

DOSSIER OF TECHNICAL SPECIFICATIONS FOR CONTRACTING THE COMPREHENSIVE PRODUCTION SERVICE FOR THE BERLIN, GERMANY NEWS BUREAU OF THE CORPORACIÓ CATALANA DE MITJANS AUDIOVISUALS, SA

FILE NO. 2106OB05

1. OBJECT AND CHARACTERISTICS OF THE SERVICE

The object of this competition is the contracting by the Corporació Catalana de Mitjans Audiovisuals, SA (hereinafter, the CCMA, SA) of the comprehensive production service for the Berlin, Germany news bureau to offer service to the whole of Germany and nearby European countries.

In this dossier of technical specifications, the basic characteristics that should govern the service are specified, not affecting the particularities or specifications that may be concentered in some procurements.

1.1. Main characteristics of the service

- Comprehensive filming and editing service with transport, own communication with mobile phone with Internet and technical equipment for recording, editing, archiving and sending of news and images and audios as well as any other live broadcasting system via the Internet (videoconferences or similar).
- An exclusive work space suitable for the correspondent in the city of Berlin prepared for the normal development of the CCMA, SA's television and radio correspondent's journalistic work. Availability of portable equipment for viewing, own editing and video conference services via the Internet.
- Connectivity via the Internet with availability to send and receive images, audios and live signals.
- Personalised live broadcasting and play outs service from the Berlin news bureau office and transmission services through all-included 4G or 5G backpack devices.
- Production service for the necessary procedures for producing news, images and audios, translation, contacts, and procedures of the CCMA, SA's delegation.
- Ability to provide services to Germany and nearby countries, both in terms of filming as well as production and connectivity.
- Ability to offer extra services excluded from the price of the fixed service, but which are necessary for the production of news and other services for the CCMA, SA's media.

2. COMPREHENSIVE PRODUCTION AND RECORDING-EDITING TEAM SERVICE

2.1. Characteristics

Recording, editing and production services are up to two hundred and twenty-five (225) services of up to 10 hours each a year. Each of these services also includes a package of extra services to lengthen the daily service by up to 30 hours a month, non-accumulative, during the year.

The successful bidder will guarantee that the available comprehensive recording-editing or production service, as appropriate, will be operative 24 hours a day, every day, all year round, including public holidays and weekends.

The recording-editing and production services must be able to be provided simultaneously as well as separately.

The main territorial area of the delegation is Germany. The team should be ready to travel at any time and to any territory within the area of the delegation, Germany and the nearby countries, mainly on the European continent.

The main headquarters of the news bureau will be located in the city of Berlin.

The successful bidder must be prepared to provide the service at any time and in any territory within the scope of the delegation of Berlin and the surrounding countries. Should any member not be able to move around, the successful bidder will have to find a professional in the area who meets the same conditions and guarantees as the main team. The successful bidder will also guarantee the permits and accreditations that correspond to each area.

There will be no additional cost for working at weekends, public holidays during the week, overnight stays or outside the territory of the news bureau. The price of the service includes all meal expenses in the Berlin area, additional expenses, and mobile phone and all other communication services.

2.2. Detail of the service adjudicated

2.2.1 Recording, editing and live broadcasting service

Recording, editing in professional non-linear editing systems, and sending the news and/or images and audio by link or via the Internet, according to the CCMA, SA's instructions. The sending of images and files via Internet must be in full HD 1080/50i format, MPEG-4 / H264 encoding or on request in 4K format. The encoding to the required format will be the bidder's responsibility. It will also have to offer a complete service of assembly and execution of live broadcasts with the correspondent or with staff assigned by the CCMA, SA with the 4G or 5G backpack.

It must provide and offer support in live connections by videoconference via the Internet or similar systems. Filing the images to facilitate editing and sending them monthly to documentation in Barcelona for safekeeping.

At the beginning of the contract, in order to make the film crew's task easier, the CCMA, SA will provide a document with indications of the production style.

2.2.2 Production Service

The production service consists of dealing with contacts, research (for interviews, assessment, press conferences, etc.) for the news of the day and/or production of news

reports, sending/receiving via the Internet and coordination of personalized live connections, accreditations, research management, purchasing, reception and recording of images and audios, digitalisation and administration of digital archives, booking hotels and tickets, advancing payment of production expenses and corresponding liquidations, dealing with permits, research and coordination with other productions and/or bodies for the coverage of the correspondent, conversion of image formats, generating statistical information about the services required and produced by the news bureau, to driving filming vehicles, as well as the required proceedings before other bodies, whether private or official and administrative ones.

In addition, this production service consists of fixer tasks, including the translation of daily news bulletins or for the production of news reports.

This service must be offered face-to-face whenever the correspondent requires it.

2.3. Interlocution

The successful bidder will assign a contact person-coordinator to receive and manage the orders and must guarantee communication 24 hours a day, 365 days a year. For requesting services outside normal working hours and at weekends and on public holidays, the response time of the teams must be less than two hours and a half. On normal working days, between 09:00 and 21:00, local Berlin time, availability must be immediate.

2.4. Coverage outside Berlin

The successful bidder will guarantee the services that are the object of the bid outside the main territory at no additional cost than the extra documented production expenses derived from the trip.

In the case of the production/fixer service, in journeys outside Germany, the successful bidder may offer a local service with the previous validation of the profile that meets the professional quality requested and acceptance of the estimate by the CCMA, SA.

The hours of the service counted will not be increased by having to stay overnight or downtime.

The successful bidder will detail living and travelling expenses outside the Berlin area with the service invoices.

The invoice for the extra services must include the date of performance and description of the service together with the supporting documentation (service request / ticket or invoice) that certifies the expense. In the event that the invoice is not submitted in the indicated manner or is submitted without the corresponding documentation, the CCMA, SA will reject the invoice.

2.5. Management of trips

The production service will have to manage any trips by the CCMA, SA team that usually provides service in the Berlin delegation and, occasionally, by any team that has to travel within the territory covered by the delegation for news purposes.

Travel management must be carried out with an agency to be determined by the CCMA, SA according to the protocols and travel policies that the CCMA, SA's production services will provide to the successful bidder before the start of the service.

3. PROFESSIONAL TEAM

The bidding company will have the last word on the selection of professionals, with the power to freely change the number and identity of said professionals as long as they have the required skills and experience as decided by said bidding company, being under obligation to certify this before the CCMA, SA so as to guarantee the quality of the contracted service. This team will be led at all times by the contact person/coordinator of the service, as designated by the successful bidder, being also responsible for directing, supervising and managing said team. The contact person/coordinator will act as a link with the correspondent designated by the CCMA, SA at all times, as well as with the CCMA, SA's service coordinator.

The services contracted will depend exclusively on the bidding company. The contracting of all the members that make up part of the news bureau service will be the responsibility of the bidding company. The CCMA, SA will only be responsible for the corresponding accreditations.

3.1. Filming and editing service professionals

The bidding company must offer a team made up of professional camera operator(s) with experience in the news sector. The camera operator(s) must have experience in recording and editing local and international daily news coverage in the media or with professional production companies with a minimum of 2 years in the last 5 years. The experience will have to be demonstrated.

They must speak and understand the following languages perfectly: English and German; and they must have a basic knowledge of Spanish or Catalan.

The service must have a valid local or international driving licence to be able to drive the filming vehicles.

The service must have technical recording knowledge of professional cameras with audio control, stand-up and interview lighting, non-linear editing systems for premier or DaVinci-type news, etc. (hot news concept and reports), control of the digital production line and the image, video and audio formats and control of Internet sending processes and file formats. It must be able to use 4G or 5G backpack broadcasting systems.

The service must have all the necessary documentation (residence and work permits, or corresponding visas) required to obtain official press credentials. Throughout the duration of the contract, the service must follow up administrative procedures for the timely renewal of credentials essential for accessing the institutions and events necessary for news coverage.

The CCMA, SA will provide documentation to the successful bidder so that the operator can obtain press accreditation from the German authorities. The successful bidder guarantees not to use this accreditation incorrectly.

