

**ADMINISTRATIVE SPECIFICATIONS FOR THE PROCUREMENT OF
COMPREHENSIVE PRODUCTION SERVICES FOR THE LONDON
CORRESPONDENT'S OFFICE**

- NEGOTIATED PROCEDURE WITHOUT ADVERTISING-

FILE NO. 2605NS01

ONE. LEGAL FRAMEWORK

1.1. The contract is governed by these administrative clauses and by the set of technical requirements, the clauses of which are considered an integral part of the contract. In addition, it is governed by the following regulations:

- a) Spanish Law 9/2017, of 8 November, on public sector contracts, transposing into the Spanish legal system Directives 2014/23/EU and 2014/24/EU of the European Parliament and of the Council, of 26 February 2014. (Hereinafter all legislation shall be understood to be Spanish unless otherwise specified).
- b) Decree Law 3/2016, of 31 May, on urgent measures in the field of public procurement.
- c) Royal Decree 817/2009, of 8 May, which partially implements Law 30/2007, of 30 October, on public sector contracts (hereinafter, Royal Decree 817/2009).
- d) General Regulations of the Public Administration Contracts Act approved by Royal Decree 1098/2001, of 12 October, in all matters not modified or repealed by the aforementioned provisions (hereinafter, RGLCAP).
- e) Organic Law 3/2018, of 5 December, on the protection of personal data and guarantee of digital rights.
- f) Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.
- g) Order PDA/21/2019, of 14 February, which determines the electronic notification system of the Administration of the Generalitat of Catalonia (Government of Catalonia) and its public sector.
- h) Royal Decree 203/2021, of 30 March, which approves the Regulation on the performance and operation of the public sector by electronic means.

Additionally, it is also governed by the rules applicable to public sector contracts in Catalonia and by its applicable sectoral regulations.

1.2. Ignorance of the clauses of the contract in any of its terms, of the other contractual documents that form part thereof, and also of the instructions or other rules that are applicable in the execution of the agreed subject matter, does not exempt the successful bidder from the obligation to comply therewith.

TWO. PURPOSE OF THE CONTRACT

2.1. The purpose of the contract is the provision of the services described in **Section A of the Schedule of Particulars**.

2.2. The lots into which the subject matter of the contract is divided are identified in **Section A of the Schedule of Particulars.**

2.3. The statement of the coding corresponding to the nomenclature of the Common Procurement Vocabulary (CPV) is that contained in **Section A of the Schedule of Particulars.**

THREE. FINANCIAL INFORMATION OF THE CONTRACT

3.1. The estimated value of the contract is that which is indicated in **Section B.1 of the Schedule of Particulars.**

3.2. The tender budget is that indicated in **Section B.2 of the Schedule of Particulars.** This is the maximum expenditure limit (including VAT) that, by virtue of this contract, the contracting authority may commit to, and constitutes the maximum price that companies participating in the tender process for this contract are able to bid.

3.3. The contract price is the award price and must include, as a separate item, Value Added Tax. The price will be considered to include all applicable taxes, fees or charges, as well as all expenses that arise as a result of the obligations established in these tender specifications that must be fulfilled during the execution of the contract.

FOUR. TERM OF THE CONTRACT

The term of the contract is that which is established in **Section C of the Schedule of Particulars.** The time frames for the performance of the services will start on the date stipulated in the contract and, if no specific date is stipulated, they will start on the date of execution of the contract.

The contract may be extended if so provided for in **Section C of the Schedule of Particulars.**

FIVE. PROCESSING OF THE FILE AND THE AWARD PROCEDURE

The form of processing the file and the procedure for awarding the contract are those established in **Section D of the Schedule of Particulars.**

SIX. CAPACITY TO CONTRACT

Spanish or foreign natural or legal persons who have full capacity to act and are not affected by any of the circumstances described in Article 71 of the LCSP and who can prove their economic, financial, technical and professional solvency may be contracted.

The bidders must be professionally qualified to carry out the activity that constitutes the subject matter of the contract as stated in their Articles of Association or founding rules.

CCMA, S.A. may contract with Joint Ventures that are temporarily set up for the purpose, without the need for these to be formalised in a public deed until the award has been made in their favour. The members of these joint ventures will be jointly and severally liable to CCMA, S.A. and must appoint a sole representative or proxy for the joint venture with sufficient powers to exercise the rights and fulfil the obligations deriving from the

contract until its termination, without prejudice to the existence of joint powers that the companies may grant for collections and payments of significant amounts.

For the purposes of the tender, entrepreneurs who wish to participate as part of a temporary joint venture must indicate the names and circumstances of those who constitute it and the participation of each one, as well as that they assume the commitment to formally constitute themselves as a temporary joint venture if they are awarded the contract. In temporary joint ventures, each member taking part must prove their capacity and solvency in accordance with the provisions of these tender specifications. To determine the solvency of the temporary joint venture, the characteristics accredited for each of its members will be considered together.

The term of Temporary Joint Ventures will be no less than the term until its termination.

SEVEN. ACCREDITATION OF THE CAPACITY TO ACT

Bidders shall accredit their **capacity to act** in the following manner:

1. **Spanish companies** which are **legal persons** shall accredit their capacity to act through:
 - The deed of incorporation or modification registered in the Trade and Companies Register, when it is required in accordance with commercial legislation. When not required, it will be accredited by means of the instrument or document of incorporation, Articles of Association or founding instrument which sets out the rules that regulate their activity, recorded, where applicable, in the corresponding official register.
 - The company's tax ID number (NIF).
 - A document certifying the power of representation through public deed when appearing or signing on behalf of another.
 - National Identity Document of the person signing the bid.
2. **Spanish companies** which are **natural persons** will prove their capacity to act by presenting their Tax ID number (NIF).
3. **Non-Spanish business owners who are nationals of Member States of the European Union or signatories to the Agreement on the European Economic Area** shall accredit their capacity through a declaration signed by the company's representative.
4. The capacity to act of **foreign companies from States that are not members of the European Union or signatories to the Agreement on the European Economic Area** shall be proven by means of a declaration signed by the company's representative.

EIGHT. ACCREDITATION OF SOLVENCY

8.1. Companies must prove that they meet the minimum solvency requirements detailed in **Section E.1 of the Schedule of Particulars**.

8.2. The bidding companies may rely on the capacities of other entities for the execution of the contract, regardless of the legal nature of the links they may have with them, in order to prove the bidder's economic and financial and technical and professional solvency, provided that these entities are not subject to any exclusion from public

procurement. The bidding companies must also demonstrate that they will effectively have the necessary resources throughout the term of the contract by presenting the written commitment of the aforementioned entities to this effect.

However, with respect to the criteria relating to academic and professional qualifications and professional experience, companies can only use the capabilities of other entities if those entities provide the services for which the aforementioned capabilities are necessary.

Under the same conditions, temporary joint ventures may use the capacities of the participants in the joint venture or those of other entities.

NINE. ELECTRONIC MEDIA

9.1. In accordance with the fifteenth additional provision of the LCSP, the processing of this tender involves the practice of related notifications and communications by exclusively electronic means.

However, communication by email may be used for communications other than those relating to essential elements, that is, tender specifications and bids, leaving the content of the communication duly documented.

9.2. Communications and notifications made during the procurement procedure and during the term of the contract will be made by electronic means through the notification system **e-NOTUM**, in accordance with the LCSP, Law 39/2015, of 1 October, on the common administrative procedure of public administrations and Order PDA/21/2019, of 14 February, which determines the electronic notification system of the Administration of the Generalitat de Catalunya and its public sector. For these purposes, notices of the availability of notifications and communications will be sent to the email addresses and mobile phones that the companies have provided for this purpose in the ESPD or affidavits.

The deadlines to be counted from the notification will be calculated from the date of sending the notification notice, if the act subject to notification has been published on the same day in the contracting authority's procurement profile.

9.3. Digital certificates: In accordance with the first additional provision of Decree-Law 3/2016, the use of an advanced electronic signature based on a qualified electronic signature certificate under the terms provided for in Regulation (EU) 910/2014/EU of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC will be sufficient. Therefore, this is the minimum security level required for the electronic signature certificate accepted for signing the ESPD and the bid.

Regarding foreign Community certificates, qualified certificates will be accepted in any country of the European Union in accordance with Article 25.3 of Regulation (EU) 910/2014/EU on electronic identification and trust services, mentioned above, which provides that "a qualified electronic signature based on a qualified certificate issued in a Member State shall be recognised as a qualified electronic signature in the other Member States".

TEN. PRESENTATION OF PROPOSALS

10.1. Companies can submit their bids solely and exclusively electronically to the Public Procurement Platform of the Generalitat de Catalunya from the contractor profile of CCMA, S.A.

https://contractaciopublica.gencat.cat/ecofin_pscp/AppJava/perfil/CCMASA

Proposals may be submitted until 13:00:59 (1 pm) **on the 1 day of June, 2026**, so that bids received later (i.e., from 13:01:00 onwards) will be considered out of time.

The content of the proposals is as indicated in **Section F of the Schedule of Particulars**.

10.2. The bids submitted must be free of computer viruses and any type of harmful program or code, since under no circumstances can documents affected by a virus be opened with the corporate tools of the Generalitat de Catalunya. Thus, it is the obligation of the contracting companies to run the documents through an antivirus and, in the event that documents from their bids arrive with viruses, it will be their responsibility to ensure that the Administration cannot access their content.

In the event that any document presented by the bidding companies is damaged, blank or illegible or is affected by a computer virus, the Contract Awarding Committee will assess, depending on which documentation is affected, the legal consequences regarding the participation of this company in the procedure, which may arise from the impossibility of accessing the content of any of the documents in the bid. In the event that these are essential documents to know or assess the bid, the committee may agree to exclude the company.

Bidding companies may submit a backup copy of the electronic documents submitted on electronic physical media, which will be requested from the bidding companies if necessary, in order to be able to access the content of the documents in the event that they are damaged. In this regard, it is important to remember the importance of not manipulating these files in order not to vary their electronic fingerprint, which is what will be checked to ensure the coincidence of the documents in the backup copy, sent on electronic physical support, and those sent in the bid, through the Digital Envelope tool. Likewise, it must be taken into account that this copy cannot be used in the event of having sent documents with viruses through the Digital Envelope tool, given the technical impossibility in these cases of being able to compare the electronic fingerprints and, therefore, of being able to guarantee that the bids will not be modified once the submission deadline has ended.

10.3. In accordance with Article 23 of the RGLCAP, foreign companies must present documentation officially translated into Catalan and/or Spanish.

10.4. Persons interested in the tender procedure may contact CCMA, S.A. to request clarifications on the specifications or other documentation, through the questions and answers section of the notice board of the virtual tender space. These questions and answers will be public and accessible through the aforementioned board, located in the contractor profile of CCMA, S.A.:

https://contractaciopublica.gencat.cat/ecofin_pscp/AppJava/perfil/CCMASA

Interested companies may submit inquiries to CCMA, S.A. until **27th of may of 2026**.

10.5. The proposals are secret and their submission implies the unconditional acceptance by the bidding company of the content of these tender specifications, as well as the technical specifications, as well as the authorisation to the Board and the contracting authority to consult the data collected in the Electronic Register of Bidding Companies of the Generalitat de Catalunya or the Official Register of Bidders and Classified Companies in the Public Sector, or the official lists of economic operators of a Member State of the European Union.

10.6. Each bidding company may not submit more than one proposal. Nor can they sign any proposal in a joint venture with others if they have done so individually or appear in more than one temporary union. Violation of these rules will result in the non-admission of any of the proposals you have signed.

10.7. Opening ceremony

The opening of the proposals will be carried out using **electronic means** in all its phases and therefore will not be a public event.

ELEVEN. CONTRACT AWARDING COMMITTEE

The members who shall make up the Contract Awarding Committee for this file are those who are listed in **Section G of the Schedule of Particulars**

The Contract Awarding Committee will score the documentation contained in the Envelopes and, in the event of any rectifiable defects or needing clarifications or amendments, it will notify the affected bidding companies so that they can correct or improve the proposal within a period of three days.

The Contract Awarding Committee may request and accept the clarification or correction of errors in the bids when they are of a material or formal nature, are not substantial and do not prevent the meaning of the bid from being understood. The clarification or correction of errors in the bids will only be permitted provided that they do not involve a modification or specification of the bid, in order to guarantee the principle of equal treatment between bidding companies.

Once the defects in the documentation contained in the Envelopes have been corrected, if applicable, the Committee will evaluate it and decide upon the companies admitted to the tender and those excluded, as well as the causes of the exclusion, where applicable.

Requests for clarifications or amendments and negotiation will be carried out through the functionality that the Digital Envelope tool has for this purpose, through which an email will be sent to the address or addresses indicated by the bidding companies in the registration form, with the link for them to access the space of the tool in which they must provide the corresponding documentation.

These requests for amendment or clarification and negotiation will be communicated to the company by electronic communication through e-NOTUM, integrated with the Public Procurement Services Platform.

EXPERT COMMITTEE

The members who will constitute the expert committee for this file are those indicated in **Section G of the Schedule of Particulars**

The assessment of the criteria that depend on a value judgement in this contract has a greater weighting than the automatically evaluable criteria and, consequently, in accordance with current regulations, a committee of experts is being formed to assess these criteria and will be made up of:

If for any justified reason it is necessary to change a member of the committee, the assessment will be carried out by another expert who will join the committee, with prior notification to the bidders.

TWELVE. EVALUATION OF THE PROPOSALS

12.1. For the evaluation of the proposals and the determination of the best bid, the award criteria established in **Section H of the Schedule of Particulars** must be followed.

THIRTEEN. WAIVER AND WITHDRAWAL

The contracting authority may waive the award or the conclusion of the contract, for duly justified reasons of public interest and with the corresponding notification to the bidding companies, prior to the formalisation of the contract.

It may also withdraw from the procedure, before the formalisation of the contract, when an irremediable infringement of the rules for preparing the contract or of the regulations governing the award procedure is observed.

In both cases, the bidding companies will be compensated for the expenses they have incurred and that are duly justified.

The decision not to award or sign the contract and the withdrawal from the award procedure will be published on the Electronic Public Procurement Platform of the Generalitat de Catalunya.

FOURTEEN. AWARD OF THE CONTRACT

The contracting authority, after assessment by the Board, will award the contract within a maximum period of 15 days from the day following the opening of the proposals.

During this period, CCMA, S.A. may request from the competing companies any additional information and clarifications it deems appropriate.

If the award is not made within the specified period, the bidders will have the right to withdraw their proposal.

FIFTEEN. DOCUMENTATION PRIOR TO FORMALISATION OF THE CONTRACT

CCMA, S.A. will communicate its award proposal to the selected bidder using the functionality provided for this purpose by the Digital Envelope tool.

This requirement will be made by electronic notification through **e-NOTUM**, integrated with the Public Procurement Services Platform.

SIXTEEN. SURETY

16.1. The amount of the definitive guarantee is that indicated in **Section I of the Schedule of Particulars**.

16.2. Guarantees can be provided in any of the following forms:

- a) In cash or in public debt securities, subject, in each case, to the conditions established by regulation. Cash and certificates of immobilisation in the listed securities must be deposited in the General Deposit Box of the General Treasury of the Generalitat of Catalonia or in the deposit boxes of the territorial treasuries.
- b) By means of a guarantee, provided in the form and conditions established by regulation, by any of the banks, savings banks, credit cooperatives, financial credit establishments and mutual guarantee societies authorised to operate in Spain, which must be deposited in any of the establishments mentioned in section a).
- c) Through a surety insurance contract with an insurance company authorised to operate in the manner and conditions established by regulation. The insurance certificate must be delivered at the establishments indicated in section a).

16.3. In the case of a temporary merger of companies, the definitive guarantee may be constituted by one or several of the participating companies, provided that in total it reaches the amount required in section 16.1 and guarantees jointly and severally all the companies forming part of the temporary joint venture.

16.4. The definitive guarantee corresponds to the concepts defined in Article 110 of the LCSP

16.5. In the event of total or partial depreciation or replacement of the securities constituting the guarantee, the successful bidder is obliged to replace them in the necessary amount so that the amount of the guarantee does not decrease for this reason, and there must be documented evidence of said replacement.

16.6. When, as a result of the modification of the contract, its total value changes, the guarantee provided must be adjusted to the amount necessary to maintain the due proportion between the guarantee and the budget of the contract in force at all times, within a period of fifteen days from the date on which the company is notified of the modification agreement. For these purposes, price variations that occur as a consequence of a review of the same in accordance with what is indicated in the chapter relating to the review of prices in public sector contracts of the LCSP will not be considered.

16.7. When the penalties or compensations payable to the successful bidder are made effective on the guarantee, the latter must replace or extend the guarantee, in the corresponding amount, within fifteen days of execution.

16.8. In the event that the guarantee is not replaced in the cases mentioned in the previous section, CCMA, S.A. may terminate the contract.

SEVENTEEN. FORMALISATION OF THE CONTRACT

The award of the contract will be formalised by means of a private document within a period not exceeding 5 days after 15 working days have elapsed since the notification of the award is sent to the bidders and candidates.

EIGHTEEN. PAYMENT OF THE PRICE

18.1. CCMA, S.A. will make payments by bank transfer to the account indicated by the successful bidder, on the 30th of the month following the date of the invoice. The invoice must be dated, at the latest, the 30th of the month in which the services were performed and must be received by CCMA, S.A., before the 5th of the month following the date of the invoice.

In accordance with the provisions of Law 25/2013, of 27 December, on the promotion of electronic invoicing and the creation of the accounting register of invoices in the public sector, invoices must be signed with an advanced signature based on a qualified certificate, and must necessarily include the order number.

The format of the electronic invoice and signature must comply with the provisions of Appendix 1 of Order ECO/306/2015, of 23 September, which regulates the procedure for processing and recording invoices in the Accounting Register of Invoices in the scope of the administration of the Generalitat of Catalonia and the public sector that depends on it.

The e.FACT platform is the general entry point for electronic invoices from the Administration of the Generalitat of Catalonia and its Public Sector.

The expected payment dates for invoices can be consulted on the website of the 3cat website provider (<https://epc.ccma.cat/Proveidor/index.jsf>) after registering to access the private space.

18.2. Price review

The price review applicable to this contract is detailed in **section J of the Schedule of Particulars**.

NINETEEN. OBLIGATIONS OF THE CONTRACTOR

The contractor will be responsible for the quality of the services provided as well as for the consequences that arise for CCMA, S.A. or for third parties from omissions, errors, inadequate methods or incorrect conclusions in the execution of the contract.

The contractor will execute the contract at his own risk and will be obliged to compensate for any damages caused to third parties as a result of the operations required to execute the contract.

Special execution conditions:

- a) Obligations of a labour nature:

- The successful bidder is obliged, in the execution of the contract, to comply with the applicable obligations in environmental, social and labour matters established by European Union law, national law, collective agreements or the provisions of international environmental, social and labour law that bind the State, and in particular those established in Appendix V of the LCSP.

It is also obliged to comply with current provisions on the social integration of people with disabilities and tax authorities.

- The successful bidder undertakes to comply with the workers' salary conditions in accordance with the applicable sectoral collective agreement.
- CCMA, S.A. may request the successful bidder to provide documentary evidence, if applicable, that they comply with the requirements established in the collective agreement that applies to them. The same procedure will be followed for the rest of the professionals assigned to the service to whom the reference agreement does not apply.

If non-compliance with current sectoral collective agreements is verified, in application of the provisions of Article 201 of the LCSP, and especially, breaches or repeated delays in the payment of wages or the application of wage conditions lower than those derived from collective agreements that are serious and malicious, which will result in the termination of the contract.

- The successful bidder must promote working conditions that prevent the commission of crimes and other conduct against sexual freedom and moral integrity at work, with a special focus on sexual harassment and harassment based on gender, including those committed in the digital sphere.

The successful bidder must have a protocol for the prevention of sexual and gender-based harassment. In the event that it does not have its own protocol, the successful bidder will adopt the CCMA, S.A. protocol as its own, and must inform its personnel assigned to the service subject to the contract of its application.

- The successful bidder will select and assign the necessary personnel to meet its obligations. The aforementioned personnel will depend exclusively on the contractor, so they will have all the rights and duties inherent to their status as an employer and must comply with the current provisions on labour, occupational risk prevention and social security referring to their own personnel in their charge.

The successful bidder will ensure that there is stability in the work team, and that variations in its composition are punctual and for justified reasons, in order not to alter the proper functioning of the service, informing CCMA, S.A. at all times.

- In relation to the workers assigned to the execution of this contract, the contractor company assumes the obligation to exercise in a real, effective and continuous manner the power of direction and management inherent to every entrepreneur. In particular, it will assume the negotiation and payment of salaries, the allocation of the different services to be provided, as well as setting work schedules and shifts, the granting of permits, licences and holidays, the replacement of workers in cases of leave or absence, the legal obligations in matters of Social Security, including the payment of contributions and the payment of benefits, when applicable, the legal obligations in matters of occupational risk prevention, the exercise of disciplinary power, as well as any rights and obligations derived from the contractual relationship between employee and employer.

- The contractor will be exclusively responsible for monitoring the presence and recording the hours of its personnel assigned to the execution of this contract.
 - The contractor must ensure that its workers are clearly differentiated from the staff of CCMA, S.A. through uniformity, identification, credit titles, accreditations and any other distinctive means, and it is not permitted for the contractor's staff to use anagrams or logos of CCMA, S.A. on their clothing, cars and production equipment in general.
 - The contractor must label the spaces and their equipment with all the material means necessary for the provision of the service and differentiate them from those of CCMA, S.A.
 - The successful bidder must provide the necessary professional training to its employees, in order to update the technological and professional knowledge that is produced during the execution of the contract.
 - The contractor will be responsible for supervising and directing the work of its employees, as well as their correct training for the tasks to be carried out in execution of the service contract. The successful bidder's workers will only receive orders from the higher hierarchical managers of their company, without being allowed to carry out work orders given directly by people linked to CCMA, S.A.
 - The successful bidder undertakes to ensure the correct execution of this service, which prevents any illegal assignment of any of its workers assigned to it from being considered.
 - The contractor will designate a general service coordinator who will be responsible for maintaining liaison with the person responsible for CCMA, S.A. and determining the organisation, adequacy and operation of the contracted service, as well as directing its execution and the activities of its staff. All communication related to the execution of the service will be made exclusively between this coordinator and the interlocutor designated by CCMA, S.A.
 - The successful bidder will be obliged to comply with the Law on Prevention of Occupational Risks, the regulations derived from it and the internal rules of CCMA, S.A. in order to guarantee adequate levels of safety and health, and specifically Royal Decree 171/2004, which develops Article 24 of Law 31/1995, of 8 November, on Prevention of Occupational Risks in matters of coordination of business activities.
 - The contractor, before the start of its activity, will present the Occupational Risk Prevention documentation to CCMA, S.A. preventive activities coordination platform, and will keep it updated in the event of changes in the risks or in the list of workers who will be involved in the service.
- b) The contractor undertakes to apply, when executing the services provided by the service, measures aimed at promoting equality between men and women.**
- c) Commitment to linguistic quality:** In accordance with Law 1/1998, of 7 January, on language policy, the language of relations with the CCMA is Catalan and all communications and documentation must be in a correct, coherent and appropriate language, in accordance with current linguistic regulations.
- d) Confidentiality:**
- The contractor will be responsible for the confidential treatment of the tasks and services it carries out, and will be equally responsible for ensuring that its workers assume this confidentiality. The contractor will undertake to use the information

it receives solely and exclusively to develop the services that are the subject matter of the contract.

