

UNIVERSITY OF MAURITIUS

**Request for Sealed Quotations
For
Supply, Installation, Commissioning
and Support of An Audio System
with Recording Capabilities
For
Council & Senate Room**

Procurement Reference No: UoM 05/11

University of Mauritius
Réduit
Republic of Mauritius
Tel No. : (230) 403 7400
Fax No. : (230) 454 9642
Email: registrar@uom.ac.mu
Web: <http://www/uom.ac.mu>

01 March 2011

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UNIVERSITY OF MAURITIUS

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BA(Hons), DipSocAdmin, MA (Lond.)

Letter of Invitation

Procurement Ref. No.: UoM 05/11

01 March 2011

Dear Sir/Madam

Invitation of bids for the Supply, Installation, Commissioning and Support of an Audio System with Recording Capabilities For Council & Senate Room

The University of Mauritius invites you to submit your best quote for the items described in detail in Part 2: Statement of Requirements.

Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.

Any query should be addressed to: **The Registrar**

University of Mauritius

Réduit

Republic of Mauritius

Tel No.: (230) 403 7400

Fax No.: (230) 454 9642

Email: registrar@uom.ac.mu

Please prepare and submit your bid in accordance with the instructions in Part 1: Bidding Procedures, or inform the undersigned if you will not be submitting a bid.

Yours faithfully

C. SHIM NG MIN

Secretary

Quotation Committee

PART 1: QUOTATION PROCEDURES

Section 1. Instructions to Bidders

1. Preparation of Quotations

You are requested to quote for the items by completing, signing and returning:

- (a) the Quotation Submission Sheet in this Part 1;
- (b) the List of Goods, Price Schedule and Product Details in Part 2; and
- (c) the Specification and Compliance Sheet in Part 2;

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Part 3, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

2. Validity of Quotations

The quotation validity required is **Ninety (90)** days from the date of submission deadline.

3. Pre-bid Meeting

A Pre-bid meeting with potential bidders will be held on **Tuesday 15 March 2011 at 1.30 p.m.** in Council & Senate Room, 7th Floor, Tower Block, New Academic Complex, Réduit.

4. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number and the Bidder's name at the back of the envelope and addressed to the Public Body. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

5. Submission of Quotations

Quotations should be deposited in the Tender Box located at **Registry [Room 7.22], Central Administration, 7th Floor, Tower Block, New Academic Complex, University of Mauritius, Réduit, not later than Thursday 31 March 2011 at 1.30 p.m. at the latest.** Late quotations will be rejected.

Bids received by fax or e-mail will not be considered.

6. Opening of Quotations

Quotations will be opened internally by the University of Mauritius. Where quotations received are for value of Rs. 1 Million and above, a record of the Quotation Opening stating the name of the bidders and the amount quoted by them will be put on the Notice Board of the Public Body within one working day of the Opening.

7. Evaluation of Quotations

The evaluation of quotations will be done in accordance with the Technical Compliance Selection methodology as detailed below:

- (a) preliminary examination to determine compliance with the requirements of this Request for Quotations;
- (b) detailed evaluation to determine commercial and technical responsiveness; and
- (c) financial comparison of quotations to determine the best evaluated bid.

Quotations failing stages (a) and (b) above will be eliminated and not considered in subsequent stages.

8. Eligibility Criteria

To be eligible to participate in this bid exercise, you should:

- (a) have the legal capacity to enter into a contract;
- (b) not be insolvent, in receivership, bankrupt, subject to legal proceedings for any of these circumstances or in the process of being wound up;
- (c) not have had your business activities suspended;
- (d) have fulfilled your obligations to pay taxes and social security contributions;
- (e) not have a conflict of interest in relation to this procurement requirement;
- (f) not be subject to suspension or debarment by the Procurement Policy Office; and
- (g) not have been convicted for an offence involving fraud, corruption or dishonesty.

9. Technical Criteria

The Specification and Compliance Sheet details the minimum specification of the goods required. The goods offered must meet this specification, however additional marks will be given for exceeding the specification.

10. Currency of Quotation

Quotations should be priced in Mauritian Rupees only.

11. Bid-Securing Declaration

The Bidder shall subscribe to a Bid Securing Declaration in the Quotation Submission Sheet as part of his Bid.

12. Best Evaluated Bid

12.1 The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.

12.2 The Evaluated Bid Price for each responsive bid will also include all Recurrent costs, the cost of inland delivery of the Products (if any), and the cost of all Services required in the Bidding Documents.