In the case of travelling to countries in the catchment area that require a one-off and temporary visa for specific recording, they must have the documentation required and meet the requirements to obtain such a visa.

Should the habitual operator not be able to travel to a specific country for reasons of permits or visas, the bidding company must provide an equivalent camera operator service under the same conditions in the target country of the catchment area of the news bureau without this involving any additional expense for the CCMA, SA other than the habitual production expenses.

3.2. Production service

The bidding company must offer a service with experience in news production in Germany, in the local German media, of more than 3 years in the last 5 years. This will have to be demonstrated.

This service must master the local language, spoken and written German, as well as having a high level of English and knowledge of Catalan or Spanish.

The service must have a valid local or international driving licence to be able to drive the filming vehicles.

The production service must have all the required documentation available within the necessary time to be able to be accredited before bodies and events that news follow-up requires. The CCMA, SA will provide documentation to the successful bidder so that the production service can obtain press accreditation from the relevant authorities. The successful bidder guarantees not to use this accreditation incorrectly.

In the case of travelling to any territory belonging to the area of the news bureau, the production service must have the specific documentation and meet the requirements to obtain one-of or temporary visas or current visas.

In the case of travelling to any other territory in the area of the news bureau, and should the habitual operator not be able to travel, the bidding company must provide an equivalent service under the same conditions in the target country without this involving any additional expense for the CCMA, SA other than the habitual production expenses.

3.3. Other aspects

The successful bidder must have the team of professionals necessary to provide the service for which the bid has been submitted and train it to meet the habitual requirements of the CCMA, SA, in terms of form and procedures.

In view of the need for news follow-ups from the news bureau, if any member of the team is off sick, their substitution must be made in such a way as to minimise the impact on the service required at no additional cost.

Should the successful bidder have to change the service staff valued in the original proposal, their replacement may not be of a lower quality or capacity.

Should the news coverage so require, either in Germany or abroad, the successful bidder will provide the necessary, suitable approved personal protective equipment to its workers in keeping with the risks of the areas and the events to be covered. These people must have been given the necessary training and information to be able to put it on and use it correctly, to be able to face eventualities in recordings considered to be at risk or in displacements to areas in conflict, should this be the case. In these cases, the CCMA, SA may request the

successful bidder for the technical information about the protective equipment that it will use, and the successful bidder must provide this information.

The successful bidder will train its workers about the risks derived from their activity and the preventative measures to be applied, including risk of infection by COVID-19. They must also have a first-aid kit with suitable health material.

The successful bidder will provide its workers with health material and protective equipment against COVID-19, whenever the preventative recommendations in the country of the bid cannot be met.

The successful bidder must also ensure that the work team for which it is responsible is covered by the necessary insurance policies at all times. It must extend the cover to any working territories considered to be at risk.

3.4 Extra services

The bidding companies must have the necessary ability to offer extra recording-editing services excluded from the price of the fixed service, but which are necessary for the production of news. Extra services will be requested when all the services agreed in the fixed pack have been exceeded or because a second team is required to work simultaneously.

Bidders must provide the extra services available within a deadline of no more than 48 hours.

The bidding companies will offer these extra services according to the rates presented in their offer. These rates will be valued in the economic bid.

3.5 Invoicing

The successful bidder will issue two invoices a month in euros, one for the monthly package and another for extra services and expenses contracted.

The invoice for the extra services must include the date of performance and description of the service together with the supporting documentation (service request / ticket or invoice) that certifies the expense. In the event that the invoice is not submitted in the indicated manner or is submitted without the corresponding documentation, the CCMA, SA will reject the invoice.

In any case, expenses without a supporting document or expenses that have not been previously approved by the CCMA, SA will not be paid.

4. TECHNICAL EQUIPMENT

5.1. Technical television equipment

For the exclusive use of the contract, the successful bidder must provide filming and editing equipment consisting of a high-definition digital camera, a PC with non-linear editing system and portable non-linear editing equipment in the case of trips, fully available to the correspondent or the special reporter of the CCMA, SA.

