresees development interventions to strengthen civil society and media organizations so that they contribute to ensuring good governance, rule of law, equal access to justice and promotion of human rights. In order to achieve that, an increased engagement of CSOs and media to participate in the national development processes is required.

The public broadcasting company Teleradio-Moldova (TRM) covers the whole territory of the country, owning the TV channels Moldova 1 and Moldova International and the radio channels Radio Moldova and Radio Moldova International. At the same time, the poor newscast coverage provided by Moldova's national public TV and Radio stations in terms of both quality and quantity of broadcasts have been identified as one of its main shortcomings.

Following the replacement of the TRM leadership in 2009 and the promotion by the Broadcasting Coordination Council of a series of policies to increase openness and observe a plurality of opinions at TRM, UNDP supported the formulation of the reform strategy of the institution and provided equipment for the news department of the Radio Moldova.

Recently, TRM Observers' Council approved the structural and institutional changes stipulated by the reform strategy for the company. The initial stage (March-May 2011) envisage the creation of new departments and services such as Multimedia, Strategic development, PR and Communications, News and Debates, Productions and Programming and Planning among many others. Moldova 1 News Department is being restructured into the News and Debates Department. The new organigram of the Department includes the creation of the posts of producer and editor which is also in line with the new soft equipment purchased under a project funded by the Open Society Institute (OSI) and implemented by UNDP. During the first phase of the project, 4 cameras have been purchased for Moldova 1 TV. Under the news changes, TRM will expand their network of local reporters throughout the country through providing training and equipment.

In view of the above and in the framework of its support to the implementation of the reform strategy of Teleradio-Moldova, UNDP seeks to procure equipment for the News and Debates Department of Moldova 1 TV.

2. DESCRIPTION OF THE ASSIGNMENT

One of the activities of the Media Development Project funded by OSI and implemented by UNDP is aimed at supporting **the initial upgrade of the technical and technological system of TRM.**

The first batch of equipment has been delivered to Radio Moldova, including 4 cameras for Moldova 1 TV. The second batch is targeting the News and Debates Department of Moldova 1 TV.

In order to achieve the highest quality of the produced and broadcast TV programs under this activity the following actions are being considered for the implementation:

- urgent priority of implementing adequate information technology,
- urgency of digital upgrading of the technical and technological system taking into account the best experience and DVB-T trends,
- acquire only such equipment which is in the medium-term compatible to become part of the new technological phases
- ensure maximum organizational and technological uniformity and compatibility of all devices into a uniform system.

BENEFICIARY

Tele Radio Moldova Public Broadcasting Company, Moldova 1 TV

OBJECTIVES

The objective of the project is to enhance capacity of the Teleradio Moldova Company and modernize the news broadcast operations of Moldova 1 TV (the content and technology), so that it can carry on its public mission of broadcasting unbiased, trustworthy, accurate, quality news and information in a timely and modern fashion.

SCOPE OF WORK

Modernization of the News and Debates department of Moldova 1 TV will improve the process of selection, editing and broadcasting of the news items.

The scope of the assignment is to develop an Integrated Media System for the News and Debates department which includes:

- 1. CENTRAL STORAGE**
- 2. INGESTs**
- 3. STORED MEDIA**
- 4. MEDIA MANAGEMENT**
- 5. Logging & Viewing**
- 6. EDITING**
- 7. PLAYOUT**
- 8. GRAPHICS**
- 9. NEWS ROOM COMPUTER SYSTEM**
- 10. Archive**

All additional costs (such as possible interventions in construction or any other connected with the installation of the equipment will be covered by TRM). Installation and training will be the obligation of the supplier.

Attached to TOR are the Concept and Technical Requirements. In case of conflicts between the clauses of TOR and Concept/Technical Requirements the latter shall prevail.

IMPLEMENTATION SCHEDULE AND REPORTING

The implementing company will prepare a commercial proposal with a detailed work plan and timeline. Implementation schedule (divided into phases) should be delivered by the implementing company.

The implementing company should present Monthly progress reports to the Project Manager. Reports shall be written in English language.

PURCHASES

The implementing company should prepare a detailed list of hardware and software (supported by proper deployment schema) that should be purchased to support the solution.

CONFIDENTIALITY STATEMENT

All data and information received from project experts and TRM staff for the purpose of this assignment is to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference will be

assigned to the beneficiaries. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization.

QUALIFICATIONS OF THE COMPANY:

- At least 5 years of proven technical knowledge and experience in the field;
- In-depth knowledge and understanding of ICT and media development issues and relevant work experience;
- Experience in project and program implementation in media development;
- The applicant should present documents or diplomas issued by established certified organizations that would confirm applicant's certification for at least the quality system ISO 9001:2000 (or similar of other standards), for the development and implementation of information technology software;
- Proven experience in designing and conducting similar works. Knowledge of and/or experience in the region of Central and Eastern Europe would be highly desirable;
- Knowledge of media policies and regulatory framework of the Republic of Moldova will be an advantage;
- Ability to analyze, plan, communicate effectively orally and in writing, draft reports, solve problems, organize and meet expected results, adapt to different environment (cultural, economic, political and social);
- Core staff of the implementing company has to communicate in Romanian orally and in writing;
- For managerial and support staff the knowledge of English language would be an advantage;
- Qualified personnel for the implementation of information management systems;
- Proof of experience for the implementation of similar projects. Letters of reference should be provided by the applicant for at least 1 developed and implemented similar project.

Concept and Technical Requirements for
Procurement, Installation and Commissioning of Newsroom Production System
for Teleradio-Moldova Company

20/06/11

GENERAL DESCRIPTION

This specification covers the design, procurement, installation and commissioning of equipment for the News Project of Teleradio-Moldova Company. The equipment will provide the core broadcast facilities for this news production area.

Contents:

- A. Central Storage System
- B. Ingest
- C. Playout
- D. Graphics Equipment
- E. Media Asset Management
- F. Newsroom Computer System
- G. Editing
- H. Teleprompter
- I. Network Equipment
- J. Professional Services
- K. Final Notes

A. CENTRAL STORAGE

The contracted company will provide a truly shared media specific storage system (not standard IT SAN) supporting seamless workflow and tight integration between Production Asset Management, Ingest, Playout, Newsroom and non-linear editing systems.

The storage will be capable of dynamic allocation and changes including change of size of a workspace using administration tools, without disturbing normal operation.

The central storage must have true shared workflow features including multiple editors' capture to the same volume and playing the same media file simultaneously. Mac or PC clients should be both supported.

- Working resolution: 30Mbps, 50 Mbps.
- Synchronization with industry standard user management tools (such as Microsoft Active Directory).
- Gigabit Ethernet infrastructure with support for SD via 1 Gb/s.
- Capable of Dynamic allocation and changes during operation including change of size of a user workspace using administration tools
- Requested storage capacity: min 48 TB USABLE.
- Expandable to min. 128TB, about 50 video clients and a storage bandwidth of 4Gb/s
- Protected by RAID5 or mirroring, with auto-rebuild in case of a drive failure.
- All active system components must be redundant and hot-swappable.
- Spare HDD in carrier so that in the event of a drive failure an automatic background drive rebuilds starts, allowing for uninterrupted operation.
- Browser based System Health Monitoring and administration tool.
- Multiple editors can capture at the same volume and can play the same media file simultaneously.
- The system will include a 48 ports switch for connecting the clients, as recommended by the manufacturer. The switch will have 10Gb uplink port.
- A 5000VA rack mountable UPS will be supplied for protecting the system against power failures.
- A flat panel console kit will be supplied, consisting of 19" monitor, keyboard, pointing device. Standard KVM mounting integrated USB pass-through connector, standard multi-burner drive. Rack mountable, 1RU.
- The shared-storage system must be based on modular, scalable and highly reliable architecture to support for 24x7 hours News operation.

| Technical specifications (minimum) | |
|---|--|
| CENTRAL STORAGE | |
| Working resolution | SD/HD |
| Storage | <ul style="list-style-type: none"> • Configuration contains minimum 2 storage chassis having minimum 64TB capacity • The shared-storage system must be based on modular, scalable and highly reliable architecture to support for 24x7 hours News operation • Capable of supporting protected storage with raid and auto rebuild, protected 3000 hours of media (Media Data rate : 50 Mb/s). minim 48 TB usable |

| | |
|---|---|
| | <ul style="list-style-type: none"> • Gigabit Ethernet infrastructure with the support for SD via 1 Gb/s for Windows clients. • 48 TB <u>USABLE</u> • Expandable to 128TB capacity • RAID5 or mirroring • redundant and hot-swappable • Spare 1 Hdd Drive in carrier |
| 48-port Copper 1000 BaseX Gigabit Ethernet Switch | <ul style="list-style-type: none"> • High-performance 1/10GbE access switch optimized • 1-4 Ports 10GigE; (2 port modules must ordered separately) |
| Smart-UPS 5000VA 230V Rackmount | <ul style="list-style-type: none"> • Output Power Capacity 4000 Watts / 5000 VA |
| Flat Panel Console Kit, 1U Rack | <ul style="list-style-type: none"> • Size: 19.0 inch diagonal • Standard Multi-Burner Drive • Keyboard with Integrated Pointing Device • Rack shippable |

B. INGEST

It is required to be a central ingest area dealing with all incoming media both tape and file-based for the News production area. The main principle will be that all media is ingested to a uniform standard format which will then progress seamlessly throughout.

Media is to be recorded or “ingested” into the central shared storage system using Ingest servers controlled by a centrally managed record control system. This should have the ability to connect multiple clients managing the ingest servers as a ‘pool’.