The documents and data submitted by the bidders may be considered confidential if they include industrial, technical or commercial secrets and/or intellectual property rights, and when their dissemination to third parties may be contrary to their legitimate commercial interests and/or harm fair competition between companies in the sector; or when their treatment may be contrary to the provisions of the regulations on the protection of personal data.

Where applicable, bidders must submit a confidentiality declaration that must be necessary and proportionate to the purpose or interest that is sought to be protected and must expressly and justifiedly determine the documents and/or data provided that they consider confidential. Generic or unsubstantiated statements of a confidential nature are not accepted.

Without prejudice to the confidentiality declaration of the bidders, in the event of a request for information, it will be up to the contracting authority to assess whether this qualification is correct, in accordance with the principles of publicity and transparency that govern the actions of the public sector, and to correct it if necessary, after hearing the bidders.

In no case are the financial proposal, the data in the Single European Procurement Document (SEPD) that appear in public registers, the data in the annexes relating to solvency and the data in the technical proposal that the bidder has not considered in a justified manner as confidential.

In accordance with the provisions of Article 133.2 of the LCSP, the successful bidder undertakes to keep secret all information relating to CCMA, S.A. to which it may have access during the execution of the contract, using it only within the framework of the contract, not being able to use it for any other purpose nor to disclose it directly or indirectly to any unauthorised third party, obliging itself to adopt all possible organisational and technical measures to effectively guarantee its confidentiality. For these purposes, the contractor guarantees that all its employees and authorised persons who access information relating to CCMA, S.A. within the framework of the contract have committed or will commit themselves prior to their access in writing to keep it secret and maintain its confidentiality. The same duty of confidentiality will apply to the contractor with respect to any personal data to which he may have accidental access within the framework of the execution of the contract.

For its part, the contractor declares that it is aware that CCMA, S.A., pursuant to the principle of transparency, the duty of active publicity and the right of public access to information and documentation, established under Law 19/2014, of 28 December, on transparency, access to public information and good governance, and other provisions that may apply, may disseminate and publish on the corresponding transparency portals information about the formalisation of the contract, the parties hereto, the term, the object, the services to be performed, the agreed financial obligations, the contractual modifications and any matter related to the effects, compliance and termination thereof.

- e) The rights and obligations arising from this contract may be assigned by the successful bidder to a third party provided that the assumptions and requirements established in Article 214.2 of the LCSP are met, and provided that the personal or technical qualities of the transferor would not have been a determining reason for the award of the contract and the assignment does not result in an effective restriction of competition in the market. In any case, prior authorisation from CCMA, S.A. will be required.

- f) The successful bidder, as an essential condition, in relation to the data to which it has access on the occasion of the contract, undertakes to comply with all that is established in Organic Law 3/2018, of 5 December, on the protection of personal data and guarantee of digital rights, the implementing regulations and what is established in Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

The documentation and information that emerges or to which access is gained during the execution of the services covered by this contract and that correspond to CCMA, S.A., responsible for the processing of personal data, is confidential and may not be reproduced in whole or in part by any means or support. Therefore, it may not be processed or edited electronically, nor transmitted to third parties outside the strict scope of the direct execution of the contract.

TWENTY. TRANSPARENCY

Ethical principles and rules of conduct to which bidders and contractors must align their activities:

1. Bidders and contractors will adopt exemplary ethical conduct and will act to avoid corruption in any of its possible forms.

2. In this regard - and notwithstanding any other duties linked to the aforementioned principle of action, derived from the ethical principles and rules of conduct to which bidders and contractors must align their activities - they specifically undertake the following obligations:

- a) Immediately notify the contracting authority of any possible conflict of interest situations.
- b) Not to request, directly or indirectly, that a public official or employee influence the award of the contract.
- c) Not to offer or provide personal or material advantages to public officials or employees, either for themselves or for people linked to their family or social environment.
- d) Not to carry out any other action that may violate the principles of equal opportunities and free competition.
- e) Not to take actions that put the public interest at risk.
- f) Respect the principles of free market and competitive competition, and refrain from engaging in conduct that has the purpose or may have the effect of preventing, restricting or distorting competition, such as collusive or fraudulent competition behaviour (safeguard bids, elimination of bids, allocation of markets, rotation of bids, etc.). Likewise, report any act or conduct directed towards those purposes and related to the tender or contract of which you have knowledge.
- g) Not to use confidential information that has become known through the contract, to obtain, directly or indirectly, an advantage or economic benefit in one's own interest.
- h) Observe the principles, rules and ethical canons specific to the activities, trades and/or professions corresponding to the contracted services.
- i) Collaborate with the contracting authority in the actions it carries out to monitor and/or evaluate compliance with the contract, particularly by providing the information requested for these purposes.

- j) Report any acts of which you are aware that may constitute a breach of the obligations contained in this clause.
- k) Observe transparency obligations regarding staff remuneration and in relation to compliance with current legislation regarding workers' labour rights.

3. Failure to comply with any of the obligations contained in the previous section 2 by the bidders or contractors will be cause for termination of the contract, without prejudice to those other possible consequences provided for in current legislation.

TWENTY-ONE. SUBCONTRACTING

The contracting company may agree with other companies to partially carry out the service covered by this contract.

The contracting company must notify CCMA, S.A. in writing at the time of sending the documentation relating to technical solvency of the intention to sign subcontracts, indicating the percentage of the part of the service that it intends to subcontract and the identity, contact details and legal representative or representatives of the subcontracting company, sufficiently justifying its ability to execute it by reference to the technical and human elements it has and its experience, and proving that it is not subject to a prohibition on contracting.

If the subcontracting company has the appropriate classification to carry out the part of the contract that is the subject matter of the subcontract, communication of this circumstance is sufficient to prove its suitability.

Even if subcontracting is permitted, the successful bidder will be considered solely and for all purposes as the sole contractor and will be responsible for the execution of the contract. In the event that the liability originates in the provision of subcontracted services, the successful bidder will be the one who will be first liable to CCMA, S.A., without prejudice to the joint and several liability of the subcontractor.

The successful bidder during the term of the contract may only change subcontracted companies with the express and written authorisation of CCMA, S.A. In the event that the successful bidder fails to comply with this obligation, CCMA, S.A. may automatically terminate the contract without having to compensate the other party for any reason.

TWENTY-TWO. DATA PROTECTION

In accordance with the regulations on the protection of personal data, the parties inform each other that the personal data they provide for the formalisation and fulfilment of the contractual relationship is collected for the purpose of managing and maintaining the established relationship. The data provided will be kept as long as the contractual relationship between both parties is maintained and once it ends, it will be kept for the legally established time. The data will not be transferred to third parties without the prior consent of the other party, with the exception of those transfers that are necessary to comply with legal or contractual obligations.

Both parties may exercise their rights of access, rectification, cancellation, opposition and portability by sending an email to the address protecciodedades@ccma.cat (by the CCMA) and to the address indicated by the successful bidder, with the reference "Data Protection" and accompanying the request with a copy of the National ID document (DNI) or any other document that identifies them. If you consider that your rights have not been

adequately met, you have the right to file a complaint with the competent Control Authority.

TWENTY-THREE. MODIFICATION OF THE CONTRACT

The contract may only be modified for reasons of public interest, in the cases and in the manner specified in this clause and in accordance with the provisions of Articles 203 to 207 of the LCSP.

Foreseeable changes:

The modifications to the contract will be carried out in the cases and conditions detailed in **section K of the Schedule of Particulars**.

Unforeseen changes:

Modifications to the contract not provided for in this clause may only be made when the requirements are met and the cases provided for in Article 205 of the LCSP are met, in accordance with the procedure regulated in Article 191 of the LCSP and with the particularities provided for in Article 207 of the LCSP.

TWENTY-FOUR. TERMINATION

In the event that one of the parties should fail to comply with any of its obligations, the performing party may choose between demanding compliance from the other or terminating the contract, with the performing party reserving the right to claim compensation for damages that may correspond.

In particular, the following will be considered causes for termination of the contract:

- a) Breach of the main obligations of the contract and of any other essential obligations provided that they have been qualified as such in the tender specifications.
- b) Lack of sufficient quality in the execution of the planned activities that frustrate the subject matter of this contract.
- c) The death or sudden incapacity of the individual contractor or the extinction of the legal personality of the contractor company.
- d) The declaration of bankruptcy of the successful bidder or the declaration of insolvency in any other procedure.
- e) Mutual agreement between the parties.
- f) Those causes expressly established in the contract.
- g) The impossibility of executing the services under the terms initially agreed upon and when modification of the contract is not possible.
- h) The non-payment, during the execution of the contract, of salaries by the successful bidder to the workers who are participating in the contract, the non-payment of Social Security contributions or the failure to pay the personal income tax withholdings of the personnel assigned to the service, or the failure to comply with the conditions established in the Collective Agreements in force by these workers also during the execution of the contract.
- i) The contract will be automatically terminated when the awarded amount is consumed in full.
- j) Failure to comply with ethical principles and recommended rules of conduct in public procurement.

- k) Those that the LCSP indicates generally for all contracts and specifically for each category of contract.

The effects and termination of the contract will be governed by the rules of private law and in accordance with the provisions of Article 319 of the LCSP.

CCMA, S.A. will not be obliged to provide compensation for any reason, in the event that the termination of the contract is attributable to the successful bidder.

TWENTY-FIVE. APPEALS AND REMEDIES

For this contract and for the acts provided for in the LCSP, the special appeal in matters of procurement will proceed in the terms provided for in Article 44 et seq of this rule.

The special appeal in matters of procurement, prior to the filing of the contentious-administrative appeal, will be presented before the Catalan Court of Public Sector Contracts within a period of fifteen working days counted in accordance with the provisions of Article 50 of the LCSP.

Against the resolution of the special appeal in matters of procurement, it is only appropriate to file a contentious administrative appeal, in accordance with what is provided for in Law 29/1998, of 13 July, regulating contentious administrative jurisdiction. The contentious-administrative appeal will be filed before the Contentious-Administrative Court, within a period of two months from the day after notification of the contested act, without prejudice to the possibility of filing any other appeal that is considered appropriate

TWENTY-SIX. INVALIDITY REGIME

This contract is subject to the invalidity regime provided for in Articles 38 to 43 of the LCSP.

TWENTY-SEVEN. APPLICABLE LAW

The contentious-administrative jurisdictional order will be competent to resolve the litigious matters arising between the parties in relation to the preparation, award and contractual modifications, where the challenge of the latter is based on non-compliance with the provisions of Articles 204 and 205 of the LCSP, on the grounds that said modification should have been the subject of a new award procedure.