Description of the material in Berlin:

- Main camera: Handheld digital high resolution camcorder (HD) with three image sensors ensuring a horizontal resolution of 1,000 lines (1,920 x 1,080) and recording on solid state support, preferably P2HD.
- Integrated optics camera with optical zoom up to 22x and with optical image stabiliser when working as a telephoto lens.
- Second camera, similar to the main camera: Handheld digital high resolution camcorder (HD) with three image sensors ensuring a horizontal resolution of 1,000 lines (1,920 x 1,080) and recording on solid state support, preferably P2HD.
- Integrated optics camera with optical zoom up to 22x and with optical image stabiliser when working as a telephoto lens.
- Storage supports for filming with the camera. 10 hours of HD filming (cards) must be guaranteed for each of the cameras.
- Batteries and battery chargers to guarantee 10 hours of filming
- Microphone set for at least two people. There must be hand-held microphones for stand-ups, directional clip-on microphones for street interviews and a half shotgun microphone. Both cable and wireless connections must be available.
- Microphone kit accessories. Audio cables of different lengths needed to connect the microphones, as well as table and foot supports (giraffe type) for the handheld microphone, will be available. Each microphone must have wind protection.
- Transport bag for the camera and the filming material. Preferably a compact backpack.
- Tripod suitable for the model and weight of the camera. The transport bag for the tripod must have wheels.
- Portable LED lighting equipment for battery camera. This equipment must be able to be used in exteriors and tolerate adverse weather conditions, particularly wind.
- Lighting equipment for interviews to one person. Minimum 2 LED panels with their accessories: transport bag, filters, batteries, power cables, etc.
- Recorder and player equipment compatible with the recording support and format of the camera, with an integrated screen to allow image review.
This equipment will have the signal inputs necessary to be able to record external signals provided by third parties and the possibility of monitoring the audio and video being recorded.
- Laptop with non-linear editing system (compatible with Adobe Premiere), with a device for inputting the images recorded by the camera. This laptop will be prepared for a videoconference with HD webcam and specific microphone and headset. There must be a preamplifier/XLR to USB converter for voice recording to the computer with the hand-held microphone.
- Desktop PC with office automation and Internet connection for the correspondent's office:
 - Processor: Intel Core i5-9500T
 - Integrated graphics card: Intel HD
 - RAM memory: 16 Gb
 - Hard disk units: SSD 512Gb.
 - Operating system: Windows 10 Pro 64
 - Rear ports: 2-USB 3.1, 2 USB 2.0, 1 HDMI
 - Front ports: 2USB 3.1, Audio (separate headphone and microphone input)
 - Ethernet: Gigabit
- Compatible 24" to 32" 16:9 flatscreen to be connected to the desktop PC or the laptop to edit when the team works in the news bureau editing room.
 - Measurement: 24" (23.8")
 - Panel: IPS
 - Format: 16:9 LED
 - Resolution: HD 1920 x1080 60 Hz.
 - Multimedia: Loudspeakers

- Web cam and microphone, all integrated in the monitor.
 - Regulations: Adjustable by height Rotation (90°)
 - Connections: HDMI(1) - 1 USB 3.0, Audio (headphones)
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- Printer with scanner
 - TV monitor for the correspondent's office to watch local and international TV.
 - 2 landline terminals for the correspondent and production.
 - Portable USB memory device (minimum 32 GB).
 - Two external hard disk drives (minimum 4 TB) to preserve the filming material.
 - Accessories: cables, adapters, filters, Lastolite-type reflector, etc.
 - 2 mobile phone terminals, at the bidder's expense, with local voice and data cards for the use of the camera operator and the producer, operating in all the territories covered by the news bureau. They must allow reception of communications from Barcelona while the tasks are being carried out.
 - MiFi (Mobile Internet) device to ensure transmissions outside the office in the territory of the news bureau. All-included local data SIM card.
 - Auxiliary material for live broadcasts from the news bureau.
 - Transport for the technical equipment and the film crew.

The production line must be in HD format.

All the technical material submitted in the offer must be equal to or less than 2 years old. The bidder must submit an exhaustive list with all the material to be included in the offer with the detailed description and ages.

