

**TECHNICAL SPECIFICATIONS DOCUMENT FOR THE PROCUREMENT OF THE COMPREHENSIVE PRODUCTION SERVICE FOR THE CORRESPONDENT OFFICES IN BRUSSELS, PARIS AND MOSCOW OF THE COMPANY CORPORACIÓ CATALANA DE MITJANS AUDIOVISUALS, S.A.**

**FILE NUMBER 2303OB01**

**1. PURPOSE AND CHARACTERISTICS OF THE SERVICE**

The purpose of this tender is the procurement by Corporació Catalana de Mitjans Audiovisuals, S.A. (hereinafter, CCMA, S.A.) of the comprehensive production service for the correspondent offices in Paris, Brussels and Moscow.

These technical specifications document details the basic characteristics that are to govern the service, without prejudice to the peculiarities or specifications that may be included in some contracts.

**1.1. Main characteristics of the service**

Comprehensive recording and editing service by a person with a vehicle, own communication with mobile telephony with internet and technical equipment for recording, editing, storing and sending news, images and audio as well as any live internet communication system (videoconferences or similar).

Exclusive space with office or offices for our correspondent(s). Offices prepared for the normal functioning of the journalistic work of our CCMA, S.A. television and radio correspondents. Availability of portable equipment for viewing, own editing and internet videoconference services.

Internet connectivity with the capability to send and receive live images, audio and signals and the capability for 4G and 5G dongle services, from now on referred to as 5G dongle, all included.

Personalised live broadcast service and play-out from the correspondent offices and the territory covered by the correspondent office, and transmission services through 5G dongles, all included.

Production-guide service for the necessary arrangements for the production of news, images and audio, translation, contacts and procedures by the CCMA, S.A. correspondent office.

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

## **2. COMPREHENSIVE SERVICE PRODUCTION AND RECORDING-EDITING TEAM**

### **2.1. Characteristics**

The recording-editing service (unified service via a single person who performs both tasks) is a service of up to two hundred and twenty-five (225) services per year and up to 10 hours/day each one. In the same way, the production-guide service (unified service via a single person who performs both tasks) must also be a service of two hundred and twenty-five services per year of up to 10 hours/day.

The successful bidder will guarantee the comprehensive recording-editing or production service available, as applicable, to operate daily 24 hours a day, throughout the year, including bank holidays and weekends, except during the vacation period of the correspondent office, to be determined by CCMA, S.A., when the service will not remain operational and only an on-call service will be necessary for possible emergencies. This service will be included in the fixed price and must support the area of influence of the correspondent office during the vacation period of the permanent correspondent.

The successful bidder must be available to provide the service at any time and in the territory covered by the correspondent office and the surrounding countries. In the event that any member cannot travel, the successful bidder will have to find a professional in the area who meets the same conditions and guarantees as the main team. The successful bidder will also guarantee the permits and accreditations corresponding to each zone.

Recording/editing and production services must be provided both simultaneously and separately, and persons must be ready to travel at any time in the territory covered by the correspondent office.

The successful bidder must have the capability to offer an extra recording-editing service in less than 24 hours.

### **BRUSSELS:**

The main territorial area of the correspondent office is Belgium. The team must be prepared to travel at any time and within the territory covered by the correspondent office, Belgium and its surrounding countries, mainly in Europe.

The main headquarters of the correspondent office will be in Brussels.

The metropolitan area of the correspondent office will be considered to be 50 km around the headquarters of the correspondent office and including the distance to the international airport.

The call for a service and the time calculation will start and end at the usual current work premises of the CCMA, S.A. correspondent in Brussels or at the hotel for overnight stay if he/she is travelling with this or any other team determined by CCMA, S.A.

There will be no additional cost for working on weekends, bank holidays during the week, at night or outside the territory of Belgium. The price of the service includes meals in the Brussels metropolitan area, as well as complements and mobile phone service and other communications in all its forms.

Regarding meals outside the Brussels metropolitan area, or outside the territory of Belgium, the expenses will be reimbursed after submitting the corresponding receipt.

Likewise, transportation expenses outside the Brussels metropolitan area or outside the territory of Belgium will be reimbursed after submitting the corresponding receipt.

The time calculation will be according to the call for a service and ending at the usual current work premises of the CCMA, S.A. correspondent in Brussels or at the hotel for overnight stay if travelling.

There will be no additional payment for the provision of the service on weekends, bank holidays during the week, at night or outside the territory covered by the correspondent office.

In the case of special events, the successful bidder must have the capability to arrange a set service with three cameras used.

## **PARIS:**

The main territorial area of the correspondent office is France. The team must be prepared to travel at any time and to any territory covered by the correspondent office, France and its surrounding countries, mainly in Europe.

The main headquarters of the correspondent office shall be in Paris.