The civil jurisdictional order will be competent to resolve any disputes that arise between the parties in relation to the effects and termination of this contract.

The parties expressly submit, with express waiver of their own jurisdictions, if any, to the jurisdiction of the Courts and Tribunals of the city of Barcelona.

London, may 2026

SCHEDULE OF PARTICULARS OF THE CONTRACT

FILE NO. 2605NS01

A. SUBJECT MATTER

Description:

The purpose of this call for tenders is the procurement by the Catalan Audiovisual Media Corporation, S.A. (hereinafter CCMA, S.A.) of the comprehensive production service for the London correspondent's office.

Lots:

YES: NO: X

CPV code: 92221000-6, Television production services

B. ECONOMIC DATA

B1. Estimated contract value: €200,000, VAT not included.

The estimated value of the contract is broken down into the following items:

- The estimated value of the fixed production service contract is €180,000, excluding VAT.
- The estimated value of the contingency fund contract to meet various needs that arise during the term of the contract is €20,000, excluding VAT.

B2. Bid base budget: €200,000 + 21% VAT = €256,520

The base tender budget is broken down into the following items:

Desglossament	
Despeses directes	205.216 €
Despeses indirectes	35.913 €
Benefici industrial	15.391 €
Pressupost base de licitació	256.520 €

- Direct expenses include personnel expenses, depreciation, financial expenses, insurance and taxation.

- Indirect expenses include any necessary expenses that the normal operation of the service requires, as well as the company's own expenses that may have an impact on the contracted service.
- The industrial profit is 6%.

The estimate of salary costs has been calculated taking as a reference the Collective Agreement for Audiovisual Production.

C. TERM OF THE CONTRACT

Initial term: Nine months

Extensions:

YES:

NO: X

D. PROCESSING OF THE FILE AND AWARD PROCEDURE

Processing method: Ordinary

Award procedure: Negotiated Without Advertising

E. SOLVENCY AND BUSINESS CLASSIFICATION

E1. Selection criteria relating to economic and financial and technical or professional solvency:

ECONOMIC AND FINANCIAL SOLVENCY:

Economic and financial solvency will be proven by the following documents:

Annual business volume of the company referred to the best year among the last 3 years available based on the date the company started its activities, equal to or greater than €200,000.

The annual business volume will be proven by presenting the following documentation:

a) Companies that are required to present annual accounts:

- Annual accounts approved and deposited in the Trade and Companies Register, corresponding to each of the last 3 financial years including proof of deposit of the accounts in the registry.

The accounts must be reviewed by an auditor unless they are exempt from this obligation, a circumstance that must be duly documented.

b) Businessmen and other entities with legal personality that **are not required to present annual accounts:**

- Corporate Tax corresponding to each of the last 3 financial years.

In any case, when the company presents a situation of equity imbalance in its latest accounts, it must present a closed balance sheet on the date of presentation of the audited affidavit that certifies that equity balance has been restored on that date.

- c) Individual entrepreneurs will be able to prove their business volume by providing Form 390 from the Tax Agency.

TECHNICAL SOLVENCY:

Technical solvency will be proven through the following documentation:

1. List of the main services with characteristics similar to the object of the contract, carried out by the bidder in the last three years. The list of services must be presented in a document in the same format as **Appendix 2**.

F. CONTENTS OF THE ENVELOPES

Bidders must attach the following document in **two files**:

- **File 1:**

- a) Certification of capacity to act. (**Appendix 1**)
- b) Accreditation of economic and technical solvency (**Appendix 2 and 3**)
- c) TECHNICAL INFORMATION:

As a prerequisite for the evaluation of the subjective criteria, and as essential technical information regarding technical equipment, transport, workspace and connectivity, bidders are requested to provide the following documentation in Envelope B, which will under no circumstances be scored.

In order to demonstrate compliance with the following aspects, bidders must take into account the descriptions and requirements set out in the Technical Specifications. Bidders must attach the following documentation:

1. **Technical equipment:** To demonstrate this aspect, bidders may provide photographs, purchase invoices, purchase commitments with pro forma invoices, order documents and/or any other documentation that proves the existence of the equipment or a documented commitment to acquire it, as well as its age.
2. **Transport:** Documentation and photographs of the vehicle or transport system suitable for the team assigned to the service.
3. **Workspace:** To demonstrate this aspect, bidders must indicate the address of the workspace, a description of the physical space, and the other technical characteristics specified. They must also provide photographs certifying the quality, characteristics and dimensions of the space.

4. **Connectivity:** To demonstrate this aspect, bidders may provide photographs, purchase invoices, purchase commitments with pro forma invoices, order documents and any other documentation proving the existence of the equipment. They must also provide contracts or offers with telecommunications operators, as well as technical documentation and descriptions of the required equipment and devices.

If the documentation submitted by bidders does not meet the requirements specified for each of the aspects to be validated, due to failure to comply with the minimum requirements established in the Technical Specifications, the proposal will be considered invalid and will be excluded from the procedure. In the event of exclusion, CCMA, SA shall provide a reasoned explanation of the grounds for such exclusion in a technical report.

To evaluate the subjective assessment criteria, bidders must provide the following documentation:

d) Compilation of videos, reels and audio files through a link accessible to CCMA, SA, from which the material submitted by the bidding companies can be downloaded and viewed, including samples of the work carried out by the filming and editing team, specifying the details of the individuals involved and the role of each participant, especially the lead member. This compilation of images must be recorded using the camera selected by the company. In the case of audio-only material, files must be provided in .mp3 format at 320 kbps CBR.

- **File 2:**

The amount of the financial bid that will be in accordance with the form in **Appendix 4**.

The amount will be understood to include, for all purposes, taxes and expenses of any kind that affect the execution of the service, except for VAT, which will be broken down separately.

Bids that contain omissions, amendments or errors that prevent us from clearly knowing what is considered fundamental to assessing them will not be accepted.

a) Other automatically quantifiable assessment criteria:

The proposal for quantifiable values will be in accordance with the form in **Appendix 5**.

- The bidding company will make other cinema-type camera models available for the contract (e.g.: FS7, AlfaSIII, FX9 or similar).
- The bidding company has renewable energy at its facilities with a guarantee of origin certificate.

G. CONTRACT AWARDING COMMITTEE

The members who will constitute the Contract Awarding Committee are:

- Chair: Andreu J. Martinez Hernandez, director of Budget Management, Green Company and General Services.
- Board Member: Blanca Cot, head of current affairs production and television media operations.
- Board Member: Montse Ollé Ortonobes, head of radio media production.
- Board Member: Eric Romero Prades, Legal Services Director.
- Board Member: Teresa Farre Lladó, director of Economic and Financial Management.
- Secretariat: Ivan Delgado Abad, Procurement and Purchasing department.

Substitute: Marta Escudé Fornés, Procurement and Purchasing department

- Substitute: Eva Carretero Ors, Legal Services.
- Substitute: Belen Samper, production of news programmes through television.
- Substitute: Imma Matas, production of news reports via radio.

H. AWARD CRITERIA

Criteria:

EVALUATION CRITERIA	SCORE
Qualitative criteria	Up to 40 points
Automatic criteria: Price	Up to 50 points
Other automatic criteria	Up to 10 points

Weighting/score:

1) Evaluation of qualitative criteria (Up to 40 points):

Collection of videos, reels and audios (Up to 40 points)

The images, reels and audios presented by the bidding companies with the work sample assigned to the service will be evaluated:

1. Edited video of a maximum of one minute and thirty seconds in length with informative content, such as news (Up to 8 points).

The informative video must be a maximum of 1'30". The pace will be taken into account, which must be informative, well structured and the assembly of the plans must follow coherent standards (for example, do not put two general plans glued together or two panoramas in a row). The plans must have correct levels of light and colour, as well as the capture and level of ambient sound and audio from the inserts. The insert audio will go through Ch1 and the environments through Ch2. It will also be assessed that panoramas, interviews and changes in aperture and white balance from indoors to outdoors are correctly executed. Additional music or images that have not been recorded by the proposed operator may not be used.

Videos that exceed the specified duration will not be evaluated and will be awarded a score of 0 points for this section.

- 2. Two panning shots recorded using a shoulder-mounted camera, featuring both horizontal and vertical movement (Up to 4 points).**

Regarding the panning shots requested, they must be made without a tripod. The stability and deliberateness of the movements will be assessed, that is, what does the panning shot show at the beginning, through its course and at the end. Excessive instability will be negatively assessed and 0 points will be awarded if any support is used to gain stability; the set-up must be operator + camera.

- 3. Recording of a seated interviewee, with appropriate lighting and mics (Up to 7 points).**

The interview will be assessed for lighting and proper sound capture. Mere recording is not enough, there must be an aesthetic intention. At the same time, the composition of the scene will also be assessed, that is, all the elements that make up the frame will be taken into account. This means that any elements that may distort or divert attention from the interview will be grounds for a negative assessment. All interviews that do not have at least one front light and one back light will be scored with 0 points.

- 4. Recording a sequence shot with a shoulder-mounted camera that begins in a daylight exterior and ends in a warm-lit interior (or vice versa), with the corresponding filter change (Up to 4 points)**

This section will assess the operator's ability to adapt the filter and incoming iris from outdoors to indoors. Proposals in which this change is least noticeable will be given the highest rating. Recordings in which the temperature and diaphragm of the exterior and interior do not require a change of filter and iris will be considered incorrect, and therefore 0 points will be awarded in this section. The recording will be considered excellent if the adaptation is imperceptible.

- 5. One-minute reel and raw originals recorded in 9:16 with someone talking, edited and raw. It must be recorded with the MoJo-type device (Iphone 15 Pro Max or similar terminal with the same characteristics). (Up to 5 points)**

Recording a reel in 9:16 format with MoJo (Iphone 15 Pro Max or similar terminal with the same characteristics). It must be recorded and edited in a way that is suitable for social media and with the corresponding subtitles.

The quality of the image and sound, the rhythm of the editing, the intention and that it is recorded and edited in a way that is suitable for social media, not television: avoiding general or moving shots. It must open with an image or insert that generates interest. It must be properly subtitled (maximum two lines) and the translation must not be literal.

- 6. Stand-up with a person who is appropriately lit and microphoned. Day version and night version. The stand-up must be with a tripod and be properly centred (Up to 5 points)**

The proper lighting of the person doing the stand-up will be assessed, as well as the framing, which must be with the journalist in the centre. Proper sound recording will also be assessed. A shot with an element identifying the news item to which the journalist is referring will be considered as correct.

- 7. Edited audio of up to one and a half minutes of a long news report to be broadcast in a typical news programme, following standards of rhythm and clarity. It must include the voice of the announcer and also four or more short voice clips from witnesses. The changes and endings of music must have a “fade out and fade in” and the end of the piece must also have a musical beat (Up to 4 points)**

It will be valued positively if the audio clips come one after the other and are separated, between clips, by a brief sound effect that improves the rhythm. It will also be valued positively if the sequencing of clips follows a standard that does not detract from the narrative of the report and that each clip is very short in duration, in accordance with the total length of the piece. It will also be valued positively if there is a musical background of the journalist's narration and the voice clips are musical, without interfering with the main narration and if there is even a second musical change.

