



DARUL MAKMUR MOSQUE

950 Yishun Avenue 2, Singapore 769099 | 6752 1402 | darulmakmur.org | @ f darulmakmur.mosque

REQUEST FOR QUOTE (RFQ)

Service Required:	RECORDING & LIVESTREAM SERVICE FOR ISLAMIC LECTURE
Term of Contract:	4 MONTHS, (MID-OCTOBER 2019 TO MID-FEBRUARY 2020), 16 SESSIONS
Submit to:	sri@darulmakmur.mosque.org.sg
Date of Issue:	10th September 2019
Site Survey:	18th September 2019, 5:00pm
Closing Date:	23rd September 2019, 5:00pm

Method of Submittal: Email to the above listed email addresses

Respond via e-mail with attached document in MS Word / pdf format. **The documents MUST be password protected.**
The Seller agrees to hold the prices in its offer firm for 90 days from closing date.

Quotation Number:	DM/CDD/COMM/001/19
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Attachments to RFP:

1. Annex "A" - Technical Specifications
2. Annex "B" - Terms and Conditions (hereinafter the "Terms"), Seller's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Seller's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.



Annex A Technical Specifications

Statement of Work:

The service that is expected from the supplier is to provide both video recording and live-streaming services for a specific Islamic Lecture, that is "Tafsir Al-Quran" to multiple platforms.

Description of Activity/Service:

Recording Service

Camera	2 or 3 sets for Wide, Mid, Pan and Close-Up shots
Video Quality	4K 24p, UHD 60p/50p or FHD 60p/50p
Audio Quality	WAV or MP3 format for podcast
Service	<ol style="list-style-type: none">i. Provide recording services for Islamic Lecture and video input for livestreaming serviceii. Raw videos and audio recorded to be transferred or uploaded to a secured transfer website for download within 3 working days

Livestreaming Service

Mixer	<ul style="list-style-type: none">- Multi-Camera switching- Multiple Audio input
Broadband	Mobile broadband with unlimited bandwidth
Livestream Graphics	<ul style="list-style-type: none">- Opening Sequence- Titles- Picture-in-Picture- Lower thirds- Channels bugs- Closing sequence- Call-to-Action sequence
Streaming Outputs	<ul style="list-style-type: none">- Crossposting of livestream on DMM's & Muslim.sg Facebook pages- Muslim.sg YouTube Channel- DMM YouTube Channel- Live feed to DMM internal television broadcast
Pre & Post Shoot	Setup and Dismantling of Backdrop (Provided)



Service	<ol style="list-style-type: none">i. Provide livestreaming services for Islamic Lectureii. The lecture to have an opening scene, titles, PiP and graphics where needed, closing scene and Call-to-Action Sequence as required by DMM
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Mandatory Specifications for Services Requested

Sessions required:	16 sessions
Schedule:	Sundays, 6.30pm – 9.30pm (4 months, Mid-October 2019 to Mid-February 2020)
Location:	Main Prayer Hall, Level 2, Darul Makmur Mosque 950 Yishun Ave 2, Singapore 769099

The following **MUST** be included in the quotations:

A schedule describing the availability of operators at all times during the livestream sessions, including the Seller's plan to provide replacement of operator during any change of time of the sessions.

Deliverables, Timelines, Special Terms and Conditions:

1. The Seller MUST provide 2 - 3 operators for the services required, preferably male due to location of the service (Male Prayer Hall).
2. The Seller MUST ensure setup of the sessions is done by 6.45pm.
3. A schedule describing the availability of operators at all times during the livestream sessions, including the vendor's plan to provide any replacement of operator.
4. The Seller should demonstrate their ability to toggle the audio frequencies of the Mosque at any point of time there is audio feedback.
5. DMM policies provides for payment 30 days upon receipt of invoice. The vendor is required to indicate if they require alternative payment terms.
6. The Seller MUST be the operators of the camera and livestreaming services, able to provide alternative operators if scheduled operators are unavailable for the services.
7. The Seller MUST provide contacts of scheduled operators and be flexible in the event of unforeseen circumstances (i.e.: Change of schedule).
8. DMM shall provide information at least 3 working days in advance for any change of schedule.