The type of file to be delivered once edited must be MPEG-4 H264 in full HD 1080/50i PAL and 2 audio channels, compatible with the CCMA, SA file reception system. It will be necessary to ensure the validation of the file delivery system once the service is started. Bidders must be able to guarantee the entire production chain, from reception to sending through FTP. Bidders must adapt the delivery format of the files to the technological changes that may occur during the duration of the contract at the request of the CCMA, SA.

The company must ensure the correct storage of the recorded material, guaranteeing the custody and privacy of the images recorded by order of the CCMA, SA.

When no travelling is involved, it will be necessary to enable the editing laptop and the rest of the technical material for the needs of editing, archiving and image capture and/or illumination in the facilities of the CCMA, SA bureau.

The successful bidder will be responsible for the maintenance of all the equipment, taking care that all the devices that are part of the system have the latest firmware and software versions recommended by the manufacturer.

The consumables required for the correct operation of the service (batteries, light bulbs, spare parts for accessories, etc.) are included in the price of the fixed service.

The successful bidder must specify the means to deal with any breakdown of the devices as well as their preventive maintenance plan.

In view of the need for news follow-ups from the news bureau, in the case of malfunctioning of the equipment, its substitution must be made in such a way as to minimise the impact on the service required at no additional cost and guaranteeing the habitual digital production line.

It will also have to provide all the necessary material (computers, etc.) so that the production team can develop its work normally.

In the case of travelling to countries where it is required, the filming and editing team must have the specific documentation for customs (ATA carnet, bank guarantees, lists or similar) for the temporary export-import of the material available at no additional cost. The management of this documentation will be carried out by the successful bidder, and the possible costs will be included in the fixed service.

5. TRANSPORT FOR THE FILM CREW

This service must have a vehicle or provide the suitable transport system for displacements of the entire team throughout the main territory of the news bureau. The fixed price must include comprehensive transport insurance policies, maintenance, cleaning and displacements in the metropolitan area of Berlin to the international airport, car parking and road taxes if necessary, or, in their absence, taxi, for the filming team of the principal correspondent or, if they are off sick or travelling, their substitute.

6. WORK SPACE

The offer must include an office for the CCMA, SA news bureau in Germany near the centre of the city of Berlin, understanding the centre of Berlin to be the political centre with the Reichstag. The exact location of the office must be given, which must have mobility facilities with public transport in view of the characteristics of the city.

The proposal must describe the work space assigned to the CCMA, SA (**Annex 2**) complying with applicable regulations in health and safety at work in the country of the bid and complying with new regulations to avoid the spreading of COVID-19. Updated measures of prevention and safety must be complied with regarding the spaces assigned to the members of the team, maintaining distance, ventilation and the prevention measures decreed by the health authorities in the country of the news bureau.

The office assigned to the CCMA, SA correspondent must have a minimum of 10 m² assigned and must have external windows overlooking the street. It must be duly air-conditioned and soundproofed to guarantee being able to use television and radio voices. It must be equipped with furniture (table, chairs, shelves, desktop lighting, clock), symmetrical high speed Internet connection (minimum 300 Mbps for exclusive use) with unlimited access to network and Wi-Fi, a desktop computer with a 24" minimum screen, a printer/scanner with connectivity to the PC and laptop, reception via a monitor of local TV channels and main news channels by satellite and local landline. Internet and IP landline telephony consumption is included in the price of the pack agreed.

For editing video, there must be a space very nearby that is suitably fitted out with technical equipment, also soundproofed. The production service should also be in an area that is very close and accessible to the CCMA, SA staff's office.

In addition, the offer must include an area destined to television connections that must be in a zone close to the office assigned to the CCMA, SA. This live broadcasting point may be an indoor point with a large background screen with real views or recorded material or a duly adapted chroma, with real views or recorded material. This live broadcasting point must not affect the correct functioning of the rest of the services of the news bureau.

It will also be necessary to provide toilets and a common area. All facilities must be new or recently refurbished.

The office must also include a security system to guarantee the safety of the people and of the material in the office 24 hours a day, both with regard to access from the street as well as inside it. This safety must be guaranteed with a 24-hour service and with a service to deal with breakdowns.

