

DOSSIER OF TECHNICAL SPECIFICATIONS FOR CONTRACTING THE COMPREHENSIVE PRODUCTION SERVICE FOR THE JERUSALEM NEWS BUREAU OF THE CORPORACIÓ CATALANA DE MITJANS AUDIOVISUALS

- PROCEDIMENT NEGOCIAT SENSE PUBLICITAT -

EXPEDIENT NÚM. 2411NS01

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 Jerusalem, Israel news bureau to offer service to the whole of Israel.

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

1.1. Main characteristics of the service

- Complete 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 workspace suitable for the correspondent in the city of Jerusalem 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 out service in Israel and transmission services through all-included 4G or 5G backpack devices.
- Production service and fixer for the necessary procedures for producing news, images and audios, translation, contacts, and procedures of the CCMA, SA's delegation.
- 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.

1.2. General conditions geographical area

The main territorial area of the delegation is Israel. The headquarters of the news bureau will be located in the city of Jerusalem. The delimited area of the Jerusalem correspondent will be considered to be 70 km around the correspondent's headquarters and including the distance to international airport.

1.3 Time computation

The call and the time computation will start and end at the CCMA, S.A. correspondent's usual place of work in Jerusalem or at the hotel where he/she is staying if he/she is traveling with this or any other team determined by CCMA, S.A.

The crew must be prepared to travel at any time in the correspondent's area.

There will be no additional cost for working at weekends, on public holidays during the week, or overnight. The price of the service includes all meal expenses and transport in Jerusalem delimited area.

For meals and transportation outside the delimited area of Jerusalem, expenses will be compensated upon presentation of the corresponding ticket.

2. COMPREHENSIVE PRODUCTION AND RECORDING-EDITING TEAM SERVICE

2.1. Characteristics

The recording-editing service (a service unified in a single person who carries out both tasks) is a service of up to two hundred and twenty-five (225) services a year and up to 10 hr/day each. In the same way, the production-fixer service (a service unified in a single person who carries out both tasks) must also consist of two hundred and twenty-five services a year of up to 10 hr/day.

Both services will be operative all year round, including public holidays and weekends.

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

.

2.2. Detail of the service adjudicated

2.2.1 Recording-editing service and live broadcasts

Recording, editing in professional editing systems and sending the news or images and audio by link or internet, in accordance with the procedure previously defined by CCMA, S. A.

It will also be in charge of the necessary conversion of image formats.

The sending of images, audios and files via internet will be according to the format required by CCMA, S. A. at all times.

The minimum requirement for video must be MPEG-4 H264 in FULL HD 1080/50i PAL (interlaced) and 2 audio channels, compatible with the CCMA, S. A. file reception system or, on demand, in other formats (4K, 9:16, etc.).

The encoding to the required format shall be at the bidder's expense.

It shall also perform the complete service of assembly and execution of live broadcasts with the correspondent or with personnel designated by the CCMA, S. A. with the 5G dongle.

Likewise, it shall facilitate and provide support in live connections via videoconferencing via internet or similar systems with cell phone or computer.

Under the journalistic criteria of the editor, he/she shall assist him/her in the archiving of images to facilitate the editing and send them monthly to Barcelona documentation for safekeeping.

2.2.2 Production-fixer service

The production-fixer service consists of:

- Management of contacts, their research (for interviews, advice, press conferences) for the news of the day or production of news reports.
- Coordination of personalized direct mailings and sending/receiving via internet.
- Accreditations, research management, reception and recording of images and audios, digitalization and administration of digital files.
- Preparation of budgets prior to the correspondent's trips and request for hotels and tickets through the company tendered by the CCMA, S. A. for this purpose.
- Advance payment of production expenses and the corresponding settlements.
- Management of permits, investigations and coordination with other productions or entities for the correspondent's coverage.
- Other managements such as: generation of statistical reports of the services required and produced by the correspondent, as well as the managements required before other entities, both private and official and administrative.
- The translation of the day's news as required by the correspondent.

This service must be offered in person and must be able to travel with the correspondent or the filming and editing service whenever required, both within the scope of the correspondent's work and on any other trip.

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.

2.4. Management of trips

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

Wherever possible, 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, S.A. 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

The bidding company will have to present a team formed by professional camera operator/s with experience in the news sector.

The camera operator(s) performing the filming of a shoot shall be the same as the operator(s) performing the editing of the shoot.

The camera operator(s) must have experience in recording and editing local and international daily news coverage in the media or professional production companies for a minimum of 3 years in the last 5 years.

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

The main operator must speak and understand English.

Proof of experience must be provided.

The service must have technical knowledge of recording with professional cameras with audio control, lighting of stand-ups and interviews, editing with professional editing system for Première type news (hot news and reports conception), control of the digital production line and image, video and audio formats and control of sending processes and file formats via internet. You will have to be able to use "5G backpack" transmission systems.

3.2. Production service

The bidding company must offer a production-fixer service with experience in news production in Israel, in local or international media of more than three years in the last five years. This will have to be demonstrated.