Pricing

S/N	Service Requisite	Description of Service Specifications	Does the Quote/Proposal meet the specifications? Yes/No	Unit of Measure	Unit Fixed Price (\$\$)	Total Fixed Price (\$\$)
1	Video Recording	As above specifications		Session		
2	Livestream	As above specifications		Session		
	Add any applicable taxes					
	Total Value					

By signing this attachment, the Seller confirms he has a complete understanding of the specifications and fully intends to deliver the service that comply with the above listed specifications.

Signature and Company Stamp:

Name and Designation:

Date:



Annex B Terms and Conditions

1. **Procurement Narrative Description:**

The Buyer (DMM) intends to purchase the service identified in Annex A. The term of Contract shall be for 16 sessions unless extended by mutual agreement of the parties. The Buyer intends to award a single "Approved" seller based on conformance to the listed specifications, the ability to service the contract and the selling price.

2. **Procuring Activity:**

This procurement will be made by **Darul Makmur Mosque (DMM)**, located at:

950 Yishun Avenue 2, Singapore 769099

DMM shall award the contract to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements:**

All Sellers will submit a quote which contains offers for the services and options included in this RFQ. All information presented in the Sellers's quote will be considered during DMM's evaluation. Failure to submit the information required in this RFQ may result in Seller's offer being deemed as non-responsive. Sellers are responsible for submitting offers and any modifications, revisions or withdrawals so as to reach DMM's Office designated in the RFQ by the time and date specified in the RFQ. Any offer received after the exact time specified is deemed "late" and may not be considered at the discretion of DMM. The Seller's quote shall include the following:

- a) The Quotation Reference Number,
- b) The date and time submitted,
- c) The name, address and contact of the Seller and authorised signature,
- d) Validity period of the quote
- e) Technical descriptions of the items used in the service being offered in sufficient details to evaluate the compliance with the requirement in solicitation, including product literature and/or any documents, if necessary.
- f) Special pricing instructions: price, any discount terms, special requirements or terms
- g) Payment address or instructions
- h) Acknowledgement of solicitation amendments
- i) Past performance information, to include recent and relevant contacts for the same or similar services; including points of contacts with relevant information



4. **Special Note:**

The Seller, by his response to this RFQ and accompanying signatures, confirms that the terms and conditions associated with this RFQ document have been agreed to and all of its Annexes have been carefully read and understood and all related questions answered.

5. **Form:**

Sellers must record their pricing utilising the format found on Annex A. Sellers must sign the single hardcopy submitted and send to the address listed on the cover page of this RFQ.

6. **Questions Concerning the Procurement:**

All questions regarding this RFQ to be directed to

MarComm Unit

at this email address:

sri@darulmakmur.mosque.org.sg

7. **Notifications and Deliveries:**

Seller shall deliver the service no more than the number of sessions set forth in the contract that will be agreed by both parties as a result of this RFQ. The Buyer shall immediately contact the Seller if there will be a change in time and date of any sessions during the contract.

8. **Payment Terms:**

DMM's payment mode are Cheque or GIRO to Seller. Official Invoice must be submitted to the Finance Unit for processing. Seller may propose alternative payment terms and they will be considered in the evaluation process.

9. **Alternative Quotes/Proposals:**

Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative quotes shall still satisfy the minimum requirements set forth in Annex A, Technical Specifications.

10. **Award Notice:**

A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.

11. **Evaluation and Award Process:**

DMM will award the contract resulting from this RFQ to the responsible Seller whose offer conforms to the RFQ with the most advantageous to DMM, price and other factors considered, representing the **Best Value** to DMM. DMM intends to evaluate the offers and award the contract without discussions with Sellers, therefore, the Seller's initial offer should contain the



Seller's best terms from price and technical standpoints. However, DMM reserves the right to conduct discussions if later determined by DMM to be necessary.

The Evaluation factors will be comprised of the following criteria:

- a) **PRICE:** Lowest evaluated ceiling price (inclusive of option quantities)
- b) **TECHNICAL:** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Annex
- c) **PAST PERFORMANCE:** Seller can demonstrate his/her capability and resources to provide the services requested in this solicitation in a timely and responsive manner
- d) **PAYMENT TERMS:** Seller provides the most favourable payment term

12. **Validity of Offer:**

This RFQ in no way obligates DMM to make an award, nor does it commit DMM to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Seller's quote shall be considered valid for 90 days after submission.

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: _____

Title:

Date: