

Specimen quotations for call for tender EEA/ITS/02/004: Audiovisual procurement and production work for EEA

Lot 1: Technical description for procurement of audiovisual equipment

Planning

- undertake a market survey to identify the provider offering the best value for money.
- negotiate prices and delivery terms, including all delivery charges and one-year full service agreements for the four first items listed below.
- prepare cost estimate for the Agency.

Procurement and delivery

- 4 pcs. Sharp XG-P20XE multimedia projectors w. normal lens
- 4 pcs. Panasonic TH-42PV3E plasma screens w. wall rack (for hanging), loudspeakers & video card
- 4 pcs. Matrox 2500RT NLE systems with ProPack
- 1 Canon DM-XL1s DV video camera
- 100 pcs. Sony DVM-60EXM2, DV video tape
- 250 pcs Pioneer 4.7GB General Use DVD-R Disc
- delivery of equipment to the Agency in Copenhagen.

Quotation to include contractor's overhead specified separately as well as prices specified individually for the above listed items.

Lot 2: Technical description for audiovisual content production

Project 1: - Prepare a flash animation loop for the Agency website

Planning

- participate in one planning meeting at the Agency, lasting one working day.
- prepare time plan with deadlines for technical preparations.
- prepare cost estimate.

Preparation and production

- layout and prepare an animation proposal in one language version in the form of a loop of one minute's duration containing ten text statements, a photographic image associated with each of them and supplementary graphic elements.
- animation to be based on text input from the Agency and images cleared for internet usage provided by the contractor.

- modify 40% of proposal twice on the basis of feedback from the Agency.
- deliver finished animation on CD to the Agency in Copenhagen.

Project 2: - Prepare a flash animation loop for public displays at the Agency premises

Planning

- participate in one planning meeting at the Agency, lasting one working day.
- prepare time plan with deadlines for technical preparations
- prepare cost estimate

Preparation and production

- layout and prepare an animation proposal in two language versions in the form of a loop of five minute's duration containing twenty-five text statements, a photographic image associated with each of them and supplementary graphic elements.
- animation to be based on text input (in both languages) from the Agency and images cleared for public display usage provided by the contractor.
- modify 40% of proposal twice on the basis of feedback from the Agency
- deliver finished animation on CD to the Agency in Copenhagen.

Project 3: - Prepare a package of overheads on the annual EEA report Environmental Signals

Planning

- participate in one planning meeting at the Agency, lasting one working day.
- prepare time plan with deadlines for technical preparations.
- prepare cost estimate.

Preparation and production

- layout and prepare an overhead package in one language version in the form of thirty overheads, fifteen of them accompanied by two graphs each, the remainder as text only.
- overheads to be based on text input and graphs delivered in eps-format by the Agency.
- modify fifteen of the slides on the basis of feedback from the Agency.
- deliver 25 copies of the finished product in binders with acetates and CD in plastic pockets to the Agency in Copenhagen.