The metropolitan area of the correspondent office will be considered to be 50 km around the headquarters of the correspondent office and including the distance to the international airport.

The call for a service and the time calculation will begin and end at the usual current work premises of the CCMA, S.A. correspondent office in Paris or at the hotel for overnight stay if travelling with this or any other team determined by CCMA, S.A.

There will be no additional cost for working on weekends, bank holidays during the week, at night or outside the territory of France. The price of the service includes meals in the Paris area, as well as complements and mobile phone service and other communications in all its forms.

As for meals outside the Paris metropolitan area, or outside the territory of France, the expenses will be reimbursed after submitting the corresponding receipt.

Likewise, transportation expenses outside the Paris metropolitan area or outside the territory of France will be reimbursed after submitting the corresponding receipt.

The time calculation will be according to the call for a service and ending at the current usual work premises of the CCMA, S.A. correspondent office in Paris or at the hotel for overnight stay if travelling.

There will be no additional payment for the provision of the service on weekends, bank holidays during the week, at night or outside the territory covered by the correspondent office.

## **MOSCOW:**

The main territorial area of the correspondent office is the Russian Federation. The team must be prepared to travel at any time and to any territory covered by the correspondent office, Russia and its surrounding countries, mainly the former Soviet republics.

The main headquarters of the correspondent office will be in Moscow.

The metropolitan area of the correspondent office will be considered to be 50 km around the headquarters of the correspondent office and including the distance to the international airport.

The call for a service and the time computation will start and end at the usual current work premises of the CCMA, S.A. correspondent in Moscow or at the hotel for overnight stay if he/she is travelling for this or any other team determined by CCMA, S.A.

There will be no additional cost for working on weekends, bank holidays during the week, at night or outside the territory of Russia. The price of the service includes meals in the Moscow area, as well as complements and mobile phone service and other communications in all its forms.

Regarding meals outside the Moscow metropolitan area, or outside the territory of Russia, the expenses will be reimbursed after submitting the corresponding receipt.

Likewise, transportation expenses outside the Moscow metropolitan area or outside the territory of Russia will be reimbursed after submitting the corresponding receipt.

## **2.2. Detail of the awarded service**

### **2.2.1 Recording-editing and live broadcast service**

Recording, montage using professional non-linear editing systems and sending the news and/or images and audio by link or internet following the instructions of CCMA, S.A. Sending images and files through the internet must be in HD 1080/50i sheet format, MPEG-4/H264 coding or on demand in 4K format. Coding in the necessary format shall be the responsibility of the bidder.

The complete editing service and live broadcasting with the correspondent or with personnel designated by CCMA, S.A. with the 5G dongle will also need to be done.

Likewise, you must facilitate and support live connections through internet videoconference or similar systems.

Following the editor's journalistic criteria, assist him/her in filing the images to facilitate the editing and send them monthly to documentation in Barcelona for storage and safeguarding.

### **2.2.2 Production Service**

The production service consists of "guide" tasks, including the translation of current news of the day or the production of news reports.

The production-guide service also consists of

1. Contact management and investigation (for interviews, advice, press conferences) for current news of the day or production of news reports.

2. Coordination of live personalised broadcast and sending/receiving through the internet.
3. Accreditations, research management, purchase, reception and recording of images and audios, digitalisation and administration of digital files.
4. Preparation of budgets prior to the correspondent travelling and request for hotels and tickets through the company selected by CCMA, S.A. for this purpose.
5. Advance payment of production expenses and the corresponding settlements.
6. Management of permits, investigations and coordination with other productions or entities for the coverage of the correspondent.
7. Other procedures such as: conversion of image formats, generation of statistical reports of the services required and produced by the correspondent office, as well as the procedures required regarding other private, official and administrative entities.

This service must be offered in situ whenever the correspondent so requires.

The production-guide service shall be provided in the territory of the correspondent office to carry out the production and translation *in situ*. The successful bidder must provide local production-guide service for trips to other territories or surrounding countries.

### **2.3. Point of contact**

The successful bidder shall designate a contact person to receive and manage service requests and must guarantee communications 24 hours a day, 365 days a year. For the request for services outside normal hours and on weekends and bank holidays, the availability of teams will be in less than two and a half hours. During the hours between 8:00 a.m. and 10:00 p.m., Central European time on weekdays, availability must be immediate.

### **2.4. Coverage outside of Brussels, Paris and Moscow**

The filming and editing service team must be able to travel outside the main territory at no additional cost other than the extra documented production expenses for travelling.

The calculation of the service hours shall not be increased by the external overnight stays or rest time.

The successful bidder must guarantee that the team is covered through their own means with the necessary insurance in all territories considered to be at risk.

In the case of travelling outside the metropolitan area of Moscow/Paris/Brussels, the successful bidder, together with the service invoices, shall detail the subsistence and transport expenses (submitting the corresponding receipts first).

### **2.5. Travel arrangements**

The production service must arrange the travel of the CCMA, S.A. team that usually provides services in the Brussels, Paris and Moscow correspondent offices and, occasionally, to a team that, for current news reasons, is sent to the territory covered by the correspondent office.

The arrangements of the trips must be carried out with the agency determined by CCMA, S.A., according to the protocols and the travel policy that the production services of CCMA, S.A. will deliver to the successful bidder before the start of the service.

### **3. PROFESSIONAL TEAM**

The selection of professionals shall be performed mainly by the bidding company, and it will be able to freely change their number and identity, provided that the professionals meet the skill and experience requirements that have determined the awarding, and must be accredited to CCMA, S.A., for the purpose of guaranteeing the quality of the service procured. This team shall be led at all times by the contact person/coordinator of the service, designated by the successful bidder, and he/she will be responsible for its administration, supervision and management, acting as a link with the correspondents designated by CCMA, S.A. at any time and the coordinator of the service of CCMA, S.A.

The contracted services depend solely and exclusively on the bidding company. The employment of all the members that are part of the correspondent service will be the responsibility of the bidding company. CCMA, S.A. will only be in charge of the corresponding accreditations.

#### **3.1. Filming and editing service professional**

The bidding company will have to present a team made up of professional camera operator(s) with experience in the information sector. The operator who performs the shooting of a film must be the same one who performs its editing. The camera operator(s) must have experience in recording and editing in the covering of daily local and international news in the media or in professional production companies for a minimum of 2 years in the last 5 years. Their experience must be proven.

He/she/they must speak and understand perfectly the local language and English and have a basic knowledge of Catalan or Spanish.

The service provider must have a local driving licence or an international driving licence in force to drive the vehicles for filming.

The service must have technical knowledge of recording using professional cameras with audio control, lighting for stand-ups and interviews, editing with a non-linear editing system for news such as Premieres, DaVinci, etc. (creation of hot news and reportage), control of the digital production line and image, video and audio formats, and control of the delivery processes and file formats through the Internet. He/she will need to be qualified to use "5G dongle" transmission systems.

The service persons must have the necessary documentation (residence and work permit or the corresponding visa) necessary to obtain official press accreditations. The service provider undertakes, for the duration of the contract, to follow-up on the administrative procedures for the renewal of accreditations within the established deadlines, essential to be able to access companies and events that the follow-up of news requires.

CCMA, S.A. will provide documentation to the successful bidder so that the operator can obtain press accreditation from local authorities. The successful bidder undertakes not to make improper use of this accreditation.

In the case of travelling to the countries of the area of influence where a specific and temporary visa is required for specific recordings, he/she must have the required documentation and meet the requirements to obtain said visa.

In the event that the usual operator cannot travel to a specific territory or country for reasons of permits or visas, the bidding company must provide an equivalent camera operator-editor service under the same conditions in the destination country within the sphere of influence of the correspondent office without entailing any additional cost to CCMA, S.A. apart from the usual production costs.

### **3.2. Production service**

The bidding company must provide the production-guide service with experience in the production of news in Belgium, France and Russia, in local media, for more than 3 years in the last 5 years. This will have to be proven.

This service provider must be fluent in the local language, spoken and written, as well as have advanced knowledge of English and basic knowledge of Catalan or Spanish.

The service provider must have a local driving licence or an international driving licence in force to drive the vehicles for filming.

The provider of the production-guide service must have the necessary documentation sufficiently in advance to be able to be accredited by companies or for events that the follow-up of the news requires. CCMA, S.A. shall provide documentation to the successful bidder so that the provider of the production-guide service can obtain press accreditation from the corresponding authorities. The successful bidder undertakes not to make improper use of this accreditation.

In the event of travelling to any territory covered by the correspondent office, the provider of the production-guide service must have the specific documentation and meet the requirements to obtain specific or temporary visas or valid visas.

In the event of travelling to any other territory covered by the correspondent office and in the event that the provider of the production-guide service cannot travel, the bidding company must provide an equivalent service under the same conditions as in the country of origin without implying any additional expense to CCMA, S.A. apart from the usual production expenses.

### **3.3. Other aspects**

The successful bidder must have the human team necessary for the provision of the service that is being tendered and prepare it to comply, in manner and procedure, with the usual requirements of CCMA, S.A.

Considering the need of the correspondent office to follow-up on the news, in the event of the resignation or termination of a member of the team, the substitution must be made in a timely manner and in a way that minimises the impact on the service at no additional cost.

In the event that the successful bidder should change a member of the service personnel valued in the original proposal, the substitute, in any case, must not be of inferior quality or capability.

#### 3.3.1. Protection material

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

#### 3.3.2. Covid-19

The successful bidder shall train its workers on the risks derived from their activity and the preventive measures to be applied, including the risk of catching Covid-19. They will also need to have a first-aid kit with the appropriate medical supplies.

The successful bidder shall provide its workers with hygienic sanitary material and protective equipment against the spread of Covid-19, provided that the preventive recommendations cannot be met in the country of the tender.

#### 3.3.3. Insurance

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

The successful bidder must deliver supporting documentation confirming that it has taken out an insurance policy with coverage in the countries where it is to provide the service and has the necessary cover.

#### 3.3.4. Production service in other countries of the region

The successful bidder shall be required, in other countries of the rest of the region covered by the correspondent office, to offer production services that can facilitate the work of the team of the correspondent office during their trips.

### **3.4. Extra services**

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

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



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

### **3.5. Invoicing**

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

The invoice for the extra services must be detailed by date of execution and description of the service together with supporting documentation (service request, receipt or invoice) proving the expense. In the event of its not being submitted in the manner indicated or without the corresponding documentation, CCMA, S.A. will reject the invoice.

In any case, any expenses without the supporting document, or that have not been previously approved by CCMA, S.A. will not be reimbursed .

## **4. TECHNICAL EQUIPMENT**

### **4.1. Television and radio technical equipment**

The successful bidder must make available, for the exclusive use in the contracted services, shooting and editing equipment made up of a high-definition digital camera, a PC with a non-linear editing system for editing and portable non-linear editing equipment in the case of travelling and with total availability for the correspondent or special representative of CCMA, S.A.

Description of the equipment:

- Main camera: High definition (HD), handheld digital camcorder (Camescopio) with three image sensors ensuring a horizontal resolution of 1,000 lines (1920x1080) and recording on solid-state support, preferably P2HD.
- Optics integrated in the camera with optical zoom up to 20x and with optical image stabiliser when working as a telephoto lens.
- Second camera, similar to the main camera: High definition (HD), handheld digital camcorder (Camescopio) with three image sensors ensuring a horizontal resolution of 1,000 lines (1920x1080) and recording on solid-state support, preferably P2HD.
- Optics integrated in the camera with optical zoom up to 20x and with optical image stabiliser when working as a telephoto lens.
- Storage supports to record on the camera. It will be necessary to ensure 10 hours of recording in HD (cards) for each of the cameras.
- Batteries and battery charger to guarantee about 10 hours of recording.
- Microphone set for a minimum of two people. It is necessary to have a hand microphone for "stand-ups", directional lavalier microphones for interviews in the street and a semi-shotgun microphone, as well as a boom stand for interviews in programmes. It should be possible to make the connection with cable and with wireless transmission.
- Microphone kit accessories. There will be audio cables of different lengths necessary to connect the microphones, as well as table and standing supports (giraffe type) for the handheld microphone. Each microphone must have a wind protector.

- Transport bag for the camera and filming equipment. Preferably a compact backpack.
- Tripod suitable for the model and weight of the camera. The tripod transport bag must have wheels.
- Portable LED lighting equipment for camera with battery. This equipment should be able to be used outdoors and withstand inclement weather, especially wind.
- Lighting equipment for interviews of one person. Minimum 2 LED panels with their accessories: transport bag, filters, batteries, power cables etc.
- Recording and playback equipment compatible with the camera's recording support and format, with an integrated screen that allows the images to be reviewed. This equipment will have the necessary signal inputs to be able to record external signals provided by third parties and the possibility of monitoring the audio and video of what is being recorded.
- Laptop with a non-linear editing system (compatible with Adobe Premiere), with a device to ingest the images recorded by the camera. This computer will be ready for videoconferences with a specific HD webcam, microphone and headset. It is necessary to have a preamplifier device or XLR to USB converter to allow voices to be put on the computer using the handheld microphone. You must have either an integrated SIM, or can work using Wi-Fi using a MiFi to connect to the Internet.
- Desktop PC with office systems and internet connection for the office of the correspondent(s) that has at least these specifications: In Brussels 2 PCs:  
 Processor: Intel Core i5-9500T  
 Integrated graphics card: Intel HD  
 RAM: 32 GB  
 Hard drives: SSD 512 GB.  
 Operating System: Windows 10 Pro 64  
 Rear ports: 2-USB 3.1, 2 USB 2.0, 1 HDMI  
 Front ports: 2 USB 3.1, Audio (separate headphone and microphone inputs)  
 Ethernet: Gigabit
- Flat screen of 24" to 32" 16:9 compatible to connect to the desktop PC or laptop to edit when the team works in the editing room of the correspondent office.  
 Size: 24" (23.8")  
 Panel: IPS  
 Format: 16:9 LED  
 Resolution: HD 1920 x 1080 60 Hz.  
 Multimedia: Speakers  
 Webcam and Microphone, all of them integrated into the monitor.  
 Regulations: Height adjustable Rotation (90°)  
 Connections: HDMI(1) - 1 USB 3.0, Audio (headphones)
- Printer with scanner
- TV monitor for the office of the correspondent(s) to watch local and international television channels.
- 2 fixed telephone terminals per correspondent and production. In Brussels: 3 terminals.
- Portable USB pen drive memory device (minimum 32 GB). In Brussels: 2 units.
- 2 external memory hard drives (minimum 4 TB) to preserve the filming material. And, in addition, in Brussels a hard drive of at least 2 TB per radio correspondent.
- Accessories: cables, adapters, filters, Lastolite reflector, etc.
- 2 mobile phone terminals responsibility of the bidder with local voice and data cards for use by the camera operator and the producer, operative in all the territories