- 8. Edited audio up to 35 seconds long with informative, news-type content.** This must be a **short version of the previous audio recording** for an hourly bulletin format, without musical enhancement. It must contain a fragment of the sequence of clips already used in the first piece. The piece can end with this series of short clips and no final musical beat is necessary **(Up to 3 points)**

It will be viewed positively if the audio clips come one after another and if those used in the long news report are separated, between clips, by a brief sound effect that improves the rhythm. It will also be valued positively if the sequencing of clips follows a standard that does not detract from the narrative of the report and that each clip is very short in duration, in accordance with the total length of the piece.

Audios that exceed the specified duration will not be evaluated and will be awarded a score of 0 points for this section.

No collection of videos will be accepted in which the person who made the video is not identified.
recorded and edited the images. The person who records and edits must be the same and must also be the person proposed as camera operator in the tender.

Failure to comply with the condition indicated in the previous paragraph may result in exclusion from the procedure.

Proposals that do not reach the minimum of 19 points in the evaluation section of the subjective evaluation criteria will be excluded from the procedure and the objective evaluation criteria of their bid will not be assessed.

Evaluation of the proposals:

The proposals will be assessed from best to worst based on their characteristics, their greatest suitability for the execution of the object of the contract and their comparison with the rest of the bids.

The bids will be assigned a rating between 0 and 10 and will be awarded the points that, by weighting, correspond to them according to the formula:

$$P = N \cdot (Ov/10)$$

where **P** is the score to be obtained, **N** is the maximum score for the criterion, **Ov** is the rating between **0 and 10** assigned to the bid being rated and **10** is the maximum rating.

2) Evaluation of the financial bid (Up to 50 points):

2.1. The financial bid **subject to evaluation** must be formulated in accordance with the form attached as **Appendix 4**.

The maximum bid price for the comprehensive service for the initial period of 9 months is €180,000, VAT included.

To assess the objective criterion of the economic bid, the following formula will be applied:

$$P_v = \left[1 - \left(\frac{O_v - O_m}{P_M} \times \frac{1}{V_P} \right) \right] \times P$$

Pv = score

Ov = bid to be assessed

Om = Best bid

PM = maximum bid price

P = economic criterion points

VP = Weighting value = 2

- In the event that a bidder should leave their financial bid blank, the Contract Awarding Committee will understand that the price offered to correspond to the maximum tender amount.
- In the event that a bidder bids the item(s) to be evaluated at no cost (€0), the proposal will be considered to have a value of €1.
- In the event that a bidder exceeds the maximum bid amount for any of the aspects to be assessed, they will be disqualified from the bidding process.

Negotiation round:

CCMA, S.A., having reviewed the bid, will negotiate the financial bid with the bidders in a single round.

2.2. Mandatory extraordinary services not subject to assessment:

The bidder must submit a financial proposal, and is required to offer all the services listed below:

ENG service (filming and editing) 1 day. (up to 10 hours)
ENG service (filming and editing) ½ day. (up to 5 hours)
ENG service (filming and editing) Extra hour
ENG service (filming and editing) + Live with backpack 1 day. (up to 10 hours)
ENG service (filming and editing) + Live with backpack ½ day. (up to 5 hours)
ENG service (filming and editing) + Live with backpack. Extra hour
Production or fixer service 1 day (up to 10 hours)
Production or fixer service 1/2 day (up to 5 hours)
Production or fixer service. Extra hour

The maximum prices for each extraordinary service are reported in Appendix 5.

3) Evaluation of other automatically evaluated criteria (Up to 10 points):

The bidder must complete **Appendix 5** indicating with a **YES** or a **NO** the following sections:

- That the bidding company make other cinema-type camera models available for the contract (e.g.: FS7, AlfaSIII, FX9 or similar). **(Up to 5 points)**

With the aim of reducing CCMA's Scope 3 carbon footprint, a maximum of 5 points will be awarded (choose 1 option from the 3 if available):

- If the bidding company has 100% renewable energy in its facilities with a certificate of guarantee of origin **(5 points)**
- If the bidding company has between 50 and 99% renewable energy in its facilities with a guarantee of origin certificate **(3 points)**
- If the bidding company has between 20 and 49% renewable energy in its facilities with a guarantee of origin certificate **(1 point)**

Each of the points must be duly accredited through photographs, invoices and/or proforma, video or any other accrediting mechanism according to each concept.

I. SURETY

Yes:

No: X

Amount: Not applicable

J. PRICE REVIEW

Yes:

No: X

Applicable formula: Not applicable

K. PROPOSED CONTRACT AMENDMENT

Yes:

No: X

L. UNIT IN CHARGE OF FOLLOW-UP AND EXECUTION OF THE CONTRACT

News and Operations Production

London, May 2026

APPENDIX 1

SELF-DECLARATION FORM

Mr. / Ms.with ID card no. as
legal representative of the company
..... of the city of Street
..... number postal code
with company tax ID no., telephone

DECLARES, under their responsibility:

- a) That the company they represent is legally constituted in accordance with the laws of (indicate the State)
- b) That the powers of representation of its representative are valid and have not been modified, restricted or limited as of today.
- c) That the company they represent has the necessary legal personality and capacity to undertake the contract.
- d) That the company they represent has the financial and technical solvency requested in this contract.
- e) That the company they represent does not incur any of the causes of prohibition to contract.

And as proof thereof, before the Corporació Catalana de Mitjans Audiovisuals, S.A., for the purpose of taking part in the public tender no. **2605NS06 “PROCUREMENT OF THE COMPREHENSIVE PRODUCTION SERVICE FOR THE LONDON CORRESPONDENT’S OFFICE”**, signs this declaration.

Signature and company stamp.

On 2026

APPENDIX 2

TECHNICAL SOLVENCY. LIST OF THE MAIN SERVICES PERFORMED

Mr./ Ms. as legal representative of the company
 with its registered address
 in the city of street
 no. with company tax ID (NIF) number

DECLARES that:

The list of the main services similar to the subject matter of the tender are:

Nom de la Prestació:					
Nom empresa client	Data inici	Data final	Descripció	Persona de Contacte	Telèfon o Mail

Nom de la Prestació:					
Nom empresa client	Data inici	Data final	Descripció	Persona de Contacte	Telèfon o Mail

Nom de la Prestació:					
Nom empresa client	Data inici	Data final	Descripció	Persona de Contacte	Telèfon o Mail

And so that it may be recorded, before the CORPORACIÓ CATALANA DE MITJANS AUDIOVISUALS, S.A., for the purpose of taking part in the public tender process no. **2605NS01 “COMPREHENSIVE PRODUCTION SERVICE FOR LONDON CORRESPONDENT’S OFFICE”**, signs this declaration

Signature

At on the day of 2026

APPENDIX 3

ECONOMIC SOLVENCY. TURNOVER FIGURE.

Mr. / Ms. as legal representative of the
company with its
registered address in the city of street
..... no. postal code with
company tax ID number no.

DECLARES that the annual turnover for the last 3 financial years is:

- Turnover in year: €.....*
- Turnover in year: €.....*
- Turnover in year: €.....*

**At least: €200,000*

And so that it may be recorded, before the Corporació Catalana de Mitjans Audiovisuals, S.A., for the purpose of taking part in the public tender process no. **2605NS01** **“PROCUREMENT OF THE COMPREHENSIVE PRODUCTION SERVICE FOR THE LONDON CORRESPONDENT’S OFFICE”**, signs this declaration.

Company signature and seal

On on the day of 2026

APPENDIX 4

ECONOMIC BID FORM

Mr./ Ms.with national ID no.,
 as legal representative of the company
 with its registered address in the city of, street
, no., postal code..... with company
 tax number no., and email learned of
 the conditions and requirements to participate in public tender process no. **2605NS01**
“COMPREHENSIVE PRODUCTION SERVICE FOR THE LONDON
CORRESPONDENT’S OFFICE”, declares that it is in a position to participate as a bidder
 in the aforementioned tender process.

To this end, it undertakes, on behalf of the company it represents, to take charge of the
 execution of the aforementioned service in strict compliance with the requirements and
 conditions contained therein, offering the service at the prices detailed below:

1. Price of comprehensive service:

Item	Offered price	VAT (21%)	Offered price VAT included
Total price of the comprehensive service	€..... *	€.....	€.....

* *Maximum bid price: €180,000*

2. Price of mandatory extraordinary services not subject to assessment:

Item	Maximum price	Offered
ENG service (filming and editing) 1 day. (up to 10 hours)	€850	
ENG service (filming and editing) ½ day. (up to 5 hours)	€450	
ENG service (filming and editing) Extra hour	€80	
5G backpack service 1 day (24 hours)	€450	
ENG service (filming and editing) + Live with backpack 1 day. (up to 10 hours)	€1,000	
ENG service (filming and editing) + Live with backpack ½ day. (up to 5 hours)	€600	
ENG service (filming and editing) + Live with backpack. Extra hour	€80	

Production and/or fixer service 1 day (up to 10 hours)	€600	
Production and/or fixer service 1/2 day (up to 5 hours)	€400	
Production and/or fixer service. Extra hour	€80	

Signature

In, on..... of..... of 2026

APPENDIX 5

OTHER AUTOMATIC ASSESSMENT CRITERIA

Mr. / Ms.with ID number as
legal representative of the company
..... with its registered address
in the city of street
no. postal code with company tax ID number no.
.....

It declares that it will include the following services in its proposal:

- Ability to make other cinema-type camera models available to the contract (e.g.: FS7, AlfaSIII, FX9 or similar).

YES ☐ NO ☐

Measures aimed at reducing CCMA's Scope 3 carbon footprint (check only one option):

- The company has 100% renewable energy in its facilities with a certificate of guarantee of origin.

YES ☐ NO ☐

○

- The company has between 50 and 99% renewable energy in its facilities with a guarantee of origin certificate.

YES ☐ NO ☐

- The company has between 20 and 49% renewable energy in its facilities with a guarantee of origin certificate.

YES ☐ NO ☐

And so that it may be recorded, before the Corporació Catalana de Mitjans Audiovisuals, S.A., for the purpose of taking part in the public tender process no. **2605NS01** **“PROCUREMENT OF THE COMPREHENSIVE PRODUCTION SERVICE FOR THE LONDON CORRESPONDENT’S OFFICE”**, signs this declaration.

Signature

On on the day of 2026

TECHNICAL SPECIFICATIONS FOR THE PROCUREMENT OF THE PRODUCTION SERVICE FOR THE 3CAT CORRESPONDENT'S OFFICE IN LONDON OF THE COMMERCIAL COMPANY CORPORACIÓ CATALANA DE MITJANS AUDIOVISUALS, S.A.

OPEN PROCEDURE

CASE NUMBER 26XXOBXX

1. PURPOSE AND CHARACTERISTICS OF THE SERVICE

The subject matter of this tender process is the procurement by the Corporació Catalana de Mitjans Audiovisuals, S.A. (hereinafter CCMA, S.A.) of the production service for the London correspondent's office.

This set of technical specifications specifies the basic characteristics that must govern the service, without prejudice to the peculiarities or specifications that may be specified in some contracts.

1.1. Main characteristics of the service

Comprehensive, **unlimited recording and editing services** for one person with a vehicle, own communication with mobile phone with internet and technical equipment for recording, editing, archiving and sending news, images and audio as well as any live internet system (videoconferencing or similar).

Unlimited, bespoke broadcast live services, including play out services from the correspondent's offices and the territory covered by the correspondent. Bespoke broadcast live services from the correspondent's office and/or outside the correspondent's office with a 5G backpack.

Production and fixer services on-site for the necessary arrangements for the production of news, images and audios, translation, contacts, and tasks of CCMA, S.A. correspondent's office.