The building and its facilities must comply with all current applicable local regulations regarding urban planning and building regulations: the technical building code, energy certification, fire regulations, occupational health and safety regulations and the accessibility code. The successful bidder will ensure that the space has the necessary security measures for the proper operation of the service and the protection of staff and technical equipment.

The successful bidder will provide a plaque, vinyl or identifying feature at the entrance to the CCMA, SA work space, with the following inscription: "The CCMA, SA's TVC and Catalunya Radio Delegation" The logo will be provided by the CCMA, SA.

The bid submitted should also include the cost of the cleaning service, electricity bills, taxes and the services and maintenance expenses of the property.

Should the successful bidder have to change the work space valued in the original proposal, its replacement may not be of a lower quality, capacity or location. Therefore, it must previously inform the CCMA, SA so that it can evaluate its suitability to the conditions of the contract. Failure to meet the qualitative minimum required by the service, could be a cause for the termination of the contract.

7. CONNECTIVITY

7.1 The work space

The work space offered by the bidding companies must have symmetrical high-speed Internet connectivity included in the price. An Internet connection with a minimum speed of 300 Mbps and for the exclusive use of the CCMA, SA must be guaranteed.

It must be able to be used without limitation as a video and audio play out and for sending and receiving files via FTP.

Internet access, via either cable or Wi-Fi network, to any work device of correspondents or special reporters of the CCMA, SA —laptops, mobile phones, tablets, etc.— will be guaranteed.

7.2 4G or 5G backpack connected device

An all-included 4G or 5G backpack service (full backpack, receiver and accessory equipment, SIM cards with European roaming and consumption included) suitable for the entire territory of the European Union.

In the case of use of the device outside European roaming coverage, the expenses of local SIM cards will be paid for by the CCMA, SA.

7.2.1. Technical description of the equipment

The team must have current technology available in the market.

The bidder will indicate the brand and model of the equipment offered. The weight of the whole set of the transmitter equipment and the 2 batteries must not exceed 3,300 g.

The equipment must enable transmissions with a latency equal to or less than 2 seconds.

The maximum transmission bit rate must be at least 20 Mbps.

The minimum latency must be less than or equal to 500 ms.

The backpacks must have an efficient bonding system.

The equipment must have SD/HD-SDI video input through a coaxial cable and self-selectable HDMI, support H264 or H265 encoding with two embedded AES channels.

The quality of video on SD transmissions at 2.6 Mbps and latency equal to or less than 2 seconds must reach a PSNR (Peak Signal-to-Noise Ratio) value greater than 27 dB with the sequence with mobile calendar.

The team must have cards from a minimum of 2 telephony operators from the main territory and 2 mobile data cards for each of the two operators, making a minimum of 4 data cards. The cards must have an unlimited flat rate and must be contracted and managed by the supplier. Their cost must be included in the service. The data service throughout the main territory of the news bureau must be guaranteed 24/365. The data cards must be integrated within the equipment and the access and change of the cards must be easy.

The equipment must have a monitoring system for coverage and the video and audio signals at the entrance.

It must have Wi-Fi 802.11n and Ethernet integrated access for Internet connections.

The equipment must include at least two batteries, the charger, the feeder, connection cables and transport backpack. The two batteries together must have an autonomy of more than 150 minutes.

In the case of displacements or trips with a 4G or 5G backpack outside the European Union, the successful bidder will have to handle obtaining and installing the mobile data cards of the target country. The expenses of these cards will be met by the CCMA, SA as an expense derived from the displacement, upon acceptance of the estimate by the CCMA, SA.

7.2.2. Basic technical characteristics of the equipment provided for the reception of 4G or 5G backpacks

The decoder in the studios of TV3 in Sant Joan Despí —which must be already installed, tested and working properly on the date of execution of the contract— will be provided by the bidder in all cases, at no additional cost.

This equipment will be permanently located at the facilities of the CCMA, SA. It must be able to be remotely controlled by a system that allows the centralised simultaneous control of the 4G or 5G backpack equipment delivered, with access to the monitoring parameters (GPS position, coverage of mobile data lines, etc.) and configuration control (quality video, transmission initialisation, etc.).