covered by the correspondent. The correspondent's terminal must have Bluetooth technology and allow the pairing of both wired and wireless headsets. It must allow them to receive communications from Barcelona while carrying out their tasks.

- MiFi device (mobile internet) to guarantee deliveries outside of the office in the territory of the correspondent office. Local data SIM card, all included.
- Auxiliary material for live broadcasting
- Transportation of the technical equipment and human filming team, in Brussels, for the 2 correspondents.

**Necessary radio material:**

- 1 Prody Quantum Lite Portable, with two SIMs of two different companies.
- 1 Sennheiser E835S microphone
- 1 Sennheiser HD26 headset

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

All the technical material presented in the bid must be equal to or less than 2 years old. The bidder must submit an exhaustive list with all the material included in the bid with a detailed description and its age.

The type of file to be delivered once edited must be MPEG-4 H264 on HD 1080/50i PAL sheet and 2 audio channels, compatible with the CCMA, S.A. file reception system. Validation of the file sending system must be ensured when the service starts. The bidder must be able to guarantee the entire chain of production, from the capture to the sending by FTP. It is necessary for the bidder to adapt the delivery format of the files to the technological changes that may occur during the contract at the request of CCMA, S.A.

The company must ensure the correct storage of the recorded material, guaranteeing the custody and privacy of the recorded images requested by CCMA, S.A.

When there is no travelling, it will be necessary to enable the editing laptop and the rest of the technical material for the needs of editing, filing and image capture and/or lighting in the facilities of the CCMA, S.A. correspondent office.

The successful bidder shall be responsible for the maintenance of all the equipment, ensuring that all the devices that make up the system have the latest firmware and software versions recommended by the manufacturer. Computer equipment must have active anti-virus software, security patches of the manufacturer of the operating system must be applied, and the ICT security of the equipment must be ensured.

The consumables required for the correct operation of the service (batteries, light bulbs, spare parts of accessories etc.) 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 need of the correspondent office to follow-up the news of the correspondent, in the event of a malfunction of the equipment, the replacement must be carried out in a timely manner and in a way that minimises the impact on the required service at no additional cost and guaranteeing the usual digital production line.

On the other hand, all the necessary material (computer) must be provided so that the production team can carry out their work normally.

#### **4.2. ATA Carnet**

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

### **5. TRANSPORTATION OF THE FILMING TEAM**

This service provider must have a vehicle for the entire team to travel around the main territory of the correspondent office. The price must include fully comprehensive transport insurance, maintenance, cleaning and travelling in the metropolitan area of Brussels, Paris and Moscow (within a radius of up to 50 km and the international airport), parking, environment or residence vehicle permits, if required, and road taxes, if necessary, or taxi, failing that.

### **6. WORK SPACE**

#### **BRUSSELS:**

The bid submitted by the bidding companies must include an office space that includes two different rooms, of at least 10 m<sup>2</sup> each, with similar characteristics, with exterior windows facing the street, air-conditioned and soundproofed, for the exclusive use of the radio and of the television media correspondents.

The premises must be located in the centre of the city of Brussels, close to the news reference points of the city, especially close to the European institutions and easy for travelling on public transport.

Both work areas must have exterior windows facing the street and air conditioning, and they must be soundproofed and have toilets nearby. It is necessary for them to be equipped with furniture (table, chairs, shelves, hangers, table lamps, clock) where at least two people can work, unlimited access and high-speed internet connection, preferably through symmetrical fiber optics, access to a Wi-Fi network, a desktop PC for each correspondent, printer with scanner with connectivity to the PC and laptop, and TV reception of local channels and main satellite news channels and a local landline telephone for each correspondent. Internet consumption is included in the price of the agreed package.

Additionally, for video editing, a space of at least 8 m<sup>2</sup> will be necessary, very near, adequately equipped and equally soundproofed.

The minimum height of both the room(s) and the editing space must be 2.5 metres.

The minimum illumination of all work spaces shall be 500 lux.