The material captured will be then transferred immediately to the central shared storage system and be available within 30 seconds to any of the attached editing clients. The clients are allowed to edit while media is being captured. This allows for a very efficient, fast moving production with simplified quality control as material can be viewed by any of the clients in full quality, sound and vision so that any problems can be identified immediately.

The Recorded media needs to be stored and logged in to a media management system providing a searchable database of all media stored on the central shared storage system.

The central Ingest record manager must be able to initiate scheduled or crash recordings from an incoming line or VTR feeds. Markers or locators can be added from the server panel while capturing media.

As an option, Editors will be able to record media locally using their interface. Media recorded by the editors must be saved to the shared central storage.

Media should be captured directly to the shared storage in given format and updating metadata automatically to the media asset management system.

A method of ingested directly from file based devices such as XDCAM HD must also be proposed.

Notes:

- The Ingest servers should accept incoming signals as SDI with Embedded audio;
- Metadata can be entered using the Central Ingest Record Tool;
- SD servers have to be upgradeable to accept HD-SDI signals with Embedded audio (1080i and 720p).

- Number of Simultaneous Ingest channels required: 2;
- Ingest can take place while 4 playout channels are in use;
- The ingest server(s) will support black-burst and tri-level sync and will have redundant power supply;
- Captured media should be first stored on the internal drives and then moved to the central shared storage. When the shared storage destination is full, the server should continue to capture until the internal drives are filled;
- Several ingest servers can be connected to the shared storage simultaneously;
- SD Supported formats: DV25, DV50, IMX30 and IMX50;
- The servers are upgradable to support HD formats;
- HD supported formats: XDCAM and ACV Intra;
- The servers can be controlled by automation systems using VDCP and MOS protocols;
- One PSU and 1 HDD in carrier will be supplied as spare parts;
- The licenses supplied should allow for minimum 5 ingest workstations and 5 ingest channels to be controlled.

Ingest control:

- A simple interface enables feed capture based on source, destination, time, duration and expiration;
- Automated scheduled recording in advance;
- Capable of on the spot crash and instant records triggering;
- Capable of handling several recording of satellite feeds, microwave relays and ENG material into multiple devices simultaneously;
- Optional – controlling router cross-points;
- Optional – capability of simultaneously generating both high- and low-res material from a single feed.

Stored Media

Source media or “master clips” must be recorded to central shared storage system. Via a network switch all attached editing clients will be able to access, view and begin to edit (or build “sequences”) using this media. The editing process will be 'in place' (the editors will not need to copy the media locally in order to reduce multiple copying of media across the network).

All captured media must be MXF compliant.

Proposed systems are to be checked for scaling in such manner that the bandwidth capability of the storage can sustain simultaneous clients accessing the same source media at the same time using a minimum of 2 streams of 30Mbps each. Spare headroom of 20% is requested on this bandwidth capability.

C. PLAYOUT

Preferably, finished edited sequences should be sent to Playout servers. These servers are dedicated for playout of clips into the News studio production system.

The Playout servers should provide outgoing signals as SDI with Embedded audio and will be upgradable to allow for playout of HD-SDI signals with embedded audio at a later stage (1080i and 720p).

A status window is required to display the progress of the transfer and provide feedback to the user when the clip has successfully transferred to the playout servers.

If the playout is close to the transmission time, a requirement for the system is to be able to play while this media is being transferred (The Playout server can commence playout of the finished item as soon as it starts arriving, it doesn't have to complete the transfer, before going to air).

The Play Out server works with NRCS Edit Software, Newsroom System and Media shared storage to virtually eliminate the time between acquisition and editing. Connected editors' access material seconds after the transfer begins, accelerating time-critical news, talk show, and sports production. When the edits are finished, a single click sends segments to PlayOut Server for playback.

Media clips that have been transferred to the playout servers are played out under the control of simple playout control system which integrates with the offered NRCS. It will need to take a rundown from the NRCS to create the playlist for the video elements of the news programme.

The Playout control must have the ability to connect several clients to be used within the studio gallery to control and monitor the playout. *Please advise other devices that this playout control solution can control such as other studio devices and character generators.*

Clips that don't match the preferred playback format are automatically up, down, or cross converted, and channel output switching between HD and SD eliminates the need to dedicate channels to one format.

Number of Simultaneous Playout channels required: 4 (3 different channels, one of the channels mirrored and run on 2 different physical machines for full redundancy)

A minimum of 1.5 TB of local storage is needed for every server.

Playout servers should be used also as recording devices, controlled by the ingest software described in section B. The playout channels can run safely while 2 ingest channels are used.

Capability of selecting the channel and send to playout from the Edit systems. Several playout servers can be connected together as a virtual server pool and the channels for playout can be assigned using available ports.

The playout server(s) will support black-burst and tri-level sync and will have redundant power supply.