The 4G or 5G backpack set and reception system must have a transparent behaviour as regards the format of the signal connected to the backpack, that is, the input video signal format to the transmitter device must be the same as that delivered by the receiving equipment.

The output of the equipment must be in SDI format. Each of the pieces of equipment of the receiving system will have to deliver a frame of video on IP for monitoring. Ease of viewing the coverage of each SIM and bit rate transmission.

Have the functionality of labelling, within the application, the backpack with the CCMA, SA's own nomenclature.

7.2.3. Security of the reception system (server)

As far as the safety of the reception system is concerned, the successful bidder must comply with the following security measure points:

1. Operating system. It must be supported by the manufacturer and updated to the latest version of the manufacturer's security patches.
2. Operating system. Activated automatic update of security patch application or manual planning, but one that ensures that the security patches are applied regularly and that the machine is never more than two months behind. The supplier must verify that the patches are correctly applied.
3. Antivirus (subscription), active in the case of Windows Operating Systems.
4. Remote reception by the supplier of any possible alerts that the antivirus may generate, so that actions may be taken in a reactive way.
5. Remote control tools (TeamViewer, etc.) Latest version of the tool installed. If possible, the service should not be activated, but the procedure to be able to access in case of need should be agreed with the CCMA, SA.

7.2.4. Mobile application

Equipment will also be supplied to guarantee a live connection through a mobile device, such as a smart phone or equivalent mobile devices (mini tripod, microphone adapter, micro headphones, etc.). The successful bidder will offer technical support to the correspondent to guarantee the connection.

7.2.5. Maintenance of the equipment

The successful bidder will be responsible for the maintenance of all the equipment, taking care that all the devices that are part of the system have the latest firmware and software versions recommended by the manufacturer.

The successful bidder must specify the means to deal with any breakdown of the devices as well as their preventive maintenance plan.

The successful bidder will appoint a contact person in order to guarantee the proper functioning of the service, 24 hours a day, 365 days a year.

7.2.6. Replacement of the equipment

In the case of breakdowns or damages that may occur to any of the equipment while the contract is valid, with either the 4G or 5G backpack or their receiver system, which prevent their correct operation, the bidder is required to provide another unit of the same characteristics and manufacturer in the least possible time, never more than 24 hours from the notification of the problem.

7.2.7. Mobile telephony for live broadcasts

The service must include, at no additional cost, two terminals with their mobile lines, to be used as a return (IFB) and coordination system and the corresponding professional earphones. Likewise, the bidder must carry out the maintenance and pay the cost of the international mobile data lines, without limitation of use.

7.3 Live broadcasting point for television at the delegation

The comprehensive production service must include a live broadcasting position from the facilities of the Berlin news bureau or close by. The 4G or 5G backpack connected device may be used as a signal transport system. The costs of this service are included in the fixed price.

Due to the city's weather conditions, there must be an option for an indoor live broadcasting point with real views and/or with chroma or screen.

The work space offered must guarantee real views of the city of Berlin. Proposed positions with real views that have distorting elements in the background (such as window frames or bars in the middle of the shot) or do not allow a clean half-body shot of the correspondent will not be accepted.

When the connection is made using chroma, the bidder must indicate the type of background images of the city to be shown (either through live beauty camera or recording). If they choose recordings, they must commit to update them based on the time of day and the seasons of the year.

The bidder must guarantee broadcast quality audio and video conditions. The position must be properly illuminated and conditioned.

The service must include, at no additional cost, the return (IFB) and coordination lines and the corresponding professional earphones.

These services and conditions (internal direct point and 4G or 5G connected device) must be available to any CCMA, SA team that requires the news bureau's services.

7.4 Connectivity to the radio

The successful bidder will offer technical support to the correspondent or special reporter of the CCMA, SA in their connections through the radio from the work centre of the news bureau or on their trips.

8. GUARANTEES AND RESPONSE CAPACITY

The services contracted included in the overall comprehensive package must be guaranteed against breakdowns or the malfunctioning of the technical equipment and sick leave of the service staff.