12.3 The Evaluated Bid Price (C) is calculated as the sum of the adjusted total Bid Price (P) and the Net Present Value of the Recurrent Costs (R), using the following formula:

$$C = P + \sum_{x=1}^N \frac{Rx}{(1+I)^x}$$

where

P = total Bid Price

I = interest rate for Net Present Value from the Bid Data Sheet

Rx = total Recurrent Costs for 5 year

N = 5 years of Recurrent Costs

x = index representing each of the N years, in turn

12.4 The Purchaser's evaluation of bids will take into account and technical factors. A Bid Score (S) will be calculated for each responsive bid using the following formula, which weights the Evaluated Bid Price and the total Technical Points awarded to the bid:

$$S = \frac{C_{\min}}{C} \times X + \frac{T}{T_{\max}} \times Y$$

where

C = Evaluated Bid Price

C_{\min} = the lowest of all Evaluated Bid Prices

T = the total Technical Points for the bid

T_{\max} = the maximum Technical Points awarded to any responsive bid

X = 0.5

Y = 0.5

The *highest* responsive Bid Score is eligible and substantially responsive to the commercial and technical requirements of the *University of Mauritius* and shall be recommended for award of contract.

13. Award of Contract

Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with Part 3: Contract.

14. Rights of the University of Mauritius

The University of Mauritius reserves the right to accept or reject any bid or to cancel the bidding process and reject all bids at any time prior to contract award.

Section II: Quotation Submission Sheet

(to be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the documents requested above attached. Ensure that your quotation is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to	The Chairperson Quotation Committee University of Mauritius
Procurement Reference Number:	UoM 05/11
Subject of Procurement:	Supply, Installation, Commissioning and Support of An Audio System with Recording Capabilities for Council & Senate Room

We offer to supply the items listed in the attached List of Goods, Price and Product Details Schedule and in the Specification and Compliance Sheet, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Bid Exercise and meet the eligibility criteria specified in Part 1: Quotation Procedures of your Request for Quotations.

We undertake to abide by the Conduct for Bidders and Suppliers as provided under section 52 of Public Procurement Act 2006 during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription shall be construed as a Bid Securing Declaration which could lead to disqualification on the grounds mentioned in the BSD.

The validity period of our Bid is _____ days from the date of the submission deadline.

We confirm that the prices quoted in the List of Goods, Price Schedule and Product Details are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The delivery period offered is _____ days from date of issue of Purchase Order/ Letter of Acceptance.

Quotation Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of: _____ (DD/MM/YY)

Company _____

Tax Account No.: _____

Address: _____

Bid Securing Declaration

By subscribing to the undertaking in Bid Submission Form:

I/We* accept that I/we* may be disqualified from bidding for any contract with any Public Body for the period of time that may be determined by the Procurement Policy Office under section 35 of the Public Procurement Act, if I am/we are* in breach of any obligation under the bid conditions, because I/we*:

- (a) have modified or withdrawn my/our* Bid after the deadline for submission of bids during the period of bid validity specified by the Bidder in the Letter of Bid; or
- (b) have refused to accept a correction of an error appearing on the face of the Bid; or
- (c) having been notified of the acceptance of our Bid by the University of Mauritius during the period of bid validity, (i) have failed or refused to execute the Contract, if required, or (ii) have failed or refused to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We* understand this Bid Securing Declaration shall cease to be valid (a) in case I/we am/are the successful bidder, upon our receipt of copies of the contract signed by you and the Performance Security issued to you by me/us ; or (b) if I am/we are* not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our* Bid.

In case of a Joint Venture, all the partners of the Joint Venture shall be jointly and severally liable.

PART 2: STATEMENT OF REQUIREMENTS

SECTION III. SCOPE OF WORKS

2.0 PROJECT OVERVIEW

The University of Mauritius invites bids from potential bidders for the Supply, Installation, Commissioning and Support of An Audio System with Recording Capabilities in its Council & Senate Room which is located on the 7th Floor, Tower Block, New Academic Complex. A layout plan with the required setup of the Council & Senate Room, which is the main Committee Room of the University, is provided at Diagram 1 (see page 11). Bidders may also propose other setup that will meet the University requirements.

The University is planning to procure the whole system from the same bidder in view of ensuring compatibility of equipment proposed and for ease of installation as well as support facilities. The University is looking for a turn-key solution, whereby all equipment will be supplied, installed and commissioned by the successful bidder.

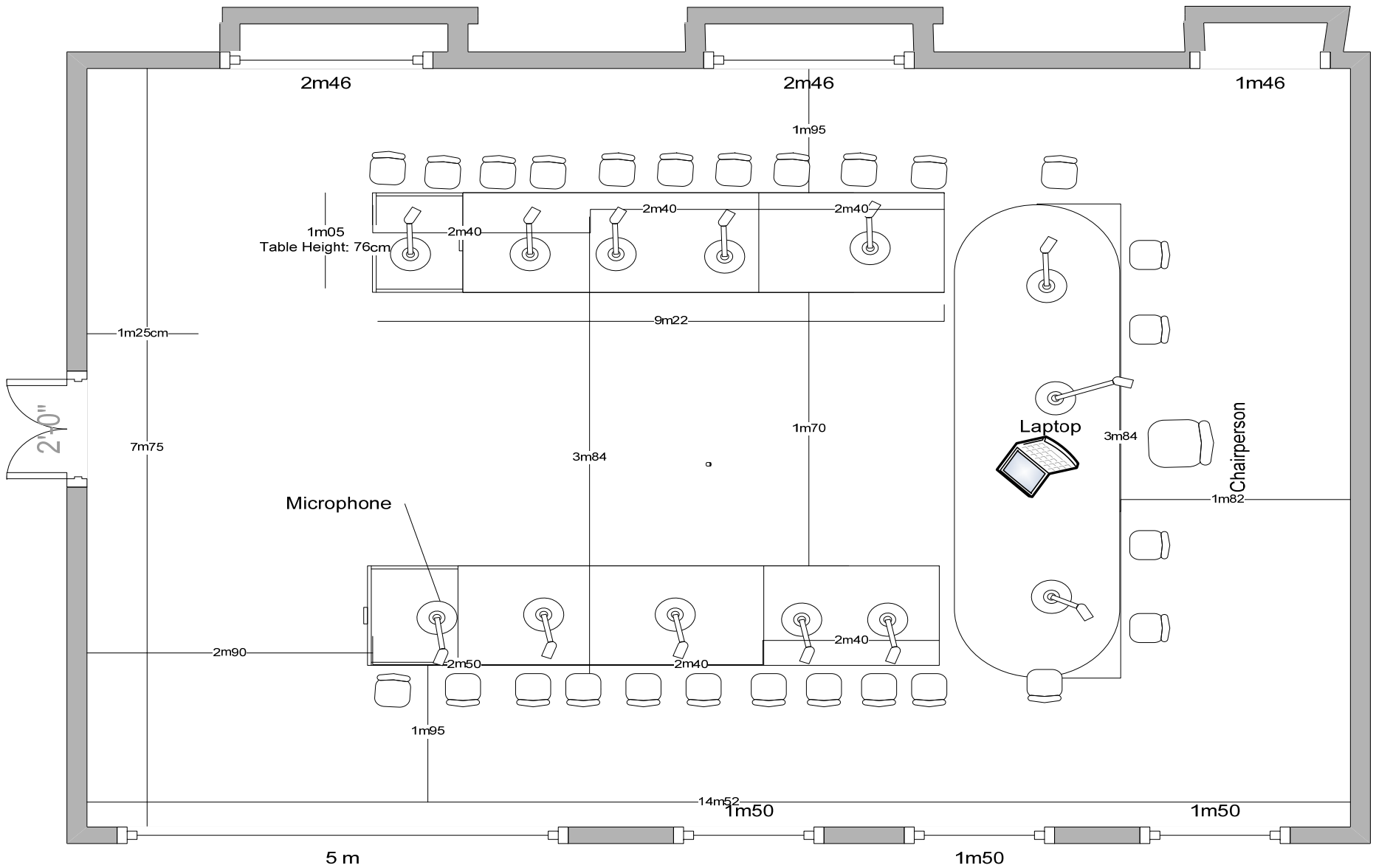
The University will consider the implementation of:

- Either a basic audio system with MIC, Speakers and Recording Functionalities (OPTION 1) ; **or**
- A slightly advanced Audio System with MIC, Speakers, Recording, Chairperson Control, Echo Cancellation, etc... (OPTION 2).

The specifications for Option 1 & Option 2 are provided in Section IV (pages 17-22). Bidders may quote for either option or for both options.

Bidders are advised to liaise with the CITS Helpdesk on **Tel. No.: 403 7769/67** or helpdesk@uom.ac.mu for further technical information on this project and/or to arrange for a site visit.

Diagram 1: Proposed Setup for an Audio system with Recording Capabilities in Council & Senate Room



2.1 OPTION 1 – BASIC AUDIO SYSTEM

2.1.1 PROJECT REQUIREMENTS FOR OPTION 1

The proposed setup indicating positioning of Microphones is shown in Diagram 1 (page 11). The positioning of Microphones can be modified for optimal usage/coverage if required. The University is planning to install the following:

- 14 Microphones (including 1 spare);
- 1 Wireless Roving Microphone;
- 4 ceiling mounted speakers;
- Control Unit(s) (Bidder to propose quantity & Equipment – Mixer, Amplifier, etc.);
- System should be scalable to support up to 20 Microphones;
- Recording unit, with data stored in (Supplier to propose Equipment & quantity)
 - o *Hard disk in control unit; OR*
 - o *Data stored on PC; OR*
 - o *Removable storage/memory cards.*
- One Data Cabinet for mounting the control units; and
- Any other equipment required for providing a fully functional audio system.

The sound should be clearly audible in the Conference Room and in the recorded track. As such, bidders may propose additional speakers or equipment to achieve this requirement.

2.2 OPTION 2 – SLIGHTLY ADVANCED AUDIO SYSTEM

2.2.1 PROJECT REQUIREMENTS FOR OPTION 2

The proposed setup indicating positioning of Microphones is shown in Diagram 1 (page 11). The positioning of Microphones can be modified for optimal usage/coverage if required. The University requirements are as follows:

- 1 main microphone for Chairperson (Chairman unit);
- 12 delegate units for Committee Members;
- 1 delegate unit to be kept as spare;
- 1 wireless roving microphone;
- 6 ceiling mounted speakers ;
- Control Unit (Supplier to propose quantity- Mixer, Amplifier, etc...);
- System should be scalable to support up to 20 Microphones;
- Recording unit, with data stored in (Supplier to propose equipment & quantity)
 - o *Hard disk in control unit; OR*
 - o *Data stored on PC; OR*
 - o *Removable storage/memory cards.*
- One Data Cabinet for mounting the control units; and
- Any other equipment required for providing a fully functional audio system.

