

MALTA COMPETITION AND CONSUMER AFFAIRS AUTHORITY
REQUEST FOR QUOTE

The Malta Competition and Consumer Affairs Authority (MCCAA) would like to receive quotations for the service of:

DESCRIPTION OF THE PRODUCT OR SERVICE

Description: Production of digital conference, including renting of equipment and associated services.

Conference: National Standards Conference for World Standards Day.

Theme: "Protecting the planet with standards"

Tentative date: Wednesday 14th October 2020

Venue: MCCAA Boardroom 5th floor

Quantity: 1

Delivery: Yes

Installation (if applicable): Yes

SPECIFICATIONS, REQUIREMENTS AND STANDARDS

<p>The service should have the following requirements:</p>	<p>Live streaming</p> <ul style="list-style-type: none"> • Live streaming functionality for up to 1000 people • Platform shall include registration form and analytics of participants • Webinar platform shall include functionality to have break out rooms • Possibility to do live chats • Possibility of Speaker based outside Malta to deliver a presentation/speech. <p>Lighting</p> <ul style="list-style-type: none"> • 2 cool lights and other lights that may be required. <p>Video for live stream</p> <ul style="list-style-type: none"> • 4 HD cameras including camera persons and production manager/ director • 2 comfort monitors for panel speakers/ presenters <p>PA system for live stream</p> <ul style="list-style-type: none"> • 5 Lapel Microphones • Microphone for moderator • Cross conversation for live stream • Speakers <p>Furniture</p> <ul style="list-style-type: none"> • 1 Stool <p>Branding</p> <ul style="list-style-type: none"> • Design of online programme • Design of fillable invites • Design of three social media posters / banners
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- Design of social media holding cards

A 30 second video on the conference which shall be delivered within two days of the conference.

DEADLINE FOR SUBMISSIONS

Time: 1200hrs

Date: 18TH July 2020

ADJUDICATION CRITERION

Criterion: Cheapest

Details: N/A.

IMPORTANT NOTE

The contracted supplier may be bound by a confidentiality and/or non-disclosure agreement. All quotations must include a price breakdown of all expenses involved excluding any applicable VAT and other taxes. Quotations received after the deadline will not be considered. All emails should be sent to procurement.mccaa@mccaa.org.mt.
