

**MINUTES FOR THE PRE-BIDDING MEETING FOR THE PROCUREMENT
OF PARLIAMENT RADIO EQUIPMENT AND STUDIO INSTALLATION**

Venue: Parliament South Committee Room

Time: 10.30 a.m.

In Attendance

	Name	Organisation
1.	Winifred Senaji	UNDP
2.	Annet Mpabulungi Wakabi	UNDP
3.	Hadijah Nabbale	UNDP
4.	Fred Bbaale	Parliament of Uganda
5.	Esther Mwambu	Parliament of Uganda
6.	Julian A. Kaganzi	Parliament of Uganda
7.	Harriet B. Apiny	Parliament of Uganda
8.	Edward Lule	Parliament of Uganda
9.	Kasim Nsimbe	Parliament of Uganda
10.	John Bwirehy	WBT Consortium
11.	Bill Tibingana	WBT Consortium
12.	Dennis Ssengendo	Edge Limited/DBBroadcast
13.	Muwanga Sedu	Visual Engineering

Agenda – 7th September 2017

1. Registration – 10:00 am
2. Welcome Remarks by Procurement Unit UNDP – 10:15 am
3. Guidelines for Proposal Submission by Procurement Unit UNDP – 10:30 am
4. Technical overview of the scope of works and ToRs by Parliament of Uganda technical team – 11:00am
5. Questions and Answers – All (UNDP & Parliament) – 11: 30 am
6. Site visit - Parliament of Uganda technical team 12:30pm

NOTE: These minutes are for both the supply and installation of sound treatment, acoustics materials and studio electrical installations and the supply, installation and commissioning of FM Radio studios, electrical, satellite and transmission equipment where applicable.

Procurement guidelines for proposal submission

1. Deadline changes to 15th September 2 pm for both online and physical submissions
2. Bid security not required
3. Both technical and financial proposals must be encrypted with passwords

Technical overview of the scope of works and ToRs

1. Both projects (Sound Treatment and Equipment) are a turn-key projects

1. Both projects (Sound Treatment and Equipment) are a turn-key projects
2. For Sound Treatment, the services required are for both carpentry and electrical
3. There will be no addition personnel, parliament will only provide access to the site
4. The frequency of the radio transmitters will be shared to the successful vendor.

Questions and answers from prospective bidders

Program plans and related issues

1. Is there a program schedule that explains the number of hours a day of broadcast and the number of weeks of the year? **The radio station will be operational 24/7**
2. Is there an estimate of the number of staff and skills needed to operate this? **Telecommunication Engineers and Technicians in Addition there is an IT department which will be part of project.**
3. If not, can we be provided the assumptions upon which the technology plan was devised. **You may also indicate your assumptions**
4. Are mission critical components of support, such as IT, envisioned as part of this team, or supplied elsewhere? **IT is part and parcel of this project**
5. What is the physical space in square meters allocated to the entire project, divided between technical space and editorial-office space. **It is an open space. This project is divided into two parts: Equipment and Sound Acoustic Treatment. The latter will be responsible for partition and provide acoustics**

Technical issues

6. Is the audio from the Parliamentary system analog or digital? **The output from the system will be hybrid (both digital and analogue)**
7. In layman's terms how would you rate the audio quality of the Parliamentary system. **Good.**
8. Is the portable audio system intended for wheeled equipment strictly for use within the building? **Portable for field and gardens should be outside audio live broadcasting/recording (4 sets)**
 - a. AudioTX STL-IP (live transmission over GSM)
 - b. Solid state audio drive recorder – 256 GB
 - c. 8 channel Sound mixer*Only applicable during formal audio programme production
 - d. Headsets (Audio monitor)
 - e. Integrated digital wireless body pack microphone set [4 sets]
9. If not, what is the expectation for portable production in the field, recorded or live. Field and committee rooms and should be **High resolution portable recorders (hand held) (8 sets)**
 - a. Built-in microphone – Electret
 - b. 24-bit Wireless (hand held) microphones
 - c. Recording format
 - i. WAV: 192, 176.4 kHz 24-bit, 96, 88.2, 48, 44.1 kHz 24 or 16-bit
 - d. Internal memory:32GB

- e. Memory card support
 - i. SD, SD HC, SD XC, Memory Stick Pro Duo, Memory Stick Pro-HG Duo
- f. Input
 - i. 1x 1/8" (3.5 mm) stereo mini, supports external mic plug-in power
 - ii. Line Input Impedance: 22 kΩ
- g. Output
 - i. Line Output Impedance: 22 kΩ
 - ii. Speaker: Power Output: 200 mW
- h. Power IN:
 - i. DC in Jack: 6V (AC 100-240 V, 50/60 Hz)
 - ii. Battery life when recording with monitor: 8 hours
- 10. Is this system intended to digital audio (IP) from end to end, or a hybrid as dictated by cost and complexity issues? **Hybrid system**
- 11. Is the bid responder allowed to suggest points involving system redundancy? **Yes.**
- 12. Can you explain the coordination and relationship between the technical bid and the space and design aspect of this project? **The space is yet to be partitioned**
- 13. What is a realistic time frame between award and then procurement, delivery, installation, testing and training for a start date on air. Current tender seems hugely optimistic. **Installations and testing in 6 weeks**
- 14. Is there information on the assumptions about the eight committee rooms and the amount and type of equipment suggested. It's a replication going into one main frame as follows
 - i. **Solid state audio drive recorder – 256 GB (1 x 8 committee rooms)**
 - a. File Format: WAV, BWF, MP3
 - b. *FAT32 Formatted*
 - c. *Recording Bit Rate: 16 bit, 24-bit*
 - d. *Number of channels: 8*
 - e. **Outputs:**
 - i. 4 x Analogue Balanced TA3-Male
 - 2 x Analogue Unbalanced Stereo L/R (5,6) 3.5mm Mini
 - 2 x Balanced AES Out TA3-Male (1,2 / 3,4)
 - 1 x Timecode Output
 - 1 x FireWire 800
 - 1 x FireWire 400
 - 1 x USB Port
 - f. **Inputs:**
 - 4 x Mic/Line Balanced 3-Pin XLR
 - 4 x Mic/Line Balanced TA3-Male
 - 1 x AES3 Multi-Pin I/O Connector
 - 1 x FireWire 800
 - 1 x FireWire 400
 - 1 x USB Port
- ii. **Equipment racks in each committee room x 8**
 Size: 19" 42U with ball bearing shelves, with glass door and lock

- iii. Balanced XLR audio cables interconnecting the PA microphones
Cable tracks for speakers and microphones
NB:
3 board rooms have false (hanging) ceiling and the two walls are
cardboards
 - iii. Linking committee rooms to the Master control room will use optical fibre (single mode) Audio and HD-SDI signals extenders (Receiver + Transmitter)
15. Are there maps showing the 22 regional locations? Yes, maps are available but not for this phase to be used in the second phase
 16. Precise location and population data is needed to calculate transmitter power and antenna requirements. This has already been done as parliament has Transmitter Power requirements; 3,000 Effective Radiated Power (ERP) –That is power to radio receiver (transmitter power + aerial gain)
 17. Are there more precise calculations for the amount of audio editing software and enhancement software that will be need for content preparation. Various software have different specification but ideally should be able to handle MP3, MP4, WAV and integration of mackintosh audio including Adobe Audition
 18. Has consideration been given to the use of leased audio subcarriers within satellite services already reaching the Uganda footprint. For the first phase, its not applicable because they use Studio link (STL) Satellite leased sub-carrier will be required in the second phase
 19. Is this audio material expected to be streamed on the web and made available as podcasts?
Yes, we will streamline
 20. With regard to the hybrid phone audio equipment in the tender, is there more specific information on how social media networking and citizen involvement is envisioned. There should be direct transfer of audio to the social media platforms to be able to record transfer from social media platform; Call Screening; 6-12 channels
 1. After carefully reading the tender documents issued by your organization, I wish to request that you provide a detailed technical specification documentation for the equipment list. Whereas you indicate in the uploaded document that the specification sheet is included, it isn't included in detail. [See ATTACHED: EQUIPMENT SPECIFICATIONS AND INSTALLATION SCHEUDLE]
 21. We would like to convey our interest to bid on your request. Hence, we kindly ask you to reply on the below inquiries: ignore
 22. You've mentioned in the DS 6 Page 37, a Computer mainframe (Onair Server and News Server), can you please clarify the minimum specifications requested for the servers? The minimum storage space should be 4 terabytes (2 storage/2mirror) hot swappable & upgradable. In other words, it should be as follows;
ONAIR Broadcast server: (With a backup)
 - a. CPU: Dual quad-core or a single hex-core, 3.00 GHz or better
 - b. RAM: 16-32GB Disk:
 - c. 2 or more in RAID 0 (striping) hard disk each of 2 TB
 - d. Network: 2Gbps Ethernet