The Audio System should provide the following functionalities for **Option 2**:

- Sound must be clearly audible to Committee Members and in the recording;
- Audio must be recording in MP3 or equivalent format. The system should have large capacity hard disk for recording or same should be recorded on a PC;
- All microphone should have inbuilt loudspeakers;
- Additionally, six loudspeakers are required for full coverage within the room;
- Committee members must press a button on microphone for intervention during a meeting;
- Active Microphone should have light indication. (e.g. Red when active);
- Chairperson should have control to disable all active Microphones and take control of the system; and
- Allow a presenter to speak while roaming around through a roving Microphone.

2.3.1 IMPLEMENTATION WORK PLAN

The proposal must include an installation work plan showing all significant tasks required for the successful completion of the total system implementation from the time of signature of contract to the final acceptance by the University.

2.3.2 INSTALLATION REQUIREMENTS

All the information requested in the technical specification sheet is mandatory. The supplier will be required to carry out a Proof of Concept (PoC) which is mandatory to confirm that the equipment will provide the functionalities proposed prior to final installation.

The successful bidder must supply and deliver all equipment/component (Microphones, main console for system, cabling, surface mounted raceway (trunking), power connections, audio connectors, audio cable, LAN cable and others) required for the complete installation of the equipment supplied. The microphones must be connected via sockets fixed in the trunking such that the microphones may be removed if not being used.

The audio cable should be installed in surface mounted raceway (trunking) which must be fixed under the table. Moreover, the trunking should be of a similar colour as the Conference table (dark brown).

The successful bidder is also required to supply and install 13 trunking mounted BS power socket (including electrical cabling) in the above mentioned trunking. These will be used to connect laptops during meetings. The recommended power input and power cable for all equipments are British Standards 240V.

The successful bidder shall install, configure and commission the system proposed. The University shall not be required to make any modifications to the system in order to make the system operational.

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2.3.3 TECHNICAL REQUIREMENTS AND FINANCIAL PROPOSAL

Bidders must fill the Technical Specifications Sheets at Section IV (pages 17 to 22) and submit same as part of their Technical Proposal. A soft copy of the Technical Specification Sheets can be downloaded from <http://www.uom.ac.mu/procurement>.

Bidders are requested to fill in the soft copy of the technical specifications sheet and submit a soft copy and a printed copy of their technical proposal. If there is any discrepancy between the proposed specification on the softcopy and on the printed document, the specifications provided in the printed document will be considered.

Bidders are required to fill in the soft copy of the **Price Schedule and Recurrent Cost Forms** as per format provided in **Section V to VII (Pages 23 to 31) and** submit a soft copy and a printed copy of their Financial Proposal. Bidders may include additional rows and items if required. If there is any discrepancy between the proposed cost on the softcopy and on the printed document, the cost provided in the printed document will be considered.

2.3.4 TERMS OF PAYMENT

The method and conditions of payment to be made to the Supplier shall be as follows:

- (i) **On Delivery: Forty (40) percent** of the Contract Price shall be paid on receipt of the Goods and upon submission of invoice.

This payment shall be made on submission of a bank guarantee to cover the full amount of the sum advanced.

(II) **On Acceptance:** The **remaining sixty (60) percent** of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery is issued by the Purchaser after successful equipment commissioning.

2.3.5 TRAINING

The successful bidder must provide basic training to five members of staff of the University who will operate the proposed system and associated equipment. The successful bidder shall provide sufficient and timely instructions to enable UoM Staff to successfully access and operate the proposed system in a suitable manner. Training should include normal operations, error handling, and corrective actions.

2.3.6 DOCUMENTATION

The successful bidder shall state agreement that the following documentation, or proposed alternative, will be provided for the system.

A. General System Documentation – describes the functions, components, environment requirements, and equipment add-ons of the proposed system.

B. Operations Documentation – describes how the audio system works, its features and capabilities. The documentation should describe at a minimum user and administrative processing requirements.

C. User Documentation – describes how the system is to be used by intended staff.

D. Error Process Documentation – identifies error conditions and how to correct them.

G. Equipment Maintenance Documentation – provides users with descriptions of common malfunctions and solutions, routine maintenance of associated equipment.

The successful bidder shall provide one complete set of all relevant technical and operation manuals. It may be provided on CD(s). If a CD(s) is used, the software to read it must be provided if it is not in MS-Word or PDF format.

2.3.7 Maintenance and Support

The Supplier shall state agreement with each of the following points or proposed alternative, and provide the requested information:

A. Warranty on proposed System

The following support must be provided at no charge during the Warranty Period (**which should be at least 1 year**) on both Parts and Labour, which begins on the first business day after the Audio System would be commissioned and accepted. During this Warranty Period, the Supplier must agree to provide the support for the repair / replacement of defective parts and operational support. Support should be available within four (4) hours during weekdays.

B. Maintenance Agreement

The bidder is required to propose a five-year maintenance agreement plan. Support will be provided for five years beginning on the first business day after the one-year warranty period would lapse. Support must cover:

- a) Periodic full system tests to measure performance against set criteria;
- b) Confirmation of correct operation of equipment;
- c) Inspection and cleaning of equipment as required;
- d) Repairs and reconfiguration if required; and
- e) Test of system.

2.3.8 SYSTEM ACCEPTANCE TEST

The successful bidder shall state agreement with each of the following points or proposed alternatives:

A. The successful bidder must provide a proposed Acceptance Test Plan (ATP) for review and approval by the University prior to the implementation of the proposed system. The Acceptance Test Plan must show the events, sequences, and schedules required for acceptance of the system;

B. The successful bidder must conduct operational systems test of the proposed system, and certify in writing that the equipment and system will be ready for use, and will perform in accordance with the requirements set forth in the Proposal and resulting contract. The successful bidder must ensure that each module/component of the system will operate according to specifications before handing over the system over to the University (University staff will not de-bug modifications for the successful bidder);

C. University staff will perform acceptance testing with the assistance from the successful bidder;

D. The successful bidder must agree that, during the acceptance period, each system component will undergo a live test;

E. Any equipment not meeting the specifications or other requirements of the contract may be rejected and returned to the successful bidder for necessary repair or replacement at the University's discretion and at no cost (including return transportation) to the University;

F. The successful bidder must agree that, in order to pass an acceptance test, the system must successfully operate for thirty (30) consecutive calendar days and must be approved by the University;

G. The successful bidder must demonstrate their ability to provide adequate service and maintenance as outlined in this Request for Proposal;

H. The successful bidder must provide all documentation for the section being tested, before acceptance testing will begin;

I. System testing completion dates will be negotiated prior to award; and

J. System Acceptance – Following the system installation, the University will assess operational acceptance and sign-off that the system functions as required.

2.3.9 REFERENCE LIST

Bidders must provide a reference list of installations for similar systems for the last three years.

2.3.10 SPARE PARTS POLICY

All parts of the system should be available for at least five (5) years.

Section IV – Technical Specification Sheets

A - TECHNICAL SPECIFICATIONS FOR A BASIC AUDIO SYSTEM (OPTION 1)

Item	Specifications	Compliance (Yes/No)	Remarks
Control Unit	<p>Amplified Mixer and recording system</p> <ul style="list-style-type: none"> • Configurable auxiliary bus XLR-type and ¼" metal jack connector sockets • RCA phono stereo playback inputs and record outputs • TRS insert sockets and inserts on all mono inputs • Headphone output • Control unit should supply power for all operating element • Good Quality recording system (inbuilt or external) • Recorder with Gain control • Recorder should record sound on inbuilt hard disk/External Storage/ Tape recorder; if Tape recorder is recording medium, a set of 5 tapes should be provided • Sound recording should be up to 5 continuous hours without intervention. 		
Microphones	<ul style="list-style-type: none"> • Dynamic type • Smooth Exterior • Rugged aluminum case construction • Built-in on-off switch • Proper cable anchoring • Suitable cable length for connection in socket fixed on trunking. • XLR 3 pins Microphones • Capture speech range of at least 100Hz-15KHz (frequency response) • Output configuration: Active balanced preferred • Tilt-able mount desk stand 		

**A - TECHNICAL SPECIFICATIONS FOR A BASIC AUDIO SYSTEM
(OPTION 1) (CONTINUED)**

Item	Specifications	Compliance (Yes/No)	Remarks
Wireless roving microphone	<ul style="list-style-type: none"> • Wireless Handheld Microphones with Professional UHF receiver frequencies • Two completely independent receiver channels in a single unit • Automatic frequency scanning for easy selection of open channels • Two independent balanced outputs • Battery fuel-level indicators on transmitters and receiver • LCD frequency and battery status display with backlight • Antenna and AF Peak Led indicators • Clear, natural sound quality • Powered by AA batteries • Microphones should operate for at least 8 continuous hours when new batteries are installed • Wireless device should use approved frequencies(e.g. OFTA approved or supplier to state if any other) 		
Loudspeakers	<ul style="list-style-type: none"> • Please specify (W) • Mounting clamps for wall/ceiling required 		
Data Cabinet	<p>Data Cabinet to house Equipments</p> <ul style="list-style-type: none"> • Number of units (supplier to specify) • Conforms to IEC Standards • Tinted glass front door with Lock • Roof fitted with at least two 240V, 50Hz fans • Cabinet Mounted Switched power distribution unit, 13A 240V/50Hz BS • Colour: Grey, Brown or black • Hinged Front Section to provide access to the back of mounted switches etc. 		