The chairs shall be ergonomic, with five legs with wheels and it must be possible to adjust both the height and the backrest.

The production service must also be located in an area nearby and accessible to the correspondent's office if the office does not allow it.

Each worker must have a minimum of 2 m<sup>2</sup> free.

On the other hand, the bid must include an interior space for television connections that must be located in an area near the room assigned to CCMA, S.A. This live point must have real views and cannot condition the proper functioning of the rest of the correspondent office services.

In addition, toilets and a common area with an office kitchen must be made available for the workers.

All the facilities will have to be new or have been renovated in the last 5 years.

The office must also include a security system that ensures the 24-hour security of people and equipment in the office, both in terms of access from the street and inside. This security must be guaranteed with a 24-hour service and with a service to deal with any breakdowns.

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

The bid submitted must also include the cost of the cleaning service, security, electricity consumption, taxes and expenses for services and maintenance of the building.

At the entrance to the correspondents' work space, CCMA, S.A. shall install an identification plate with the inscription: "Brussels correspondent office of CCMA, S.A.". The graphic logo will be provided by CCMA, S.A.

## **PARIS**

The bid presented by the bidding companies must include an office space that includes a room of at least 15 m<sup>2</sup>, with windows facing the street, air-conditioned and soundproofed, for the exclusive use of the correspondent.

The office must be located in the centre of the city of Paris and well located regarding the news reference points of the city and easy for travelling on public transport.

The correspondent's office must have windows facing the street and air conditioning, and must be soundproofed and have toilets nearby. It is necessary for it to be equipped with furniture (table, chairs, shelves, hangers, table lamps, clock) where at least two people can work, unlimited access and high-speed internet connection, preferably through symmetrical fibre optics, access to a Wi-Fi network, a desktop PC for each correspondent, printer with scanner with connectivity to the PC and laptop, and TV reception of local channels and main satellite news channels and a local landline telephone for each correspondent. Internet consumption is included in the price of the agreed package.

Additionally, for video editing, a minimum space of 8 m<sup>2</sup> will be necessary, very nearby, adequately equipped and also soundproofed if the office space does not allow it.

The minimum height of both the office and the editing space must be 2.5 metres.

The minimum illumination of all work spaces shall be 500 lux.

The chairs shall be ergonomic, with five legs with wheels and it must be possible to adjust both the height and the backrest.

The production service must also be located in an area nearby and accessible to the correspondent's office if the office does not allow it.

Each worker must have a minimum of 2 m<sup>2</sup> free.

On the other hand, the bid must include an interior space for television connections that must be located in an area near the room assigned to CCMA, S.A. This live point must have real views and cannot condition the proper functioning of the rest of the correspondent office services.

In addition, toilets and a common area with an office kitchen must be made available for the workers.

An elevated outdoor area with views of emblematic areas of the city, accessible and close to the room of the CCMA, S.A. correspondent will be taken into consideration. The external connections area (terraces, balconies) must be approved by the Occupational Risk technicians of CCMA, S.A.

All the facilities will have to be new or have been renovated in the last 5 years.

The office must also include a security system that ensures the 24-hour security of people and equipment in the office, both in terms of access from the street and inside. This security must be guaranteed with a 24-hour service and with a service to deal with any breakdowns.

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

The bid submitted must also include the cost of the cleaning service, security, electricity consumption, taxes and expenses for services and maintenance of the building.

At the entrance to the work space of the correspondent, CCMA, S.A. will install an identification plate with the inscription: "Paris correspondent office of CCMA, S.A.". The graphic logo will be provided by CCMA, S.A.

## **MOSCOW**

The bid presented by the bidding companies must include an office space that includes a room of at least 15 m<sup>2</sup>, with windows facing the street, air-conditioned and soundproofed, for the exclusive use of the correspondent.

The premises must be located in the centre of the city of Moscow, near the news reference points of the city, and with easy access to public transport.

The correspondent's room must have exterior windows facing the street and air conditioning, and be soundproofed and have toilets nearby. It is necessary for it to be equipped with furniture (table, chairs, shelves, hangers, table lamps, clock) where at least two people can work, unlimited access and high-speed internet connection, preferably through symmetrical fibre optics, access to a Wi-Fi network, a desktop PC for each correspondent, printer with scanner with connectivity to the PC and laptop, and TV reception of local channels and main satellite news channels and a local landline telephone for each correspondent.

Internet consumption is included in the price of the agreed package.

Additionally, for video editing, a space of 8 m2 will be necessary very near, adequately equipped and also soundproofed if the office space does not allow it.

The minimum height of both the room(s) and the editing space must be 2.5 metres.

The minimum illumination of all work spaces shall be 500 lux.

The chairs will have to be ergonomic, with five legs with wheels and it must be possible to adjust both the height and the backrest.

The production service must also be located in an area nearby and accessible to the correspondent's office if the office does not allow it.