Workspace for our correspondent. Space prepared for the normal development of the journalistic work of our 3Cat correspondent from CCMA, S.A.

Connectivity via the internet with the ability to send and receive images, audio and live signals. Connectivity that covers all communications from IT equipment to correspondence and travel. Via FTTH at headquarters and 5G outside.

Capacity to offer extra services excluded from the fixed service price, but necessary for the production of news or other services for the CCMA S.A. media.

1.2. General conditions in the geographical area

The main territory of the correspondent's office is the United Kingdom. The team must be prepared to travel at any time and territory within the scope of the correspondent's office, the United Kingdom, and surrounding countries, mainly in Europe.

The workplace will be located in the city of London.

The metropolitan area of the correspondent's office will be considered to be a radius of 50 km around the correspondent's office and including the distance to international airports.

For travel outside the delimited area of London, meal and/or transport expenses will be reimbursed upon presentation of the corresponding receipts, indicating the place and reason for the recording or work.

In the event that a member is unable to travel, the successful bidder must find a professional in the area who meets the same conditions and guarantees as the main team. The successful bidder will also guarantee the corresponding permits and accreditations for each area.

1.3 Calculation of the day and transport in the delimited area of London

The call for proposals and the calculation of time will begin and end at the usual place of work of the CCMA, S.A. correspondent in London or at the hotel where he/she is staying if he/she is travelling with this or another team determined by CCMA, S.A.

The team must be prepared to travel at any time within the area of the correspondent's office.

There will be no additional cost for working on weekends, inter-week holidays or overnight.

2. COMPREHENSIVE PRODUCTION SERVICE FOR THE CORRESPONDENT'S OFFICE

2.1. Characteristics

Coverage: every day of the year.

The provider must be able to guarantee the service with the necessary resources 365 days a year, 24 hours a day, 7 days a week, including holidays and weekends.

Recording-editing and live services and local production and editing services must be provided separately.

2.2. Details of the successful bidder's service

2.2.1 Recording and editing service

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

The successful bidder will also be responsible for the necessary conversion of image formats.

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

The minimum requirement for the video shall be Full HD 1080/50i format (interlaced, not progressive), MP4 H264 encoding with a bit rate of 10-20 Mbps and PCM audio at 48 kHz and, on demand, in 4K under the same conditions. Other formats will not be accepted, as they are not compatible with our system. The material will be sent to the FTP established by the CCMA.

The minimum requirement for radio audio must be the encoding format of 48 KHz sampling frequency, with 16 bits of resolution, in PCM WAV format, or in MP3 format of at least 128 Kbps.

Coding to the required format shall be the responsibility of the bidder.

Following the correspondent's journalistic criteria, he/she will assist in the image archive to facilitate its editing and will send them monthly to the Barcelona documentation department for safekeeping. The archive material will be sent to the FTP established by the CCMA for this purpose.

2.2.2 Personalised live broadcast service and live service with 5G backpack from outside the correspondent's office

A "flat rate" live service and full availability for the TV correspondent is required from the production company's facilities or in an external location close to the correspondent's office.

Likewise, outside of the correspondent role, it must carry out the complete service of editing and executing live broadcasts with the correspondent or with the personnel designated by the CCMA, S. A., using the 5G device.

The video must be 1080/50i and must be encoded in H264 or H265 and encapsulated in an SRT streaming with a minimum of 10 Mbit/s to be able to send the content to the CCMA studios. The camera must be connected via Ethernet (cable) to the internet.

The bidder must guarantee broadcast quality audio and video conditions. The live position must be suitably lit and conditioned.

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

Likewise, it must facilitate and support live connections by videoconference via the internet or similar systems, with a mobile phone or computer.

2.2.3 Local Production and Fixer Service

The production service will consist of assistance in obtaining permits and accreditations, assistance in travel management, assistance in implementing requested extra services, technical assistance in purchasing images, management of live broadcasts (if requested) and other requests.

The local fixer service consists of contact management, search (for interviews, advice, press conferences) for the news of the day or the production of news reports as well as translation services, if required by the correspondent.

Both services will be in person whenever the correspondent requires it.

2.3. Contact point

The successful bidder will designate a contact person to receive and manage orders and must guarantee communications 24 hours a day, 365 days a year. This person must be reachable by mobile phone (24 hours x 365 days) and email.

2.4. Coverage outside the scope of the correspondent's office

In these cases, mileage expenses and other production expenses of the displaced team will be compensated, subject to approval, upon presentation of the corresponding tickets or invoices.

The time that teams spend on any of the meals of the day will not be counted as hours worked.

The successful bidder must guarantee that the equipment is covered through its own means with the necessary insurance in all territories considered at risk, if applicable.

2.5. Travel management

The production service must manage the travel of the CCMA, S.A. team that usually provides service in the London correspondent's office and, occasionally, for some team that, for reasons of the latest news, is displaced within the territorial scope of the correspondent's office.

Travel management must be done with the agency determined by CCMA, S.A. according to the protocols and travel policy that CCMA, S.A.'s production services will deliver to the successful bidder before the start of the service.

3. PERSONNEL

The selection of professionals will be the domain of the bidding company, and the number and identity of staff may be freely changed, provided that the professionals meet the training and experience requirements that have guided the award decision. Their credentials must be submitted to CCMA, S.A. for the purposes of ensuring the quality of the contracted service. This team will be led at all times by the person responsible for acting as the coordinator/contact point as designated by the successful bidder, and will be responsible for its direction, supervision and management, acting as a liaison with the correspondent designated by CCMA, S.A. at all times and the service coordinator of CCMA, S.A.

The bidding company will be exclusively answerable for the services procured. The hiring of all members who form part of the service shall be the responsibility of the bidding

company. CCMA, S.A. shall only be responsible for confirming the corresponding accreditations.

3.1. Recording and editing service

The bidding company must present a professional camera operator/editor with experience in the news sector.

The operator who makes the recording must be the same as the one who performs the editing. **The successful bidder must assign the task of operator/editor to the same professional who made the videos submitted in this tender.**

The service must have a minimum of 3 years of experience in the last 5 years, in recording and editing news in the media or as an audiovisual producer.

The person assigned to the service must have technical knowledge of video, radio and digital:

- Recording with professional cameras with audio control.
- Recording, editing and sending with the MOJO (Mobile Journalist) system.
- Lighting for stand-ups and interviews, editing with a professional editing system for news such as Adobe Premiere or Davinci (hot news concept and reports).
- Handling of the digital production line and image, video and audio formats and control of sending processes and file formats over the internet.
- It must be capable of making use of "5G backpack" transmission systems.

Accreditation of this knowledge must be submitted.

The service must have a valid local or international driver's licence to drive the filming vehicles.

The operator proposed by the bidding company must be native or fluent in English.

The service must be able to count on technical assistance from the bidding company at all times.

The service must have the necessary documentation (residence and work permit or the corresponding visa) needed to obtain official press accreditations. The service undertakes, throughout the term of the contract, to monitor the administrative procedures for the renewal of any accreditations within the established time frames. Such accreditations are essential for gaining access to entities and events as required for monitoring the information.

CCMA, S.A. will provide documentation to the successful bidder so that the operator can obtain press accreditation with the United Kingdom authorities. Both the successful bidder and the operator(s) undertake not to make improper use of this accreditation.

3.2. Local Production and Fixer Service

The production service consists of:

- Coordination of personalised direct shipments and sending/receiving via the internet.
- Accreditations, search management, reception, recording and purchase of images and audio, digitalisation and administration of digital archives.
- Preparation of budgets prior to the correspondent's trips and request for hotels and tickets through the company tendered by CCMA, S.A. for this purpose.
- Advance payment of production costs and corresponding settlements.
- Management of permits, investigations and coordination with other productions or entities necessary for the correspondent.
- Other procedures such as: generation of statistical reports of the services required and produced by the correspondent, as well as procedures required before other entities, both private and official and administrative.

The local fixer service consists of:

- Contact management, search (for interviews, advice, press conferences) for the news of the day or the production of news reports.
- English translation assistance for 3cat correspondents or staff
- This service must be native (proficient in English) with 3 years of experience or proficient in English with a minimum of 5 years of experience working in the sector in the country.

Both services must be offered in person whenever the correspondent requires it and they must be available to travel.

The bidding company must present a local fixer service and a production service with experience in producing news in the United Kingdom in local media, of more than 3 years if native and more than 5 years if non-native. It will have to be accredited.

Both services must have a local driver's licence or a valid international driving permit to drive the filming vehicles.

The local fixer and production service must have the necessary documentation in advance to be able to be accredited before entities or events that the news coverage requires. CCMA, S.A. will provide documentation to the successful bidder so that the service can obtain press accreditation with the corresponding authorities. The successful bidder undertakes not to make improper use of this accreditation.

In the event of travel to any territory within the scope of the correspondent, the local fixer and production services must have the specific documentation and meet the requirements to obtain specific or temporary visas or valid visas.

In the event that the local fixer and/or production service cannot be moved there, the bidding company must provide an equivalent service under the same conditions as in

the country of origin without incurring any additional costs to CCMA, S.A. beyond the usual production costs.

3.3. Other aspects

3.3.1. Protective equipment

In the event that the news coverage requires it, both in the territory covered by the correspondent and abroad, the successful bidder will provide the necessary and appropriate approved personal protective equipment to its workers depending on the risks of the areas and events to be covered. People must have received the necessary training and information to put them on and use them correctly, to deal with eventualities during recordings considered risky or when travelling to conflict zones in the event that they occur. In these cases, the successful bidder must present the supporting documentation that it actually has the protective equipment.

3.3.2. Insurance

The successful bidder must also ensure that the work team under their charge is covered with the necessary insurance at all times and extend coverage to all work territories considered at risk.

The successful bidder must provide supporting documentation that they have taken out insurance with coverage in the countries in which they must provide the service and have the necessary coverage.

3.4. Extra Services

Bidding companies must have the necessary capacity to offer the extra recording-editing services and live connections excluded from the price of the fixed service, but necessary for news production.

The bidder must offer the extra services available within a period of no more than 24 hours.

The bidding companies must offer these extra services according to the rates presented in their financial bid.

3.5. Billing

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

The invoice for extra services must be detailed by date of performance and description of the service along with the supporting documentation (service request, ticket or invoice) that proves the expense. In the event of not being presented in the manner indicated or without the corresponding documentation, CCMA, S.A. will reject the invoice.

In any case, expenses will not be reimbursed without the supporting document, nor will expenses that have not been previously approved by CCMA, S.A. be reimbursed.

4. TECHNICAL EQUIPMENT FOR FILMING AND EDITING

4.1. Technical television and radio equipment

The successful bidder must make available to the filming teams, filming and editing equipment consisting of a high-definition digital camera, a PC with a non-linear editing system to carry out the editing and a portable non-linear editing equipment in the case of travel for the correspondent's office or special envoy of CCMA, S.A.

At a minimum, they must have the following equipment:

Filming equipment:

A professional broadcast-quality camera, intended for ENG news production, with its corresponding tripod and monopod, that meets at least the following requirements:

- 3x 1/2" or larger sensor, or single sensor of equivalent size or larger (minimum 1"), with adequate performance in information environments.
- Minimum recording resolution Full HD 1920x1080 50i, with recording capacity in 4K UHD (3840x2160) on demand.
- Minimum internal recording 4:2:2 10 bit.
- Professional codec type XAVC-I, XAVC-L, AVC-Intra or broadcast equivalent.
- HD-SDI output with embedded audio.
- Two XLR audio inputs with phantom power and independent manual controls.
- Integrated optics or equivalent with minimum 17x optical zoom (preferably 20x or higher), optical stabiliser and independent manual focus, zoom and iris controls.
- Double card slot with possibility of simultaneous or relay recording.
- Compatibility with direct connection to live transmission systems via SDI or IP.
- Ergonomics and robustness suitable for intensive use in ENG.