Playout control:

- A simple and intuitive user interface to reduce on-air transmission errors;
- Capable of creating a Playlist manually or loading it from the newsroom computer system

Playback of media must support any of the following modes:

- Manually by the operator;
- GPI triggered;
- Linked with other clips for block play;
- Automatic playback based on the time of day;
- A single PLAY command must initiate playback on two channels (mirrored play) simultaneously.

Required computer should be included with all necessary peripherals (mouse, monitor).

| Technical specifications (minimum) | | |
|--|--|-----------------|
| Ingest and PlayOut | | Quantity |
| Common Server for Ingest and PlayOut | | 2 |
| <ul style="list-style-type: none"> • Support for automation systems using the VDCP and BVW and MOS protocols • Support for black-burst sync • Automated Capture and Playback • Servers should process no less than 6 channels simultaneously, supporting configurations of 4 play channels and 2 record channels, while 1 channel will be broadcasted simultaneous on 2 separated servers for redundancy • PlayOut Server SD supports DV25, DV50, IMX 30 and IMX50 • The system hardware consists of 4 internal 500 GB drives (minimum), dual power supplies in rack mounted chassis. Rack ears included • Redundant power supply • Minimum of 2 x Ethernet connections to control and configure • Spare Power Supply • Spare 1 Hdd Drive in carrier | | |
| PlayOut Control Server Software | <ul style="list-style-type: none"> • Capable of creating Playlist manually or load from the newsroom computer system • Automatic playback based on the time of day • Colour-coded status indicators to highlight the inventory of assets based on • GPI triggered • automatic playback based on time of the day <p>Playback of media must support following modes:</p> <ul style="list-style-type: none"> • Manually by the operator • Linked with other clips for block play | 1 |
| PlayOut Control Server (Rack mountable) | <ul style="list-style-type: none"> • CPU: <ul style="list-style-type: none"> ○ The number of cores – 4 ○ L3 cache size – 4 Mb ○ Processor speed (GHz) - 2 • HDD - 3x300GB SATA • RAM - 4GB • DVDRW; LAN; Rack Rails • Expansion Slots 1 or more PCI slots (if triggering playback through GPI) • GPI Card SeaLevel DIO-16.LPCI: PCI 8 Reed Relay Output / 8 Isolated Input Digital Interface ITEM# 8012S • Serial Card (VDCP) Digi AccelePort Xr Universal PCI 8-port RS-422 w/DB-25M cable | 1 |

| | | |
|--|--|---|
| | <ul style="list-style-type: none"> • Under Monitor Display • Operating System Windows XP Professional, Windows Server 2003 Standard Edition | |
| PlayOut Control Workstation | <ul style="list-style-type: none"> • CPU: <ul style="list-style-type: none"> ○ The number of cores – 2 ○ L3 cache size – 4 Mb ○ Processor speed (GHz) - 3.46 • Video – similar to NVIDIA Quadro FX 580 (512 MB) PCIe Graphics • RAM - 4GB (2 x2GB) DDR3-1333 ECC Ram • HDD - 320GB SATA 7200 • 16X DVD+/- RW, SuperMulti SATA, 1st Drive • FireWire IEEE 1394a 3 Port PCI Card • USB Standard Keyboard and optical mouse • Win7 Professional Downgrade to XP32 OS • MS Windows7 Professional OS REC Media • Keypad X-keys XD-03-USB keypad • 22-inch Widescreen LCD Monitor | |
| PlayOut Control Workstation License The System Software comes with one (1) workstations license. The workstation is the control UI for importing, building and playing playlists. Can handle 3 concurrent workstations on one system | | 1 |
| Ingest Control Server | <ul style="list-style-type: none"> • CPU: <ul style="list-style-type: none"> ○ The number of cores – 4 ○ L3 cache size – 4 Mb ○ Processor speed (GHz) - 2 • HDD - 3x300GB SATA • RAM - 4GB • DVDRW; LAN; Rack Rails • Expansion Slots 1 or more PCI slots (if triggering playback through GPI) • GPI Card SeaLevel DIO-16.LPCI: PCI 8 Reed Relay Output / 8 Isolated Input Digital Interface ITEM# 8012S • Serial Card (VDCP) Digi AccelePort Xr Universal PCI 8-port RS-422 w/DB-25M cable • Under Monitor Display TallyMan (or similar) from TSL Systems • Operating System Windows XP Professional, Windows Server 2003 Standard Edition | 1 |
| Ingest Control Server <i>Capture Control Software</i> | <ul style="list-style-type: none"> • Number of Simultaneous Ingest channels required : 2 • Support for template based destination selection for selected channels to capture directly to specific workspaces on the shared Storage. And capable of defining a default location in the event for crash recording. <p>Ingest Control:</p> <ul style="list-style-type: none"> • A simple interface enables feed capture based on source, destination, time, duration and expiration • Automated scheduled recording in advance | 1 |

D. GRAPHICS (Character Generator)

Broadcast quality, dual channel, SD-SDI compatible, stand-alone unit. The software should provide tight integration with the Newsroom computer server. It must run both with operator or unattended, controlled by the playout automation.