In the case of sick leave or leave of any member of the filming and editing team or the poor functioning of the equipment, their substitution must be made in less than 24 hours.

The news coverage of the news bureau requires a good response capacity in the face of any unexpected happening that could affect it, such as dealing with new needs.

9. SERVICE AUDIT

The person responsible for the service offered by the successful bidder will periodically inform the person responsible for the service at the CCMA, SA about the operation of the service.

The person responsible for the service at the CCMA, S.A. will monitor the correct providing of the service adjudicated, in keeping with the requirements of the bid, and may ask for one-off reports about the development of the service or about any incidents that may arise, informing the management of the successful bidder about any anomaly in the providing of the adjudicated service.

Any incidents that may arise in the execution of the contract will be solved in the periodical meetings between the person responsible assigned by the CCMA, SA and the person responsible assigned by the successful bidder.

CCMA, SA reserves the right to audit all aspects and services required in the specifications, including employment obligations, at any time while the contract is in force.

10. RIGHTS OF USE AND INTELLECTUAL PROPERTY

The CCMA, SA is stated as the only, exclusive holder and with the power to transmit to third parties all the intellectual copyrights on the content of the audiovisual productions made under this contract and, in particular, those of reproduction, distribution, public communication, making available, transformation and doubling and/or subtitling into any language for their use in any form or modality and in all types of systems and supports, without any participation by the successful bidder in the profits obtained by the CCMA, SA for whatsoever concept.

These rights cover the territorial area of the entire world, without exception, and for the maximum deadline set by the Intellectual Copyright Law for producers of audiovisual recordings.

The successful bidder commits to periodically sending the original material recorded at the CCMA, SA Barcelona headquarters for safekeeping in the central archive.

Once the contract is finished, the bidder will deliver the hard disks to the CCMA, SA with the recorded material and will erase any images or sounds owned by the CCMA, SA that may be left on their internal network, servers or laptops.

Confidentiality clause: The successful bidder (and its staff) undertake not to disclose information obtained during the working relationship with the CCMA, SA to third parties, as well as to safeguard and make good use of passwords or other sensitive information obtained through the same work relationship.

As the producer and holder of the intellectual property rights and industrial property, the use for promotional, commercial or any other type of the corporate image of the CCMA, SA and its media, its brands, as well as the image of its workers in the exercise of their professional duties, will require the explicit consent and express authorization of CCMA, SA itself, in all kinds of public communication via all types of media, including the corporate website and the social networks of the successful bidder.

11. PENALTIES

The successful bidder will be economically penalised under the following circumstances:

1. If, on the effective date of validity of the contract, the successful bidder does not have the material and technical equipment indicated in its offer, or if during the validity of the contract there is any change regarding the material offered and it does not meet the requirements, the CCMA, SA will penalise the first invoice to the tune of 50% of the entire invoice, and will maintain such penalisation until such time as the successful bidder makes the equipment offered available for the contract. In the third month of non-compliance, the CCMA, SA will be authorised to terminate the contract without the successful bidder having any kind of right to any kind of compensation.
2. If, on the effective date of validity of the contract, the personnel that will finally participate in the service have an objectively smaller qualification than those proposed by the successful bidder in its offer, or if during the validity of the contract there is any change regarding the submitted proposal and this one does not meet the requirements, the CCMA, SA will penalise the first invoice to the tune of 30% of the entire invoice, and will maintain such penalisation until such time as the successful bidder makes the required qualified personnel offered available for the contract. In the third month of non-compliance, the CCMA, SA will be authorised to terminate the contract without the successful bidder having any kind of right to any kind of compensation.
3. If, on the effective date of validity of the contract, the successful bidder does not have the proposed work space completely fitted out, or if during the validity of the contract the successful bidder changes the offered and valued work space for another with a lower rating, the CCMA, SA will penalise the first invoice to the tune of 30% of the entire invoice and will maintain this penalisation until such time as the successful bidder provides the work space with the qualification required and offered. In the third month of non-compliance, the CCMA, SA will be authorised to terminate the contract without the successful bidder having any kind of right to any kind of compensation.

Sant Joan Despí, June 2021