Minimum associated accessories:

- Sufficient storage media to guarantee a minimum of 10 hours of HD recording per camera.
- Sufficient batteries and chargers to guarantee a minimum of 10 hours of operational autonomy.
- Player/monitor equipment compatible with the camera's recording media and format that allows immediate review of images and audio and video monitoring.
- Professional transport bags for all filming equipment.
- Two external hard drives of at least 4 TB each for the storage of filming material.

Lighting equipment:

- Portable LED lighting equipment for camera, with integrated or external battery, adjustable in intensity and colour temperature, suitable for outdoor use and with sufficient protection to withstand adverse weather conditions.

- Lighting equipment for interviews consisting of at least two professional LED panels adjustable in intensity and colour temperature, with:
 - Lighting tripods
 - Diffusers and light control accessories
 - Batteries and mains power supplies
 - Carrying bags

The equipment must allow for the correct lighting of stand-ups and interviews outdoors and indoors with broadcast quality.

Audio equipment:

Professional microphone set for broadcast news production, with the capacity to record at least two simultaneous sources, including:

- Professional hand-held microphone for stand-ups and interviews.
- Two wireless lapel microphone systems with receivers compatible with camera XLR inputs.
- Directional shotgun microphone with anti-vibration mount.
- Professional boom pole for interviews and outdoor recordings.
- The connection must be possible with wired and wireless transmission.
- Appropriate wind protectors for each microphone (foam and “deadcat” type windscreens for outdoors).
- Audio cables of different lengths and necessary accessories (table supports, giraffe-type feet, adapters, etc.).

The equipment must allow direct monitoring of the audio during recording and guarantee quality levels suitable for broadcasts.

Connectivity equipment:

For the content transmission service for live broadcasts and transmissions with 5G technology, the following equipment will be required:

- A 5G backpack with at least 4 SIM cards from 2 different operators.
- The installation of the corresponding server at the TV3 headquarters in Sant Joan Despí.
- Two smartphones with headsets for live interventions, one so that the correspondent/guest receives the N-1 signal, and the other for coordination with the camera operator, configured to receive communications via email or WhatsApp, and with auxiliary external batteries.
- Any other type of auxiliary material (cables, adapters, filters, etc.) necessary for the correct provision of the service.

Computer equipment* (see Service Cybersecurity Requirements below):

1. Desktop PC with office software and internet connection with at least these specifications:

Processor: Intel Core i7
Integrated graphics card: Intel HD
RAM memory: 64 GB
Hard disk drives: 512 GB SSD.

Operating System: Windows 11 Pro 64
Rear ports: 2 x USB 3.1, 2 x USB 2.0, 1 HDMI
Front ports: 2 x USB 3.1, Audio (Separate headphone and microphone inputs)
Ethernet: Gigabit

2. 24" to 32" 16:9 compatible flat screen to connect to the desktop PC or laptop for editing when the team works in the newsroom's editing room.

Size: 24" (23.8")

Panel: IPS

Format: 16:9 LED

Resolution: HD 1920 x1080 60 Hz.

Multimedia: Speakers

Webcam and Microphone, all integrated into the monitor.

Regulations: Height adjustable Rotation (90°)

Connections: HDMI(1) - 1 x USB 3.0, Audio (headphones)

3. Laptop with non-linear editing system (compatible with Adobe Premier) with device for ingesting images recorded with the camera. It must have an XLR to USB preamplifier/converter device to allow you to put voices on the computer with the hand-held microphone. It will need to have an integrated SIM or work with a MiFi router to connect to the internet.

4. The computer equipment must have active antivirus software. Operating system security patches must be applied and security must be ensured ICT equipment.

***CYBERSECURITY REQUIREMENTS OF THE SERVICE**

1. Purpose and scope of the requirements

The cybersecurity requirements described in this section must be complied with by the company awarded the comprehensive production service for the 3CAT correspondent's office in London. Their purpose is to guarantee the protection of systems, data, audiovisual content, communications and equipment used in the scope of the service, as well as to ensure compliance with current European and national regulations on data protection and information security.

2. Communications security

The successful bidder must ensure that all electronic communications used within the framework of the service comply with the following standards:

2.1. Encryption and secure protocols

- Mandatory end-to-end encryption for file, video, audio and live signal transmission.
- Exclusive use of secure protocols: **SFTP, HTTPS, SRTP, FTPS, VPN IPsec or SSL/TLS.**
- The use of insecure protocols such as **FTP, HTTP, RTMP without TLS** or equivalent is prohibited.

2.2. Remote access

- Remote access to corporate resources will only be done through **corporate VPN** provided or authorised by the CCMA.
- Any connection from mobile devices or 4G/5G backpacks for live streaming must have:

- Secure encrypted tunnels.
- Authentication using certificates or secure keys.
- Protection against interception and manipulation of the audiovisual flow.

3. Safety of equipment and infrastructure

3.1. Production equipment (ENG, cameras, encoders, 4G/5G backpacks, routers)

- All devices must be protected with:
 - **Updates and up-to-date firmware.**
 - **Strong passwords** and changed from the factory ones.
 - Deactivation of unnecessary services, ports and remote access.
 - Encryption of configurations and parameters when the device allows it.

3.2. Computers and equipment at the correspondent's office

- Full disk encryption (BitLocker, FileVault or equivalent).
- Antivirus or EDR with active monitoring and automatic updating.
- Automatic session lock and strong passwords.
- Software installation restricted to authorised applications.

4. Identity management and access control

- Multifactor **authentication (MFA)** is mandatory to access information or systems linked to the CCMA.
- Application of the principle of **least privilege** in all accesses.
- The successful bidder must maintain an **updated user register** and immediately revoke access upon termination of the employment or contractual relationship.
- In the event of subcontracting or replacements, the replacement personnel must meet the same access and control requirements.

5. Data protection and secure content processing

- Compliance with the **General Data Protection Regulation (GDPR)** and applicable European and German data protection regulations.
- Local storage of personal data or sensitive content on unencrypted devices is prohibited.
- The transmission and delivery of audiovisual materials must always be done through secure and verified channels.
- The successful bidder must guarantee the confidentiality of all recorded, unbroadcast, raw content, working documents and any information generated or processed within the framework of the service.

6. Network security at the correspondent's office

- The workplace network must have:
 - **Firewall** configured with restrictive policies.
 - Intrusion Detection Systems (**IDS/IPS**) from the vendor or equivalent.
 - Isolation of audiovisual production traffic from administrative traffic.
- It is necessary to ensure:
 - FTTH and 5G connection with guarantees of availability and robustness.
 - Protection against unauthorised access and monitoring of irregular activity.
 - Minimum registration and traceability of accesses and configuration changes.

7. Business continuity and incident recovery

- The successful bidder must have a **contingency plan**, including:
 - Redundant connections (second line or alternative 5G system).
 - Availability of a replacement ENG team in case of breakdowns or incidents.
- A documented procedure must be implemented to manage serious security incidents or service interruptions.
- Critical files, configurations, and projects should be **backed up regularly**.

8. Vulnerability and update management

- Applying patches and security updates:
 - On a **monthly basis**, or
 - **Immediately** in case of critical vulnerabilities.
- Mandatory communication to the CCMA of any detected vulnerability, security incident or risk that may affect systems, data or content.

9. Audits, reports and verification

- The CCMA may require:
 - An **annual security report**.
 - Evidence of compliance with requirements (inventories, records, logs, audits).
 - A **penetration test** or security audit performed by a third party throughout the term of the contract.
- The **logs of access and relevant activity** must be kept for a minimum of **6 months**, always respecting data protection regulations.

10. Staff requirements

- All persons in the successful bidder who have access to equipment or content must sign **confidentiality commitments**.
- Staff must receive **annual cybersecurity training**.
- In the case of substitute personnel for travel or coverage, they must meet the same technical and access requirements.

11. International regulatory compliance

The successful bidder must comply with:

- Applicable European regulations (**GDPR**, **NIS2**, etc.).
- German security standards where applicable, such as **BSI ITGrundschutz**.
- Specific requirements for transmission, recording and connections in regulated spaces (government, airports, restricted areas).

File format:

The production line must be in HD (high definition) format.

The type of video 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, S.A. file reception system. It will be necessary to ensure validation of the file sending system once the service starts. The bidder must be able to guarantee the entire production chain, from

collection to sending by FTP. The bidder must adapt the format for delivering the files to technological changes that may occur during the contract at the request of CCMA, S.A.

The type of file to be delivered to the radio must be two audio channels, with 48 KHz sampling frequency encoding, with 16 bits of resolution, in PCM WAV format, or in MP3 format of at least 128 Kbps.

Other requirements:

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

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

Considering the needs of the information monitoring at the correspondent's office, in the event of equipment malfunction, the replacement must be carried out in a time and manner that minimises the impact on the required service without any additional cost and guaranteeing the usual digital production line.

4.2. ATA notebook

In the event of travel to countries where it is required, the filming and editing team must have, at no additional cost, specific documentation for customs (ATA Carnet, bank guarantees, lists or similar) for the entry and exit of the material. The management of this documentation will be the responsibility of the successful bidder, and the possible costs included in the fixed service.

5. TRANSPORTATION OF FILMING EQUIPMENT

In the case of team travel within the main territory of the correspondent's office: the metropolitan area of London, (within a radius of up to 50 km around the roundabout and international airports), the price of transport will be included, as well as all-risk transport insurance, maintenance, cleaning, parking, environmental and/or residential circulation permits if required and circulation taxes.

Transport can also be carried out by taxi, if this is not possible.

6. WORKSPACE

The bid presented by the bidding companies must include a workspace/office for the 3Cat correspondent of the CCMA, S.A.

The correspondent's work space/office must be located near the space intended for live broadcasts.

The premises must be located in central London, close to the city's information reference points with easy access by public transport.

The space for the correspondent's office must have:

- 1 workplace.
- Furniture: table, ergonomic chair, shelves, wardrobe.

- 1 desktop PC and 1 screen for the PC
- 1 printer and access to photocopier
- TV with access to international broadcasts
- Internet access with a minimum speed of 1Gbps, preferably through symmetrical fibre optics and access to a Wi-Fi network.

Additionally, for video editing, a nearby, suitably equipped space will be required.

All expenses related to the workplace must be included.

The facilities must be new or in perfect habitable condition.

7. CONNECTIVITY:

The workspace offered by the bidding companies must have, included in the price, high-speed symmetrical internet connectivity. It is necessary to guarantee that the internet connection allows a minimum speed of 1 Gbps and is for the exclusive use of CCMA, S.A.

It must be able to be used unlimitedly as a video and audio play-out and send and receive files via FTP.

These services and conditions must be available to any CCMA, S.A. team (television and radio) and may be simultaneous, if necessary, with other services of a different nature that are included in the contract at no additional cost.

7.1 5G Backpack Link Device

A 5G HD 1080/50i backpack with at least 4 SIM cards must be included in the monthly pack.