Text and graphics tools include:

- intuitive CG interface;
- unlimited editable layers;
- real time effects such as wipes, pushes, rolls, crawls, slow reveals and dissolves;
- wide range of file import/export formats;
- intelligent capabilities such as shrink-to-fit;
- design features like unlimited fonts and details;
- layer-based motion effects.

| Technical specifications (minimum) | |
|--|--|
| GRAPHICS (Character Generator) | |
| <p>Chassis Details: Rack-mount system that meets or exceeds the following:</p> | <ul style="list-style-type: none"> • CPU: <ul style="list-style-type: none"> ○ The number of cores – 1 ○ L2 cache size – 2 Mb ○ Processor speed (GHz) – 3.2 • RAM - 4GB • HDD - 320GB • DVD/+R/+RW • 1000 BaseT NIC; 4 USB ports • Includes Logic Keyboard with Keycaps colored 101-key (English and Russian) and optical mouse. • English-language Windows XP or Seven Professional • 24-31 Inch Rack Slides • KVM Extender Kit • Spare Power Supply |
| <p>Real-Time On-Air SD Broadcast Character Generator, Single Channel System</p> | <ul style="list-style-type: none"> • Broadcast quality character generator with double channel. Text and graphics tools include: intuitive CG interface; unlimited editable layers; real time effects such as wipes, pushes, rolls, crawls, slow reveals and dissolves; wide range of file import/export formats; intelligent capabilities such as shrink-to-fit; design features like unlimited fonts and details; layer-based motion effects. • Single Channel System with SDI Video I/O |

E. MEDIA ASSET MANAGEMENT

A Media Management solution is requested to provide an efficient collaborative workflow which logs and tracks all the data that is related to each media “asset”. The requirement is for a small media management solution designed specifically for the news production environment.

Capable of multi-res video and audio media asset management with automatic selection of the relevant resolution for the given task should be included.

It should contain tools for automating time-consuming tasks including background encoding, transcoding, and transferring of media.

An open interface (API) for integration with other vendor solutions should be available. It should support for search, create, and mark new video sequences using new and archived media without switching between active and archived storages.

It must be possible that all media files and metadata are organised in a customizable folder structure based on individual user’s preferences.

System must support tight integration and interfaces between Shared Storage System, Ingest, Payout, Newsroom and non-linear editing systems.

It will have a comprehensive set of administration and productivity tools such as:

Search: A GUI to be used for searching and organising assets. Users must be able to easily search, navigate and organize assets; work with graphics files; store, track, and modify scripts, spread sheets, or other project-related files and their version histories - all in their native applications. The editors must have a window in to this search engine so that production staff could easily navigate and organize assets, add or modify media objects such as master clips, sequences, and effects or work with graphics files.

Logging & Viewing

The Logging/viewing application is to be used for reviewing, logging video, selecting shots, and adding comments and markers to the relevant video time codes. Markers should be available for video editing software. Any authorised team members can play video and audio.

The offered system will be adapted to the number of users requested by this project and will be expandable. Also, it should have an administration tool to inspect the relationship between elements or assets to prevent accidental deletion of critical media

| Technical specifications (minimum) | | Quantity |
|------------------------------------|---|----------|
| Media Engine Server | <ul style="list-style-type: none"> • CPU: <ul style="list-style-type: none"> ○ The number of cores – 4 ○ L3 cache size – 4 Mb ○ Processor speed (GHz) – 2 • RAM - 9GB • HDD - 2x250GB • Windows 2008 Server OS 64-Bit | 1 |
| Media Indexer Server | <ul style="list-style-type: none"> • CPU: | 1 |

| | | |
|--|--|--|
| | <ul style="list-style-type: none"> ○ The number of cores – 4 ○ L3 cache size – 4 Mb ○ Processor speed (GHz) – 2 ● RAM - 9GB ● HDD - 2x250GB ● Windows 2003 Server OS 64-Bit ● Includes Media Indexer Software | |
|--|--|--|

F. NEWS ROOM COMPUTER SYSTEM

The newsroom computer system (NRCS) provides journalists with comprehensive tools for text based news and script production and has a tight integration with the video production process ensuring that both script and pictures come together as one for a sports or news broadcast.

Typically the chief news editor will hold an early morning meeting with his journalists to identify the top stories that they know about at that time of the day. From this information an initial running order or news “run-down” is created in the NRCS with placeholders for the identified stories. Each story has a unique identifier. Stories can be added or removed from the rundown as the day progresses.

The Newsroom Computer System proposed will have the ability to accept 4 news subscription wire feeds and will have 20 floating clients.