B – TECHNICAL SPECIFICATIONS FOR A SLIGHTLY ADVANCED AUDIO SYSTEM (OPTION 2)

Table B.1: Technical Table for microphone - Delegate Unit

Requirements	Compliance (Y/N)	Remarks
Built in Loudspeaker to enable delegates to listen to the proceedings		
Microphone with flexible stem		
Built in Volume control		
Simple operation to easily activate microphone		
Microphone active indicator		
Power indicator		
Colour: Grey or dark blue or black preferred		
Hypercardioid microphone preferred		
Capture speech range of at least 20Hz-20KHz		
Reduced attenuation		
Should be able to reduce unwanted noise.		
Delegate unit can be configured for auto off		

Table B.2: Technical Table for microphone - Chairman Unit (Qty: 1)

Requirements	Compliance (Y/N)	Remarks
Incorporates all features of delegate unit as mentioned above		
Priority feature so as to be able to mute (temporarily or permanently) all active delegate microphones		
Extended and distinctive stem length		
Chime facility for preceding chairman speech		

**Table B. 3: Technical Table for microphone – Control unit, Mixer, amplifier and recorder
(Qty: 1 or more; supplier to propose)**

Requirement:	Compliance (Y/N)	Remarks
Support wireless Goose Neck or handheld Microphone connection		
Support and power of at least 25 units		
Recording system (inbuilt or external)		
Support for MP3 recording or equivalent format with bit rate of up to 256 Kbps		
Recorder with Gain control		
System should record sound on inbuilt hard disk or on an external PC		
Sound recording should be up to 5 continuous hours without intervention.		
Support for Digital Acoustic Feedback suppression		
USB connection to enable download of content to PC		
Telephone input to allow remote participant		
System volume control		
Configurable AUX bus		
Headphone output		
Transport and storage suitcase for Microphone		
Control unit should supply power for all operating element		
Required: Mixer and Amplifier (inbuilt or external)		
Feedback destroyer		
Overall System should be extendable to accommodate more delegate Microphone		
Operation Software for Microphone system		
BS Standard Power cable/input		

Table B.4: Wireless Roving Microphone (Qty: 1)

Requirement	Compliance (Y/N)	Remarks
Wireless handheld or Goose neck microphone with professional UHF receiver frequencies		
Batteries should be easy to charge or change		
Immune to electromagnetic interference		
Auto search for network with built in channel selector		
Auto switch off when out of range		
Battery fuel level indicators on transmitters and receiver		
LCD frequency and battery status display and backlight		
Antenna and AF peak lead indicators		
Clear, natural sound quality		
Battery type and model (Please state)		
Fully charged battery should be able to power Microphone for at least 8 hours		
Frequency response (50Hz- 15KHz)		
RF carrier should be less than 50m W		
Wireless device should use approved frequencies(e.g. OFTA approved or supplier to state if any other)		

Table B.5: Loudspeakers (Qty: 6)

Requirement	Compliance (Y/N)	Remarks
Speaker Type: Internal Wall or ceiling mount		
Mounting clamps and hardware supplied		
Speaker output power: RMS 20W or higher		

TABLE B.6: CABINET FOR EQUIPMENT

Requirement for Data Cabinet –	Compliance (Y/N)	Remarks
The cabinet should house all equipments used (control unit, recorder....)		
Number of units (supplier to specify)		
Conforms to IEC Standards		
Tinted glass front door with Lock		
Roof fitted with at least two 240V, 50Hz fans		
Cabinet Mounted Switched power distribution unit		
Colour: Grey, Brown or black		
Cabinet Mounted Switched power distribution unit, with filtered mains		
Hinged Front Section to provide access to the back of mounted switches etc.		
All power distribution units should be 240V/50Hz BS (13A)		

Technical Specification Sheet Authorised By:

Bidder's Signature: _____

Name: _____

Position: _____

Date: _____

Authorised for and on behalf of:
(DD/MM/YY)

Company: _____

Section V. List of Goods, Price Schedule and Product Details

Enter 0% VAT rate if VAT exempt.

VAT @	%			
Total				

Quantity may be increased or decreased by a maximum of 50 % without change in price.

The Delivery and Completion Schedule shall be as specified in the Special Conditions of Contract.

List of Goods, Price Schedule and Product Details Authorised By:

Bidder's _____ Name: _____
Signature: _____

Position: _____ Date: _____
Authorised for and on behalf of: *(DD/MM/YY)*
Company: _____

Section V. List of Goods, Price Schedule and Product Details for Option 2

Procurement Reference Number: UoM 05/11

[Complete Columns C to state quantity proposed (where not mentioned) & E to I Authorise the prices quoted in the signature block below.]

Currency of Quotation: Mauritian Rupees .

Item No	Description of Goods	Quantity	Unit of Measure	Unit Price	Total Price	Make/Model /Brand Name	Country of Origin	Warranty/Shelf Life Period
A*	B*	C*	D*	E	F	G	H	I
1	Microphone - Chairperson Unit	1	Unit					
2	Microphone – Delegate Unit	13	Unit					
3	Control Unit with amplifier	please specify	Unit					
4	Recording system with storage	please specify	Unit					
5	Ceiling mounted speakers	6	Unit					
6	Audio Sockets &Cabling	please specify	Lot					
7	Electrical Sockets	13	Unit					
8	Electrical Cables	please specify	Lot					
9	Data Cabinet for housing control units	1	Unit					
10	Trunking	please specify						
	Other (Please specify)							
				Other additional costs				
				Subtotal				

Enter 0% VAT rate if VAT exempt.