Each worker must have a minimum of 2 m2 free.

On the other hand, the bid must include an interior space for television connections that must be located in an area near the room assigned to CCMA, S.A. This live point must have real views and cannot condition the proper functioning of the rest of the correspondent office services.

In addition, toilets and a common area with an office kitchen must be made available for the workers.

An elevated outdoor area with views of emblematic areas of the city, accessible and close to the room of the CCMA, S.A. correspondent will be taken into consideration. The external connections area (terraces, balconies) must be approved by the Occupational Risk technicians of CCMA, S.A.

All the facilities will have to be new or have been renovated in the last 5 years.

The office must also include a security system that ensures the 24-hour security of people and equipment in the office, both in terms of access from the street and inside. This security must be guaranteed with a 24-hour service and with a service to deal with any breakdowns.

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

The bid submitted must also include the cost of the cleaning service, security, electricity consumption, taxes and expenses for services and maintenance of the building.

At the entrance to the work space of the correspondent, CCMA, S.A. will install an identification plate with the inscription: "Moscow correspondent office of CCMA, S.A.". The graphic logo will be provided by CCMA, S.A.

## **7. CONNECTIVITY:**

The work space offered by the bidding companies must have, included in the price, symmetrical high-speed Internet connectivity. It is necessary to guarantee that the internet connection allows a minimum speed of 500 Mbps and be for the exclusive use of CCMA, S.A.

It must be able to be used unlimitedly as play out of videos and audios and to send and receive files via FTP.

The decoder in CCMA, S.A. studios, in Sant Joan Despí, which must be available and installed no later than the first seven days from the start of the execution of the contract, and shall be provided in all cases by the bidder at no additional cost. Two mobile phones will also have to be included in the package to be able to carry out return and coordination communications during live broadcasts at no additional cost.

These services and conditions must be available to any CCMA, S.A. team (television media and radio media) 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 Dongle Link Device**

A 5G dongle, all included, service (complete dongle equipment, receiver and accessories, SIM with European roaming and consumption included) shall be included in the monthly package, suitable throughout the whole territory of the European Union (Paris and Brussels) and the Russian Federation (Moscow).

If the device is used outside of European roaming coverage (in the case of Moscow, Russian Federation), the cost of local SIMs shall be borne by CCMA, S.A.

#### **7.1.1. Technical description of the equipment**

The equipment will need to have current technology available in the market.

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

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

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

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

Dongles 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 coding with 2 embedded AES channels (implicated).



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

The equipment must have a minimum of two mobile data lines from two operators in the main territory where they are located (4 SIM) with 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 24/7, 365 days a year.

Data cards must be integrated into the equipment and access and change of cards should be easy.

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

The “bonding” data transmission channel grouping system (3G, 4G, 5G, Wi-Fi and ETH) must allow reaching the bit rate required by the video and audio flow with the following considerations:

The video encoder will reduce the output bit rate to fit the flow into the total available bandwidth.

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

The 5G dongle should have a good overall robustness, especially of the connection elements.

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

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

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

The decoder in the TV3 studios in Sant Joan Despí, which must be installed, tested and working correctly on the day the contract comes into force and shall be provided in all cases by the bidder at no additional cost.

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

The 5G dongle and reception system set must have transparent behaviour in terms of the format of the signal connected to the dongle, that is, the signal format of the input video to the transmitting equipment must be the same as the one delivered by the receiving equipment.

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

Have the functionality of labelling, within the application, the dongle with a nomenclature specific to CCMA, S.A.

#### 7.1.3. Security of the reception system (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. Enable automatic security patching update or a manual schedule, but ensure that security patches are applied regularly and that the machine is never more than 2 months late. The provider must verify that the patches are correctly applied.

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

Remote reception by the provider of possible alerts that the antivirus may generate, so that actions can be taken reactively.

Remote control tools (TeamViewer, etc.). Latest version of the installed tool, preferably not having the service running, agree with CCMA, S.A. the procedure to be able to access it in case of need.

#### 7.1.4. Mobile app:

The equipment and licences will be supplied (at no additional cost) to guarantee a live connection through a mobile device, such as a smartphone or equivalent mobile devices (mini tripod, microphone adapter, micro headset, etc.). The successful bidder shall offer technical support to the correspondent to guarantee the connection.

#### 7.1.5. Equipment maintenance

The successful bidder shall be responsible for the maintenance of all the equipment, ensuring that all the devices that make up 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.

#### 7.1.6. Replacement of the equipment

It is required that in the event of breakdowns or accidents that may occur while the contract is in force regarding any of the pieces of equipment, either the 5G dongle or their reception system, which prevent their correct operation, the bidder makes another unit

available of the same characteristics and manufacturer in the shortest possible time, never more than 24 hours since the fault was notified.

