

DOSSIER OF TECHNICAL SPECIFICATIONS FOR CONTRACTING THE COMPREHENSIVE PRODUCTION SERVICE FOR THE MOSCOW CORRESPONDENT OF THE CORPORACIÓ CATALANA DE MITJANS AUDIOVISUALS

- PROCEEDING CONDUCTED WITHOUT PRIOR PUBLICATION -

EXPEDIENT NUM. 2602NS04

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 production service for the Moscow, Russia news bureau to offer service to our correspondent in Moscow.

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

- Camera operator/editor service with mobile phone with Internet and technical equipment for recording, editing, archiving and sending of news and images and audios.
- Live services from an interior point with real views of the city of Moscow. The signal should be delivered to our studios in Barcelona either through internet, a 5G device or via satellite, cost included.
- A workspace suitable for the correspondent with access to Wi-Fi in the city of Moscow mainly during the days when services are requested.
- Occasionally and at the discretion and decision of the cameraman, technical assistance to the correspondent in the realization of live connections with the MoJo device from outside the facilities, during the days when services are requested.
- Occasionally, a camera operator/editor service who can travel with our correspondent to other areas of Russia.
- Ability to offer extra services excluded from the price of the fixed service, but which are necessary to produce news and other services for the CCMA, SA's media.

1.2. General characteristics

The agreed service includes:

- Up to 12 live broadcasts of 15 minutes per month, from an indoor point with live views of Moscow.
- Up to 10 full-day filming/editing (9h) services per month.
- Up to 5 half-day filming/editing (5h) services per month.
- Workspace for the correspondent on the premises when services are requested

Services exceeding these limits will be considered extras.

1.3. General conditions geographical area

The main territorial area of the delegation is Russia, mainly the city of Moscow.

1.4. Time computation

The call and the time computation will begin at the meeting place between the correspondent and the camera operator or at the hotel where he is staying if he is traveling with the correspondent.

2. COMPREHENSIVE PRODUCTION AND RECORDING-EDITING TEAM SERVICE

2.1. Recording-editing service and live broadcasts

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

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

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

The minimum requirement for video must be Full HD 1080/50i format (interlaced, not progressive), MP4 H264 10-20 Mbps bitrate encoding. PCM audio at 48 Khz. Other formats are not accepted, as they are not compatible with our system.

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

It shall also assist the CCMA correspondent when performing lives with a MoJo device. This service will only be available at the discretion and decision of the camera man. And it can only be requested as part of an existing service. No lives will be conducted in sensitive areas, and the correspondent must clear all filming locations in advance with the camera man.

2.2. Interlocution

The successful bidder will assign a contact person-coordinator to receive and manage the orders.

2.3. Management of trips

In the case of trips to areas considered safe within Russia, the bidding company will manage the booking of the necessary tickets for the team's travel, as well as accommodation, vehicle hire, etc., subject to prior approval of the budgets by the CCMA.

The travel plans must be cleared with and approved by the successful bidder and CCMA SA. The bidder will provide a previous budget of the trips that includes all the costs. These costs will be considered outside and as an addition to the monthly charge and will be invoiced separately with the extra services.

3. PROFESSIONAL TEAM

The bidding company will have the last word on the selection of professionals, with the power to freely change the identity of said professionals as long as they have the required skills and experience as decided by said bidding company. The contact person/coordinator will act as a link with the correspondent designated by the CCMA, S.A. always, as well as with the CCMA, SA's service coordinator.

3.1. Filming and editing service

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

The main operator must speak and understand English and Russian languages.

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 the internet or other means.

Proof of experience must be provided.

3.2. 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 the assigned filming and editing service, the replacement must be made in the time and manner that minimizes the impact on the service at no additional cost.

3.2.1. 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 such as large crowds events, demonstrations, etc.

3.2.2. Insurance

The successful bidder must also guarantee and accredit that the work team in its charge is covered by the necessary all-risk insurance in Russia at all times.

3.3. 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. (provided in the document: Table of Characteristics of the contract.)

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

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.

3.4 Invoicing

The successful bidder will issue two invoices a month, 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. If 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

In order to perform the service, the bidding company must provide filming and editing equipment consisting of a high-definition digital camera with all necessary accessories for the correct filming (tripod, batteries, microphones, lighting...), as well as a PC with non-linear editing system or portable non-linear editing equipment.

6. WORKSPACE

The offer must include a workspace office for the CCMA, SA correspondent in Moscow with access to Wi-Fi, close to the live studio position.

The workspace can be accessed during office hours and when attached to a service within the agreement.

7. 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.

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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.

Moscow, February 2026