The NRCS Tools will bring together script writing, shot selection, editing, voiceover recording, split-audio editing and audio rubber banding. *Please describe any tools available that would improve the workflow in a journalist environment.*

Please list Teleprompters and graphic devices compatible with the proposed NRCS.

| Technical specifications (minimum) | | Quantity |
|---|--|----------|
| Servers 2 servers for Data Receiver 2 servers for NRCS | <ul style="list-style-type: none"> ● CPU: <ul style="list-style-type: none"> ○ The number of cores – 4 ○ L3 cache size – 4 Mb ○ Processor speed (GHz) – 2 ● RAM - 4GB ● DVDRW ● HDD - 3x300GB SATA ● LAN; Rack Rails ● Windows 2003 Server OS 64-Bit | 4 |
| NRCS Server Software | <ul style="list-style-type: none"> ● Core Software ● Full text search engine ● Messaging system, the user portal ● Script archiving ● MOS integration (Unlimited number of MOS devices) ● List Teleprompters compatible with proposed NRCS ● Interface for Data-communication Services (Wires, Emails, RSS receiving) ● Incorporates video, script and audio editing tools into a single interface ● Device control for a full range of third-party video | 2 |

| | | |
|---|--|---|
| | <p>servers and graphics devices is provided through Play Out Control</p> <ul style="list-style-type: none"> • NRCS communicates with third-party device controllers through the MOS protocol • Enable everyone clients, journalists and producers to create, view and edit stories and rundowns • Connect via web browser at speeds as low as 9600 bps • Add hundreds of users with no need to reconfigure every time the station, network, or group expands | |
| License for 20 concurrent journalists workstations | <ul style="list-style-type: none"> • 20xNRCS Floating clients allows fast, efficient searching through large quantities of text material using indexes | 1 |
| Data Receiver Server Software and License | <ul style="list-style-type: none"> • Data Receiver consolidates the ingest of wires and other stories via serial feed, telnet, email, or by monitoring directories. • 1 x resilient Newsroom Computer System with the ability to accept 4 news subscription wire feeds. • DVDRW • HDD 2x250Gb • Includes Media Indexer Software | 2 |

G. EDITING

Editing clients will work individually or together to craft edit final sequences. Using the media management tool the editor will locate the required assets. The editor will be able to search for media or sub-clips, based on metadata associated with it.

The proposed editor must be specifically designed or optimised for fast moving news and sports operations and provide tight integration to the proposed News Computer System (NRCS). All editing systems will be connected to the Central Storage and will edit using media stored on the central storage, without moving it locally.

The proposed Editing system must support ingest of file based media with automatic metadata checking to the production asset management system. It should be able to edit multiple SD and HD formats, with different frame rates, in real time and mix them in the same timeline.

It has to support XDCAM EX/HD, P2/AVC-Intra, GFCAM formats, QuickTime and MXF OP1A wrapped files

The editors will support a wide range of codecs (pleas provide list) including HDV, XDCAM-HD, XDCAM-EX, DVCPRO HD.

5 editing systems are required. Two of them will be able to ingest SD-SDI and HD-SDI media locally via an external, portable break-out box. HD to SD hardware down conversion should be available in the breakout box.

All 5 editing systems should have video preview in existing video monitors. The PC platforms offered for the editors will be fully compliant with the recommendations of the manufacturer.

All editors will be able to control VTRs.

For compatibility with other applications, the offered graphic card should be similar to NVidia Quadro 2000 and the computer should have min 6GB of RAM.

| Technical specifications (minimum) | | Quantity |
|---|--|----------|
| Editing Workstation | <ul style="list-style-type: none"> • CPU: <ul style="list-style-type: none"> ○ The number of cores – 6 ○ L3 cache size – 12 Mb ○ Processor speed (GHz) – 3,33 • Video – similar to NVIDIA Quadro 2000 1Gb PCIe Graphics • RAM - 6GB (3 x2GB) DDR3-1333 ECC • DVD+/- RW, SuperMulti SATA, 1st Drive • HDD - 320GB SATA 7200 (1st HDD) • FireWire IEEE 1394a 3 Port PCI Card • Specialist Logic Keyboard UK Int. with Keycaps • MS Windows 7 Professional 64 Bit OS | 5 |
| Pair of Speakers | <ul style="list-style-type: none"> • Nominal Output Power - 40 Watt • Output Level - 101.5 dB • Controls - Volume, Power on/off, Bass | 5 |
| 22-inch Widescreen LCD Monitor | <ul style="list-style-type: none"> • 250cd/m2, 5ms, 0.282mm pixel pitch | 10 |
| High resolution real time video editing attached to central storage (Software) | <ul style="list-style-type: none"> • Support SD/HD • Direct edit from tape to timeline • Seamless integration with ENPS, iNEWS, Octopus, and other MOScompliant newsroom computer systems by request. • Color correction for rebalance of improperly shot footage. • Record from tape to timeline and edit directly to timeline without predigitizing. • PC Operating Systems - Windows 7 (32/64-bit) or Windows XP Professional SP3 (32-bit). | 5 |
| Portable and powerful digital and analog I/O SD/HD for ingest and preview | <ul style="list-style-type: none"> • Media ingested locally to be available on shared storage to provide collaborative workflow for all the editors • Digital Nonlinear Accelerator that delivers true realtime effects, realtime DV input and output, and professional analog-to-DV media conversion to edit software. • Compact enough to take on location yet powerful enough to serve as the core of a video editing suite, Portable I/O connects to any qualified Windows system via a single FireWire cable, and scales from DV25 to uncompressed SD and HD video. • Connect to facility-class cameras, decks, and digital pipelines with the highest quality professional SD and HD connections. • Features Genlock and Word Clock for video and audio sync with external devices. Simultaneous output to both broadcast monitors and tape. Input and output IEEE-1394, and component or composite as well as S-video signals. | 2 |
| Portable and powerful digital and analog I/O SD/HD for preview | <ul style="list-style-type: none"> • HD/SD SDI, HD/SD analog component, Y/C, and composite • Up to five user-selectable simultaneous video outputs – HD and/or SD on HDMI, SDI, and analog • Professional audio inputs and outputs with 5.1 surround sound Monitoring • Genlock – SD analog black burst (bi-level) or HD tri-level sync | 3 |