- e. Windows 10
- f. Redundant Power supply
- g. Streaming card
- h. Audio capture cards (two channels balanced out/Two channel IN)
[analogue/digital]
- i. Full Windows Wave, DirectX
- j. ONAIR software – Station Playlist Creator and Track scheduler [Jazler, Simion]
 - 1. Live assist mode
 - 2. Track preview and cueing
 - 3. Line input control
 - 4. Single keyboard control
 - 5. Insert, delete and move tracks in the live play list
 - 6. Supports two or more users with their jingles
 - 7. Run unattended indefinitely
 - 8. Sound processing - Compressor / Limiter
 - 9. Networking and Internet streaming
 - 10. Recording audio to file and password protection
- k. Interfacing cables and streaming card
- l. Headsets (6)

Audio Production workstations -editing (4 sets) [Adobe Audition]

- 1. Platform: Windows 10
- 2. Audio production software (record and editing software)
- 3. Intel i7, 3.0 GHz processor
- 4. RAM: 8 GB
- 5. Hard disk: 1 TB
- 20" LCD Screen

- 23. You've referred in the table to section 8,9 and 10, and we've noticed that these sections are missing from the document. Therefore, kindly send us these missing sections. [See ATTACHED: EQUIPMENT SPECIFICATIONS AND INSTALLATION SCHEDULE]
- 24. We kindly ask you to share with us the questions and answers that were discussed in the pre-bidding meeting held on 28/8/2017. There was no meeting on that date, the meeting was held on 7th September and the minutes are to be shared.
- 25. You've mentioned in the DS 11 Page 39, 2 Outside Broadcast Units (portable), can you please provide us with the minimum requirements for these units. Please see item 8
- 26. Kindly provide us with a clarification regarding the Microphone monitors, should they be ground based or table based. Table based microphones for committees (goose neck) and field should be hand-held microphones
- 27. Following the below email, we've noticed that a Bid Security is not required as per mentioned in the Data Sheet DS No 9 while it's mentioned that a Bid Security is required in the DS No 26 and an amount of 15000\$ is mentioned in Section 3 Scope of Work, Article 11, page 35. Please clarify this matter. Not required

28. For the 8-40 Faders Main Frame, what is the minimum number of faders for the console you want to start with, and how many Mic, analog, AES IO's do you require? **Minimum is 8 faders (channels), for the studio 5 microphones**
29. How many I/O do you need for the Integrated Console Engine? And what are their types? **8 in-puts & 8 out-puts with digital connection**
30. For how many stations do you need STL system? Is connectivity for STL IP, ISDN.. etc? **One Station. The connectivity should have a minimum of 2 options with BNC as a primary**
31. Is there any minimum requirements or specifications for the Microphones, PA Gooseneck Microphones, Headphones/Headsets and Digital Clocks? **Production studio = dynamic, Committee rooms & field= condenser, Digital clocks must be networked**
32. About the Transmission site, is there a room that has been dedicated for the indoor transmission equipment or the contract will be required to provide pre-fab for housing the indoor transmission equipment? **Yes, a room exists.**

Site visit: prospective bidders should note the following;

Studio UPS

1. **Input phase: single**
2. **Output power: 10 kVA (9 kW)**
3. **Nominal Input Voltage(s) Supported: 200V AC; 208V AC; 220V AC; 230V AC; 240V AC**
4. **Output Voltage(s) Supported: 200/208/220/230/240V 50Hz output;**
5. **USB, RS232 & EPO ports; slot for optional Network Management Cards**
6. **Expandable runtime with optional external battery packs**