This service will include:

- 5G transmission backpack with the ability to broadcast HD 1080/50i with at least 4 SIM cards from at least 2 different operators.
- A server with at least 1 HD SDI 1080/50i output for receiving 5G backpacks. This server will have to be installed at the TV3 studios in Sant Joan Despí.

In the event of use of the device outside this area or if the conditions of the roaming connectivity agreement between the EU and the United Kingdom change, the costs of local SIMs will be borne by CCMA, S.A.

7.1.1. Technical description of the equipment

The team must have current technology available on the market.

The bidder must indicate the make and model of the equipment offered. The weight of the entire set of transmitter equipment and the 2 batteries must not exceed 3,300 grams.

The equipment must allow transmissions to be achieved with a latency equal to or less than 2 seconds.

The maximum transmission bitrate must be at least 20 Mbps.

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

Backpacks must have an efficient bonding system.

The equipment must have SD/HD-SDI video input via coaxial cable and auto-selectable HDMI, support H264 or H265 encoding with 2 embedded AES channels (nested).

The video quality in HD transmissions at 6 Mbps and latency equal to or less than 2 seconds must achieve a PSNR (Peak Signal-to-Noise Ratio) value greater than 27 dB with the crowd-run sequence.

The team must have a minimum of two mobile data lines from two operators in the main territory where they are located (4 SIMs) with an unlimited flat rate, contracted and managed by the provider. The cost of these must be included in the service. It must be guaranteed that the data service is available 24/365.

Data cards must be integrated within the equipment and access and replacement of cards must be easy.

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

The data transmission channel grouping system “bonding” (3G, 4G, 5G, Wifi and ETH) must allow the bitrate required by the video and audio stream to be achieved with the following considerations:

The video encoder will reduce the output bitrate to fit the stream into the total available bandwidth.

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

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

It must have integrated 802.11n Wifi or Ethernet access for internet connections.

The equipment must include: a minimum of two batteries, the charger, the power supply, connection cables and a transport backpack. The autonomy of the two batteries together must be greater than 150 minutes.

7.1.2. Basic technical characteristics of the equipment supplied for the reception of 5G Backpacks

The decoder in the TV3 studios in Sant Joan Despí, which must be installed, tested and in proper working order on the day the contract begins execution and will be provided in all cases by the bidder at no additional cost.

This team will be located permanently in the facilities of CCMA, S.A. It must be able to be remotely controlled by a system that allows simultaneous centralised control of the

delivered 5G backpack equipment, with access to monitoring parameters (GPS position, mobile data line coverage, etc.) and configuration control (video quality, transmission initialisation, etc.).

The 5G backpack and reception system must behave transparently with regard to the format of the signal connected to the backpack, that is, the input video signal format to the transmitting equipment must be the same as that delivered by the receiving equipment.

The output from the equipment must be in SDI format. The receiving system must deliver a video frame over IP for monitoring. Easy to view the coverage of each SIM and the transmission bitrate.

Have the functionality to label, within the application, the backpack with a nomenclature specific to the CCMA, S.A.

7.1.3. Reception system security (server)

Regarding the security of the reception system, the successful bidder must comply with the following security measures:

Operating system. It must be supported by the manufacturer and updated to the latest version of the manufacturer's security patches.

Operating system. Automatic update of security patch application enabled or a manual schedule, but ensure that security patches are applied regularly and that the machine is never more than 2 months behind. The supplier must verify that the patches are correctly implemented.

Antivirus (paid), active in the case of Windows Operating Systems.

Remote reception by the provider of possible alerts that the antivirus may send, so that actions can be taken in response.

Remote control tools (TeamViewer, etc.). Latest version of the tool installed, not having the service running if possible, agreement to be made with the CCMA, S.A. on the procedure to be able to access if needed.

7.1.4. Equipment maintenance

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

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

The successful bidder must provide an interlocutor to guarantee the proper functioning of the service, 24 hours a day, 365 days a year.

7.1.5. Equipment replacement

It is required that in the event of breakdowns or accidents that may occur while the contract is in force in any of the equipment, whether in the live equipment, the 5G backpack or the reception system thereof, which prevent it from operating correctly, the bidder shall make available another unit with the same characteristics and manufacturer in the shortest possible time, and in no circumstances more than 24 hours from notification of the breakdown.

7.1.6. 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, as well as the corresponding earpieces for personal use by correspondents. This terminal must have Bluetooth technology and have wired and wireless headphones available for the correspondent. Likewise, the bidding company shall be responsible for the maintenance and cost of the mobile data lines with no limitations on use.

7.3 Radio connectivity

It is necessary to guarantee, within the fixed price, connectivity to the correspondent's office facilities or outside them, for live interventions through the radio medium in broadcast quality. The service must allow live intervention by the CCMA, S.A. correspondent.

It must include a suitable space, microphones, headphones, connectivity and assistance from the production team when necessary. This space must be equipped to provide voices or make live connections.

8. GUARANTEES AND CAPACITY TO RESPOND

The contracted services included in the comprehensive global package must be guaranteed against breakdowns or malfunctions of technical equipment and absences of service personnel.

In the event of a member of the filming and editing team being absent or equipment malfunctioning, the replacement must be made in less than 24 hours and the person responsible for the service must be informed by CCMA, S.A.

The news coverage of the correspondent requires a high capacity to respond to any unforeseen events that may affect it, such as meeting new needs.

9. AUDITS OF THE SERVICE

The service must be operational from the first day of the contract and during the first month, tests will be carried out on the correspondent's live points, Mojo or other equipment with mobile application and radio connectivity. However, an inspection will be carried out within the first 30 days to verify that all requirements are met. (See clause 11: Penalties).

The person responsible for the service on the part of the successful bidder will periodically report on the development of the service to the person responsible for the service on the part of CCMA, S.A.

The service supervisor at CCMA, S.A. will ensure the adequate provision of the awarded service, in accordance with the requirements of the tender, and may request specific reports on the development of the service or on the incidents that occur, communicating to the management of the successful bidder any anomaly in the provision of the awarded service.

All incidents that may arise in the execution of the contract will be resolved in periodic meetings between the responsible person designated by CCMA, S.A. and the person designated by the successful bidder.

CCMA, S.A. reserves the right to audit all aspects and services required in the tender specifications at any time during the term of the contract.

10. EXPLOITATION AND INTELLECTUAL PROPERTY RIGHTS

CCMA, S.A. is established as the sole, exclusive holder of all intellectual property rights over the content of the audiovisual productions made under this contract with the power to transfer them to third parties and, in particular, those rights of reproduction, distribution, public communication, making available, transformation and dubbing and/or subtitling into any language for exploitation in any form and modality and in all types of systems and media, without any share due to the successful bidder from the earnings accrued by CCMA, S.A., whatever the item or service sold.

These rights extend to the territorial scope of the entire world, without exception, and last for the maximum term established in the Intellectual Property Law for producers of audiovisual recordings.

The successful bidder undertakes to periodically send the original recorded material to the Barcelona headquarters of CCMA, S.A. for safekeeping in the central archive. Under the editor's journalistic criteria, assist him in archiving the images to facilitate editing and sending them monthly for documentation.

Once the contract ends, the bidder will deliver to CCMA, S.A. the hard drives with the recorded material and will delete any images or sounds owned by CCMA, S.A. that may remain on its internal network, servers or laptops.

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

In its capacity as producer and holder of intellectual property and industrial property rights, the use for promotional, commercial or any other purpose of the corporate image of CCMA, S.A. 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 authorisation of CCMA, S.A. itself, in all types of public communication acts by all types of media, including the corporate website and the social networks of the successful bidder.

11. PENALTIES

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

In the event of the existence of exceptional circumstances (sick leave, unplanned leave) that the successful bidder can conveniently prove, no penalties will be applied.

The successful bidder will be penalised financially in the following circumstances:

11.1 Penalties at the start of the service

- If on the day the contract comes into force, the successful bidder does not have the material and technical equipment indicated in its bid and it does not comply with the requirements, CCMA, S.A. will penalise the first invoice with 50% of the total invoice, and will maintain said penalty as long as the successful bidder does not make the equipment offered available for the contract.

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

- If on the day the contract comes into force, the personnel who will ultimately participate in the service have an objectively lower qualification than that proposed by the successful bidder in their bid and the latter does not comply with the requirements, CCMA, S.A. will penalise the first invoice with 30% of the total invoice, and will maintain said penalty as long as the successful bidder does not make the personnel with the required and offered qualifications available to the contract.

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

- If on the day when the contract comes into force the successful bidder does not have the proposed workspace fully equipped, CCMA, S.A. will penalise the first invoice with 30% of the total invoice, and will maintain said penalty as long as the successful bidder does not make the workspace with the required and offered qualifications available to the contract.

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

11.2 Execution Penalties

CCMA, S.A. will penalise the successful bidder depending on the seriousness of the breaches committed during the execution of the contract, which will be classified as minor, serious or very serious:

Minor breaches:

- Lack of collaboration with the person responsible designated by CCMA, S.A.
- Failure to partially execute the services, which does not constitute a serious breach.
- Unjustified delay in providing reports or documents.
- Any other action or omission that violates the obligations set out in these specifications and that is not classified as a serious or very serious breach.

Serious breaches:

- Failure to partially execute the services, when it does not constitute a very serious breach.
- The use of work systems, material elements, machines or personnel other than those provided for in the contractor's tender specifications or bid.
- The lack of availability of replacement personnel for a certain service.
- Failure to notify CCMA S.A. of any modification or replacement of personnel.
- Failure to deliver the information and reports specified in the tender specifications at the time and in the format defined in the tender specifications.
- Not having the materials and elements necessary to perform the service.
- The refusal or delay in the execution of corrective measures that may be requested by CCMA S.A.
- Resolution of incidents exceeding the deadline established in the tender specifications.
- Making changes to the service, space or material without the authorisation of CCMA S.A.
- Actions or omissions in the provision of the service that disrupt or seriously alter the volume or quality without reaching the point of service paralysis.
- The repetition of minor breaches.
- Replacement without prior notification to CCMA, S.A., of the person acting as service coordinator or representative of the successful bidder.

Very serious breaches:

- Failure to provide the service, whether due to abandonment or for other reasons.
- Passivity, neglect and indifference in the execution of the service.
- The incorrect treatment of the person responsible from CCMA S.A. by the personnel of the successful bidder.
- Failure to comply with the requirements made by CCMA S.A. when very serious damage is caused to the execution of the contract.
- The use of work systems, elements, materials, machines or personnel other than those provided for in the tender specifications and in the contractor's bids, if necessary, when it causes very serious damage.
- The falsification of the data provided to CCMA S.A.
- Total or partial interruption of the service, repeatedly, without a force majeure cause to justify it.
- Any action or omission that poses a risk or harm to people's health.
- The incorrect settlement of service fees with fraudulent intent.
- Not reporting acts of which they are aware and which may involve a breach of the obligations contained in this clause.
- The repetition of three or more serious breaches.

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

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

Penalties will remain applied to the service amounts as long as the cause of the penalty remains. Once resolved, the penalty will no longer apply.

The penalty amount does not exclude compensation for damages to which CCMA S.A. may be entitled arising from the consequences of the non-compliance of the successful bidder.

The repetition of 3 very serious faults or if the total sum of the penalties incurred by the successful bidder for all the concepts expressed in the previous sections exceeds 20% of the annual amount of the contract, will authorise CCMA S.A. to terminate the contract unilaterally and early without the right to compensation to the successful bidder.

London, April 2026