H. TELEPROMPTER

One teleprompter system will be offered (software, computer boards and controllers only). The monitor, hood, glass and computer exist. The teleprompter system will be compatible with the NRCS system offered and MOS capable. A 5 button desktop control should be present.

Capabilities:

- MOS protocol capable
- PAL/NTSC video out
- Genlock
- Colour options
- Timer options
- Background message option
- Presenter preferences
- Cut & Paste
- Closed caption option
- Microsoft Word and RTF Import and Export

I. ETHERNET INFRASTRUCTURE EQUIPMENT

Ethernet infrastructure equipment should be offered as requested bellow:

| | |
|---|-------------|
| UTP Cable Cat 6 | 1000 meters |
| Cat 6 UTP connectors | 300 pieces |
| Patch cables, Cat 6, min 1.5m, Giga+ | 50 pieces |
| Wall-mounted outlet 80 x 80mm, Giga+, 1 x RJ45/u, Cat 6 | 50 pieces |

Installation and connection related services to network infrastructure is required.

J. PROFESSIONAL SERVICES

TRAINING

The successful Company shall provide maintenance & Operational training on the following:

- specific maintenance training on any equipment supplied by the successful Tenderer
- system and installation overview
- Editor & Operation User Interface Training

The successful Company should organize on-site trainings for 2 maintenance engineers and 10 operational/editing staff. Trainings should be organised locally, in Romanian or Russian language.

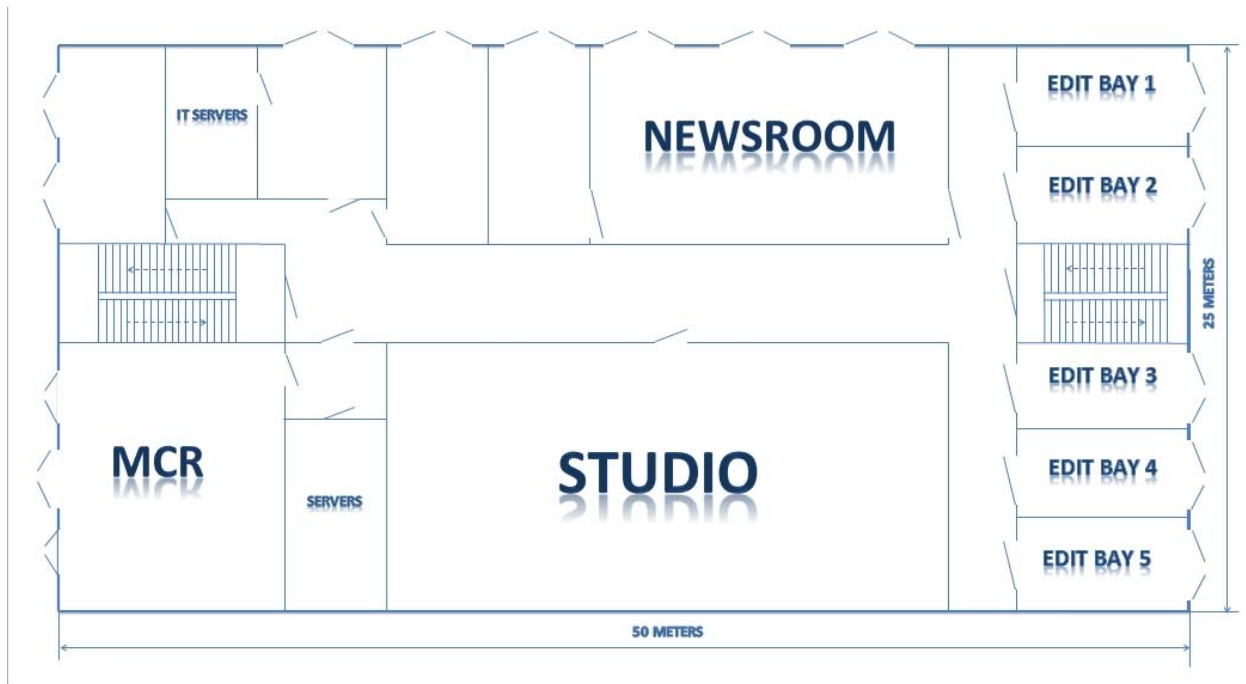
Documentation and support materials should be also accessible in English language.