VAT @	%			
Total				

Quantity may be increased or decreased by a maximum of 50 % without change in price.

The Delivery and Completion Schedule shall be as specified in the Special Conditions of Contract.

List of Goods, Price Schedule and Product Details Authorised By:

Bidder's _____ Name: _____
Signature: _____

Position: _____ Date: _____
Authorised for and on behalf of: *(DD/MM/YY)*
Company: _____

PRC No.: UoM 05/11 - Supply, Installation, Commissioning and Support of Audio System

with Recording Capabilities for Council and Senate Room

Section VI: Price and Completion Schedule – Option 1

Currencies in Mauritian Rupees (MUR) VAT Inclusive						Date: _____
						Page N° 1 of 1
1	2	3	4	5	6	7
Service N°	Description of Services (excludes inland transportation and other services required in the Purchaser's country to convey the goods to their final destination)	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price ¹	Total Price per Service ² (Col. 5*6 or estimate)
1	Installation and commissioning of Audio system for Council and Senate room (as per specifications for Option 1)		Within two (2) weeks from delivery of equipment. UoM, Réduit	1		
2	Any Other Cost (Please state)					
Total Price (VAT Inclusive)						

¹ Service prices include all taxes payable by the Bidder thereon.

² In case of discrepancy between unit price and total, the unit price shall prevail. Similarly, subtotals shall prevail over totals.

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with Recording Capabilities for Council and Senate Room

Section VI: Price and Completion Schedule – Option 2

Currencies in Mauritian Rupees (MUR) VAT Inclusive						Date: _____
						Page N° 1 of 1
1	2	3	4	5	6	7
Service N°	Description of Services (excludes inland transportation and other services required in the Purchaser's country to convey the goods to their final destination)	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price ¹	Total Price per Service ² (Col. 5*6 or estimate)
1	Installation and commissioning of Audio system for Council and Senate room (as per specifications for Option 2)		Within two (2) weeks from delivery of equipment. UoM, Réduit	1		
2	Any Other Cost (Please state)					
Total Price (VAT Inclusive)						

¹ Service prices include all taxes payable by the Bidder thereon.

² In case of discrepancy between unit price and total, the unit price shall prevail. Similarly, subtotals shall prevail over totals.

Section VII - Recurrent Costs Form – Option 1

Recurrent Costs Form – Option 1							
Prices during the maintenance period of 5 years after the warranty period							
Currencies in Mauritian Rupees (MUR) VAT Inclusive						Date: _____	
Page N° 1 of 1							
PRC No.: UoM 05/11	Base Cost ¹ (Rs) (i.e., during Warranty)	Maximum compounded costs per annum after expiration of the warranty period ²					
		Year 1 [Rx ₁]	Year 2 [Rx ₂]	Year 3 [Rx ₃]	Year 4 [Rx ₄]	Year 5 [Rx ₅]	Total Recurrent Costs
Audio System for Council & Senate Room							
Other (Please State)							

Note: The above list of Recurrent Costs is just an example. The Purchaser should modify this list as appropriate.

¹ The Bidder should quote for any costs involved on the items specified during the warranty period (If any).

² The annual costs [Rx_n] should indicate the total costs for the year. The Bidder shall quote the number of years of recurrent costs as specified in the Bid Data Sheet, which will be combined with the Bid Price using a Net Present value calculation for evaluation purposes. The extent to which these costs are to be part of the Contract is defined in SCC.

Section VII - Recurrent Costs Form – Option 2

Recurrent Costs Form – Option 2							
Prices during the maintenance period of 5 years after the warranty period							
Currencies in Mauritian Rupees (MUR) VAT Inclusive						Date: _____	
Page N° 1 of 1							
PRC No.: UoM 05/11	Base Cost ¹ (Rs) (i.e., during Warranty)	Maximum compounded costs per annum after expiration of the warranty period ²					
		Year 1 [Rx ₁]	Year 2 [Rx ₂]	Year 3 [Rx ₃]	Year 4 [Rx ₄]	Year 5 [Rx ₅]	Total Recurrent Costs
Audio System for Council & Senate Room							
Other (Please State)							

Note: The above list of Recurrent Costs is just an example. The Purchaser should modify this list as appropriate.

¹ The Bidder should quote for any costs involved on the items specified during the warranty period (If any).

² The annual costs [Rx_n] should indicate the total costs for the year. The Bidder shall quote the number of years of recurrent costs as specified in the Bid Data Sheet, which will be combined with the Bid Price using a Net Present value calculation for evaluation purposes. The extent to which these costs are to be part of the Contract is defined in SCC.