This service must master spoken and written Hebrew, Arabic and English.

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

The production-fixer 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-fixer service can obtain press accreditation from the relevant authorities. The successful bidder guarantees not to use this accreditation incorrectly.

3.3. Other aspects

The bidding company must have the necessary human resources to provide the service tendered and prepare it to comply, in form and procedures, with the requirements set forth in this agreement with the CCMA, S. A.

Considering the news monitoring needs of the correspondent, in the event of the absence of any member of the team, the replacement must be made in the time and manner that minimizes the impact on the service at no additional cost.

In the event that the successful bidder should change the service personnel valued in the original proposal, the replacement shall not, in any case, be of inferior quality or capacity. The approval of the CCMA, S.A. will be required.

3.3.1. Protective material

The successful bidder shall provide the necessary and appropriate approved personal protective equipment to its workers (bulletproof vest, helmet, mask, protective glasses). A first aid kit appropriate to the risks and events to be covered must also be provided.

People will have to have received the necessary training and information to put them on and use them correctly, to deal with eventualities in recordings considered risky or in trips to higher risk areas.

The bidding company must present the supporting documentation to prove that it does indeed have the protective equipment.

3.3.3. Insurance

The successful bidder must also guarantee and accredit that the work team in its charge is covered by the necessary all-risk insurance at all times and extend coverage to all work areas considered to be at risk.

The successful bidder must submit supporting documentation that he has taken out insurance with full-risk coverage in Israel and the countries in which he is to provide the service.

3.4. Extra services

The bidding companies should have the necessary capacity to offer extra services excluded in the price of the fixed service, but necessary for the production of news.

The bidder must offer the extra services within a period not exceeding 48 hours.

The bidder will have to submit the bid and offer all the services listed below:

1. Full recording/editing service (one working day 10 hours)
2. Full recording/editing service (half working day 5 hours)
3. Extension of the recording/editing/production-fixer service (per hour) not included in the pack.
4. All-included 5G backpack extra service (for 24-hr working day) – 2nd backpack
5. Production-fixer extra service (one working day 10 hours)
6. Production-fixer extra service (half working day 5 hours)
7. Mileage beyond the 70 km zone around Jerusalem

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 fulfil it, in the habitual way and procedures of the CCMA, SA.

Compres

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, no expense will be paid without a supporting document or expenses that have not been previously approved by the CCMA, SA.

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 Jerusalem:

- Main camera: Handheld digital high resolution camcorder (HD) 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) 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 must 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. It must either have an integrated SIM card or be able to work via Wifi with a Mifi to connect to the Internet.
- 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: 32 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: 2 USB 3.1, Audio (Separate input for headphones and for microphone)
 - 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)
-
- Printer with scanner
 - TV monitor for the correspondent's office to watch local and international TV.
 - Portable USB memory device (minimum 32 GB).
 - Two external hard disk drives (minimum 4 TB) to store 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. The correspondent's terminal must have bluetooth technology and be able to link both wired and wireless headsets. They must allow the reception of communications and calls to be made 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.
 - 1 Senheiser E835S microphone
 - 1 Senheiser HD26 headphones

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. The bidding company is responsible for solving all its technical problems using its own services and resources. 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.

5. TRANSPORT FOR THE FILM CREW

This main service must have an exclusive vehicle for transporting the entire crew throughout the main territory of the delegation, including up to the border with the Gaza Strip or bordering countries. The fixed price must include:

- Up to 70kms around Jerusalem including international Tel Aviv airport
- All-risk transportation insurance.
- Vehicle cleaning and maintenance.
- Car parking and road taxes if necessary, or, in their absence, taxi, for the filming team of the main correspondent or his/her substitute in case of absence.

6. WORKSPACE

The offer must include an office for the CCMA, SA news bureau in Israel, in West Jerusalem which is easily accessed and well communicated. The exact location of the office must be given. The mobility facilities with public transport in view of the characteristics of the city must also be shown.

The office assigned to the CCMA, SA correspondent must have a minimum of 15 m² assigned and must have external windows overlooking the street. It must be duly air-conditioned and soundproofed to guarantee being able to add television and radio voices. It must be equipped with furniture (table, chairs, shelves, desktop lighting, clock), symmetrical high speed Internet connection (minimum 500 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.

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 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 workspace 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 workspace

The workspace offered by the bidding companies must have symmetrical high-speed Internet connectivity included in the price. An Internet connection with a minimum speed of 500 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, local SIM cards) will be included in the monthly package.

7.2.1. Technical description of the equipment

The equipment must have current technology available on 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 HD transmissions at 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 crowd-run.

The “bonding” data transmission channel grouping system (3G, 4G, 5G, wifi and ETH) must allow to achieve the bit rate required by the video and audio stream with the following considerations:

The video encoder shall reduce the output bit rate to fit the stream into the total available bandwidth.

The system will be protected with an error corrector that will work on the total stream, independent of the drop of one or more bonding channels. The total latency required will be conditioned to the quality of the channels used for transmission.

The 5G backpack must have a good overall robustness, especially of the connection elements.