SERVICES

The Company shall provide a full programme of services including design, installation and commissioning on site in the Republic of Moldova.

The Company should assume that installation services will be required (please, see the figure 1).

Fig. 1 Schematic plan of the 3rd floor (existing News department)



SUPPORT

One year support contract for the complete system to cover hardware as well as software is required. The support contract will include telephone support during business hours, free upgrades of all software components (except for major software releases) and 48 hours advance replacement of faulty parts (not including time requested by customs formalities).

K. FINAL NOTES

ARCHIVE

Media will be archived to digital tape after it has passed through the production process. (The Digital Archive is not part of this Tender and does not exist yet).

A low resolution version of the archived media will be retained on the central storage for searching and viewing within the media management tools.

Future expansion

The proposed system must have the capability to expand in both Storage and Bandwidth. Please describe what is required in terms of equipment and financial effort if another 10 editors/clients will be attached to the system and another 48TB of usable storage added to Central Storage system.

PROPOSAL SUBMISSION FORM

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Consulting services (profession/activity for Project/programme/office) for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 120 days from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

Dated this day /month _____ of year

Signature

(In the capacity of)

Duly authorised to sign Proposal for and on behalf of

PRICE SCHEDULE/FINANCIAL PROPOSAL

The Contractor is asked to prepare the Price Schedule/financial proposal and submit it in a separate envelope from the rest of the RFP response as indicated in Section D paragraph 15 (b) of the Instruction to Offerors.

All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as detailed in Annex II, Clause 18. '

The Price Schedule/financial proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

In addition to the hard copy, if possible please also provide the information in electronic format on CD.

| Price Schedule | | | |
|--|------------|-------------------|--------------|
| Request for Proposals: Integrated Newsroom Production System for Teleradio-Moldova Company" | | | |
| Description of Activity/Item | Qty | Price/Rate | Total |
| 1. Licenses | | | |
| 1.1 Server licenses | | | |
| 1.2 Client licenses | | | |
| | | | |
| 2. Elaboration costs | | | |
| 2.1 Analysis | | | |
| 2.2 System Design | | | |
| | | | |
| 3 Implementation costs | | | |
| 3.1 Development costs | | | |
| 3.2 Integration costs | | | |
| 3.3 Testing costs | | | |
| 3.4 Deployment costs | | | |
| | | | |
| 4 Equipment costs (INCOTERMS 2000, DDU Chisinau, Moldova) | | | |
| | | | |
| 5 Support and maintenance costs | | | |
| | | | |
| 6 Training costs | | | |
| 6.1 Training preparation | | | |
| 6.2. Training delivery | | | |
| | | | |
| 6 Other costs | | | |

BID/PROPOSAL SECURITY FORM

To: The procuring entity,

Whereas [*name of contractor*] (hereinafter called the “Contractor”) has submitted its proposal dated [*date submission of proposal*] for the provision of services for [*description of service*] (hereinafter called Proposal).

KNOW ALL PEOPLE by these presents that WE [*name of bank*], having our registered office at [*address of bank*] (hereinafter called “the Bank”), are bound unto [*name of Purchaser*] (hereinafter called “the Purchaser”) in the sum of for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common seal of the said Bank thisday of.....2011.

THE CONDITIONS of this obligation are:

1. If the Contractor withdraws its Proposal during the period of proposal validity specified by the Contractor on the Proposal Submission Form: or
2. If the Contractor, having been notified of the acceptance of its Proposal by the Purchaser during the period of validity of the proposal:
 - (a) fails or refuses to execute the Contract Form, or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Contractors;

we undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of validity of the proposal, and any demand in respect thereof should reach the Bank not later than the above date.

.....
Signature of the Bank

PERFORMANCE SECURITY FORM

To: The procuring entity,

WHEREAS [*name and address of Contractor*] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. dated , to execute Services

(hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [*amount of guarantee*] [*in words*], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [*amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

The guarantee shall be valid until a date 30 days from the date of issue of a satisfactory certificate of inspection and testing by the procuring UN entity.

SIGNATURE AND SEAL OF THE GUARANTOR

Date

Name of Bank

Address