Cable Ducts

1. **10 x 10 cm 50m length Fire detectors**

Tools Include:

1. **Computer networks -UTP cable tester**
2. **Digital (VOM) -for Electronic trouble shooting**
3. **Soldering iron (25 W) for joining wire**
4. **1 roll of solder**
5. **1 Tool kit (assorted screw drivers, cutters, etc)**
6. **500m of UTP cable for computer networking**

Additional Online questions and answers

1. What is the distance between the studio to be made in the Parliament and the Transmission facilities where the transmitter is to be installed? **4KM PHYSICAL. 2.1KM DIRECT LINE OF SIGHT.**
2. Are they having the tower? **YES.**
3. If yes, what is the height of the tower? **120 METERS.**

4. If there is a slot on the tower for fixing the dish for STL and if there is clear Line of Sight, what is the Frequency band for STL Link? YES, THERE IS A SLOT FOR STL AND CLEAR LINE OF SIGHT. STL FREQUENCY TO BE CONFIRMED TO WINNING BID / CONTRACTOR.
5. Is the building for installing the Transmitter near the tower already available? YES.



Secretary 1: Hadijah Nabbale
Programme Officer UNDP



Chairperson: Winifred Senaji
Procurement Officer



Secretary 2: Esther Mwambu
Deputy Editor of Hansard
Parliament of Uganda

13. EQUIPMENT SPECIFICATIONS AND INSTALLATION SCHEUDLE:

RADIO EQUIPMENT Schedule		
ITEM:		QTY:
EXECUTIVE ONAIR STUDIO – See Section 2, Page 31&32		
1	Passive Studio Monitors (<i>Pair</i>)	1
2	Analog Audio Connectors (<i>Male & Female XLR</i>)	50
3	Analog audio cable (<i>Meters</i>)	500
4	Digital Cable and Connectors	100
5	Computer unit (<i>Windows based for News System and internet</i>)	1
6	Dynamic Studio Microphones	7
7	Microphone mounts	7
8	Headphones	15
9	Headphone amplifier (<i>5 Channels</i>)	1
10	Monitor Mounts (<i>for studio speakers</i>)	2
11	Microphone shock mounts	7
12	Microphone pop filters - (<i>sponge</i>)	7
13	TV Screen (42" LCD) with wall mount	1
14	Onair Relay Light (Console Activated)	1
15	Digital Studio Clock – Networked	1
ONAIR CONTROL ROOM– See Section 2, Page 31&32		
		QTY:
1	Fader Main Frame (<i>Digital Studio Console</i>)	2
2	Integrated Console Engine	1
3	Audio Driver for Windows – 1 input, 1 output	2
4	AoIP Interface - 1 full GPIO & Routing functionality	1
5	Touch Screen Monitors (<i>21 inch</i>)	2
6	Computer mainframe (Onair Server and News Server)	2
7	Production mixer - <i>6 Channel</i>	1
8	Passive Studio Monitors (<i>Pair</i>)	2
9	Analog audio cable (<i>for studio wiring analog sources</i>)	100
10	Digital Cable and Connectors (<i>for studio wiring digital sources</i>)	80
11	Analog audio connectors (<i>Male & Female XLR</i>)	50
12	Power amplifier (<i>200watts</i>)	2
13	Telephone Hybrid (<i>talk show system with call screening software</i>)	1
14	Condenser Microphones	2
15	Professional Headphones	2
16	Off Air Receiver	1
17	Equipment rack	1
18	Distribution amplifier	1
19	Sound Cards (<i>10in, 10out</i>)	3

20	Monitor Mounts	2
21	Studio Relay Lights	1
22	Dynamic mic processor	1
23	Digital Studio Clock - Networked	1
24	Profanity Delay	1

PRODUCTION STUDIO – See Section 2, Page 31&32

QTY:

1	High Spec Production Computer	1
2	16-in touch screen monitors	1
3	Active Studio Monitors (<i>Pair</i>)	2
4	Monitor Mounts (<i>for touch screen monitors</i>)	2
5	Production Mixer	2
6	Condenser Microphones	2
7	Professional Headphones	4
8	Telephone Hybrid (<i>talk show system with call screening software</i>)	1
9	Analog audio cable (<i>Meters</i>)	1,000
10	Analog audio connectors (<i>Male & Female XLR</i>)	100
11	Optic cables and connectors (<i>meters</i>)	50
12	Sound effects library (<i>for Adult Contemporary / Talk Radio Formats</i>)	1
13	Equipment rack	2
14	Distribution amplifier	2
15	Studio Relay Lights (<i>Console activated</i>)	2
16	Sound Card (<i>10in, 10out</i>)	2
17	Digital Clock – Networked	2
18	42-inch Screen with VGA and HDMI inputs and wall mount	1

COMMITTEE ROOMS (4) – See Section 8, Page 34

QTY:

1	PA Gooseneck Microphones (<i>Delegates Units</i>)	100
2	PA Microphones Control Unit with recording and dafs	5
3	Echo Suppressor Cancellation	5
4	Transport case for control unit, 8 discussion units	4
5	Premium sound 30 w 8" loudspeaker (<i>set of 2pcs</i>)	4
6	240 watt mixer amplifier, 2 zones	4
7	Microphone Cables (<i>meters</i>)	200
8	Connectors & Terminals	100
9	Installation materials and accessories	4

CENTRAL TRANSMISSION AREA – See Section 3&4, Page 33

QTY:

1	FM Audio Processor (<i>with FM, HD and Streaming simultaneous functionality</i>)	1
2	STL Link System (<i>Transmitter & Receiver</i>)	1
3	RF Cable (<i>for STL</i>) –Meters	150

4	RF Connectors (<i>for STL</i>)	4
5	RDS System	1
6	Analog Audio Cable – <i>Meters</i>	200
7	Analog audio connectors (<i>Male & Female</i>)	100
8	Digital audio cable and connectors (<i>meters</i>)	100
9	Equipment rack	1
10	IP Audio Streamer	1
11	Outside Broadcast Unit (portable) – <i>See Section 7, Page 34</i>	2
12	Archive server (<i>5 TB min</i>) – <i>See Section 9, Page 35</i>	1

TRANSMISSION SITE – <i>See Section 4, Page 33</i>		QTY:
1	High Gain 8-Bay Omni-directional Antenna System	1
3	Feeder Cable	100
5	Bandpass Filter	1
6	3500 Watts transmitter	1
7	Remote Monitoring System (<i>GSM Based</i>)	1
8	L45R 7/8" EIA Connectors	2
9	L47R 1 5/8" EIA Connectors	2
10	FM Audio Processor (<i>with MPX out, balanced XLR in and outs</i>)	1
12	10KVA UPS System Double Concersion – <i>See Section 6, Page 34</i>	1
13	10 KVA Voltage Stabilizer for 3kW – <i>See Section 6, Page 34</i>	1
14	Generator (10 KVA) – <i>See Section 6, Page 34</i>	1
15	Change-over switch – <i>See Section 6, Page 34</i>	1
16	Electrical cabling and connectors – <i>See Section 6, Page 34</i>	1
17	Air Conditioners – <i>See Section 6, Page 34</i>	2
18	Installation Accessories (Brackets, Earthing,)	1
19	Transmitter Commissioning and Test	1

SOFTWARE – <i>See Section 5, Page 34</i>		QTY:
1	Automated Broadcast Software (<i>for Onair Studio, with voice-tracking function</i>)	1
2	Scheduling software (<i>can synchronise with major automation systems</i>)	1
3	Production software (<i>that functions with all major audio formats</i>)	1
4	News Management software (<i>with onair, editor and reporter modules</i>)	1
5	Traffic Management System (<i>basic system for promotional content</i>)	1

NOTE:

ALL EQUIPMENT SUPPLIED MUST BE OF 240V POWER INPUT

INDICATE DELIVERY TIME FOR ALL IMPORTED EQUIPMENT – LANDED IN UGANDA