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 Israel, 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 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 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 5G backpack set and reception system must have 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 security of the reception system is concerned, the successful bidder must comply with the following security measure points:

- Operating system. It must be supported by the manufacturer and updated to the latest version of the manufacturer's security patches.
- 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.
- Antivirus (subscription), active in the case of Windows Operating Systems.
- Remote reception by the supplier of any possible alerts that the antivirus may generate, so that actions may be taken in a reactive way.
- 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.

In trips to the Palestinian territories, the telephone connection must be guaranteed.

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.

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

The 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 any 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 to 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 rights, the use for promotional, commercial or any other type of the corporate image of 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

Depending on the incidences of non-compliance with the service, the CCMA, S. A. may terminate the contract or apply penalties to the bidder on the monthly or annual amount or on the continuation of the service, depending on its seriousness.

In the case of the existence of exceptional circumstances (sick leave, unforeseen leave) that the successful bidder can conveniently accredit, penalties will not be applied.

The bidding company shall be penalized financially in the following circumstances:

11.1 Penalties at the start of the service

If on the day of the start of the contract the successful bidder does not have the material and technical equipment indicated in its offer and this does not comply with the requirements, the CCMA, S. A. shall penalize the first invoice with 50% of the total invoice, and shall maintain this penalty as long as the successful bidder does not make the equipment offered available for the contract.

In the third month of non-compliance, the CCMA, S.A. shall be entitled to terminate the contract without the successful bidder being entitled to any type of compensation.

If on the day of the beginning of the contract term the personnel that will finally participate in the service has a qualification objectively lower than the one proposed by the successful bidder in its offer and the latter does not comply with the requirements, the CCMA, S. A. shall penalize the first invoice with 30% of the total invoice, and shall maintain such penalty

as long as the successful bidder does not provide the personnel with the required and offered qualification for the contract.

In the third month of non-compliance, the CCMA, S.A. shall be entitled to terminate the contract without the successful bidder being entitled to any type of compensation.

If on the day of the beginning of the term of the contract the successful bidder does not have the proposed workspace fully prepared, the CCMA, S. A. shall penalize the first invoice with 30% of the total invoice, and shall maintain such penalty as long as the successful bidder does not provide the workspace with the required and offered qualification.

In the third month of non-compliance, the CCMA, S.A. shall be entitled to terminate the contract without the successful bidder being entitled to any type of compensation.

11.2 Execution penalties

The CCMA, S. A. will penalize the successful bidder according to the seriousness of the infringements committed during the execution of the contract, which will be classified as minor, serious or very serious:

Minor infringements:

- Failure to collaborate with the person in charge designated by the CCMA, S. A.
- Non-compliance with the partial performance of the services, which does not constitute a serious breach.
- Unjustified delay in providing reports or documents.
- Any other action or omission that infringes the obligations set forth in these specifications and that is not classified as a serious or very serious infringement.

Serious infringements:

- Non-compliance with the partial performance of the services, which does not constitute a very serious infringement.
- The use of work systems, material elements, machines or personnel other than those foreseen in the specifications or the contractor's offer.
- Failure to provide substitute personnel for a specific service.
- Failure to notify the CCMA, S.A. of any modification or substitution of personnel.
- Failure to deliver, at the time and in the format defined in the specifications, the information and reports specified in the specifications.
- Failure to have the materials and elements necessary to perform the service.
- Refusal or delay in the execution of the corrective measures that may be requested by the CCMA, S. A.
- Resolution of incidents exceeding the term established in the specifications.
- Introducing changes in the service, space or material without having the authorization of the CCMA, S. A.
- Actions or omissions in the provision of the service that disturb it or seriously alter its volume or quality without paralyzing the service.
- Repetition of minor infractions.
- Substitution without prior notice to the CCMA, S. A. of the person acting as service coordinator or representative of the awarded company.

Very serious infringements:

- Non-compliance with the provision of the service, whether due to abandonment or for other reasons.
- Passivity, neglect and negligence in the execution of the service.
- Incorrect treatment of the CCMA, S. A. manager by the personnel of the awarded company.
- Failure to comply with the requirements made by the CCMA, S. A. when there is a very serious damage in the execution of the contract.
- The use of work systems, elements, materials, machines or personnel other than those foreseen in the specifications and in the contractor's bids, if applicable, when it causes a very serious damage.
- The falsification of the data provided to CCMA, S. A.
- The total or partial interruption of the service, repeatedly, without force majeure that justifies it.
- Any action or omission that entails a risk or damage to people's health.
- Incorrect settlement of service rates with fraudulent intent.
- Failure to report acts of which it has knowledge and which may involve a breach of the obligations contained in this clause.
- The repetition of three or more serious infractions.

Once the infractions have been defined, the penalty system will be as follows:

- For each minor offense there will be a penalty of 5% of the monthly amount to be invoiced.
- For each serious offense, a penalty of 10% of the monthly amount to be billed will be applied.
- For each very serious fault there will be a penalty of 15% of the monthly amount to be invoiced.

Jerusalem, November 2024