SECTION VIII - COMPLIANCE SHEET

Bidders should complete columns C and D with the specification and performance of the Works offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required in part 2 of this document. Attach detailed technical literature if required. Authorise the specification offered in the signature block below

Item No (Ref: Section number)	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non- Compliance/ Deviation (if applicable)
<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
2.0	Project requirement		
2.3.1	Implementation work plan		
2.3.2	Installation requirement		
2.3.3	Technical and financial aspect		
2.3.4	Terms of payment		
2.3.5	Training		
2.3.6	Documentation		
2.3.7	Maintenance and support		
2.3.8	System acceptance test		
2.3.9	Reference list		
Section II	Technical Specifications in Annexes		

Compliance Sheet Authorised By:

Bidder's Signature: _____

Name: _____

Position: _____

Date: _____

Authorised for and on behalf of:
(DD/MM/YY)

Company:

PART 3: CONTRACT

Section IX. Contract Agreement and General Conditions of Contract

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (available on website <http://mof.gov.mu>) except where modified by the Special Conditions below.

Section X. Special Conditions of Contract

Procurement Reference Number: UoM 05/11

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(n)	The Site for delivery of the Goods is University of Mauritius, Réduit
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2000.
Notices GCC 8.1	<p>Any notice shall be sent to the following addresses:</p> <p>For the University of Mauritius the address and the contact name shall be:</p> <p style="text-align: center;">THE REGISTRAR UNIVERSITY OF MAURITIUS Réduit Republic of Mauritius TEL NO.:(230) 403 7400 FAX NO.: (230) 454 9642 EMAIL: registrar@uom.ac.mu</p> <hr style="width: 30%; margin-left: 0;"/> <p>For the Supplier, the address and contact name shall be</p> <hr style="width: 30%; margin-left: 0;"/>
Delivery and Documents GCC 12	<p>The Goods are to be delivered within Six (6) Weeks from the date of purchase order or Letter of Acceptance.</p> <p>The shipping and other documents to be furnished by the Supplier are:</p> <p style="padding-left: 20px;">(a) signed delivery note;</p>
Terms of Payment GCC 15.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 12.

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 15.3	<p>The method and conditions of payment to be made to the Supplier shall be as follows:</p> <p>(i) On Delivery: Forty (40) percent of the Contract Price shall be paid on receipt of the Goods and upon submission of invoice.</p> <p>This payment shall be made on submission of a bank guarantee to cover the full amount of the sum advanced.</p> <p>(ii) On Acceptance: The remaining sixty (60) percent of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery is issued by the Purchaser after successful equipment commissioning.</p>
Terms of Payment GCC 15.4	<p>The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product Details in the Statement of Requirements.</p>
Performance Security GCC 17	<p>A performance security in the form of a bank guarantee representing 10% of the final contract price shall be required.</p>
Packing and Documents GCC 22.2	<p>Not Applicable</p>
Insurance GCC 23	<p>Not Applicable</p>
Transportation GCC 24	<p>Not Applicable</p>
Liquidated Damages GCC 26	<p>Liquidated damages for the whole contract are <i>0.1%</i> of the final contract price per week. The maximum amount of liquidated damages for the whole contract is <i>10 %</i> of the final contract price.</p>
Warranty GCC 27.3	<p>The minimum period of warranty for the Audio System with Recording Capabilities shall be one year after successful commissioning of the equipment.</p>
GCC 20.1	<p>Not applicable</p>
GCC 30.1	<p>Not applicable</p>

PART 4: SCHEDULES

Schedule 1: Performance Security (Bank Guarantee)

.....*Bank's Name and Address of Issuing Branch or Office*.....

Beneficiary:*Name and Address of University of Mauritius*

Date:.....

PERFORMANCE GUARANTEE No.:.....

We have been informed that*name of the Contractor*.....
(hereinafter called "the Contractor") has entered into Contract No.....*reference number of the Contract*..... dated..... with you, for the execution of *name of Contract and brief description of Works*(hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance security is required.

At the request of the Contractor, we *name of Bank*hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *amount in figures (amount in words)*..... such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire not later than twenty-eight days from the date of issuance of the Certificate of Completion/Acceptance Certificate, calculated based on a copy of such Certificate which shall be provided to us, or on the.....day of,, whichever occurs first. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458. (Applicable to overseas contractor only).

.....*Seal of bank and Signature(s)*.....

Schedule 2: Quotation Schedule Checklist

Procurement Reference No.: UoM 05/11

Description	Attached (please tick if submitted and cross if not)
Quotation Submission Sheet	
List of Goods, Price Schedule and Product Details (Option1)	
Price and Completion Schedule (Option 1)	
Recurrent cost form (Option 1)	
Specification and Compliance Sheet (Option 1)	
List of Goods, Price Schedule and Product Details (Option2)	
Price and Completion Schedule (Option 2)	
Recurrent cost form (Option 2)	
Specification and Compliance Sheet (Option 2)	
Company profile, past experience and references where similar goods have been supplied	
Brochures for equipment proposed	

Name of Bidder(s): _____

Contact Person: _____ Phone Number: _____

Signature of authorised signatory: _____

Company Seal _____