#### 7.1.7. Mobile telephony for live coverage

The service must include, at no additional cost, two terminals with their mobile lines, to be used as a return system (IFB) and coordination, as well as the corresponding earmuffs for personal use by the correspondents. This terminal must have Bluetooth technology and have wired and wireless headphones available for each correspondent. Likewise, the bidding company must be responsible for the maintenance and cost of the mobile data lines with no limitation of use.

#### 7.2 Interior live point for television in the correspondent office

Due to the weather conditions in the cities of Brussels, Paris and Moscow, the comprehensive production service must include a live interior position with real views from the correspondent's facilities. The Dongle 5G link device can be used as a signal transport system. The costs of this service are included in the fixed price.

Real views of emblematic or recognisable areas of the city will have to be guaranteed. Location proposals will not be accepted with real views that have elements of distortion in the background or that do not allow a clean medium shot for the correspondent (such as frames or window bars in the middle of the shot).

The bidder must guarantee broadcast quality audio and video conditions. The location must be suitably illuminated and conditioned.

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

These services and conditions (interior live point and 5G link device) must be available to any CCMA, S.A. team that requires the services of the correspondent office.

#### 7.3 Connectivity for the radio

Within the fixed price, connectivity must be guaranteed at the correspondent's office facilities or outside them for live coverage on the radio in broadcast quality. The service must allow the live broadcast by the correspondent of CCMA, S.A.

It must include an enabled space, microphones, headphones and connectivity and the assistance of the production team when necessary.

This service must be performed with a **Prodys Quantum Lite Portable** dongle, available in the office and prepared to be used outdoors, with its two active SIMs and from different companies.

### 8. GUARANTEES AND RESPONSIVENESS

The contracted services included in the comprehensive global package must be guaranteed in the event of breakdowns or malfunctions of technical equipment and service personnel unable to work.

In the event of any member of the filming and editing team not being able to work or equipment malfunction, 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 office requires a good responsiveness when faced with an unforeseen event that may affect it, such as solving new needs.

## **9. AUDITING OF THE SERVICE**

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

The person responsible for the service on behalf of the successful bidder will periodically inform the person responsible for the service on behalf of CCMA, S.A. about the functioning of the service.

The person responsible for the service on behalf of CCMA, S.A. will ensure the adequate provision of the service awarded, in accordance with the requirements of the tender, and may request specific reports on the functioning of the service or on the incidents produced, notifying the management of the successful bidder of any anomaly in the provision of the service awarded.

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 responsible designated by the successful bidder.

CCMA, S.A. reserves the right to be able to audit at any time while the contract is in force all the aspects and services required in the terms and conditions.

## **10. EXPLOITATION AND INTELLECTUAL PROPERTY RIGHTS**

CCMA, S.A. is the sole, exclusive owner and with the power to transfer to third parties all intellectual property rights regarding the content of the audiovisual productions carried out for the purpose of this contract and, especially those of reproduction, distribution, public communication, making available, transformation and dubbing and/or subtitling into any language for its exploitation in any form and modality and in all types of systems and supports, without any participation by the successful bidder in the returns obtained by CCMA, S.A., no matter what concept.

These rights are applicable in the territorial scope of the entire world, without exception, and for the maximum period established in the Intellectual Property Law for producers of audiovisual recordings.

The successful bidder undertakes to periodically send the original recorded material to the headquarters of CCMA, S.A. Barcelona for its custody in the central archive. Following the editor's journalistic criteria, assist him/her in archiving the images to facilitate the editing and send the images to documentation every month.

Once the contract is over, the bidder shall submit to CCMA, S.A. the hard drives with the recorded material and shall 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 the personnel that works with it) undertakes not to reveal information obtained during the working relationship with CCMA, S.A. to third parties, as well as to guard and make good use of passwords or other sensitive information obtained from the same working relationship.

In its capacity as producer and owner of intellectual property and industrial property rights, the use for promotional, commercial or of any other type of the corporate image of CCMA, S.A. and its media, its brands, as well as of the image of its workers in the exercise of their professional tasks, will require the explicit consent and express authorisation of CCMA, S.A. itself, in all types of acts of public communication through all types of media, including the corporate website and social networks of the successful bidder.

## **11. PENALTIES**

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

If on the effective date of the contract the successful bidder does not have the material and technical equipment indicated in the bid or if during the duration of the contract there is any change regarding the material offered and it does not meet the requirements, CCMA, S.A. will penalise the first invoice with 50% of the total invoiced, maintaining said penalty during the time the successful bidder does not make available the equipment offered in the contract. In the third month of non-compliance, CCMA, S.A. shall be empowered to terminate the contract without the successful bidder being entitled to any kind of compensation.

If on the day the contract comes into force the personnel who will finally participate in the service have objectively lower qualifications than the one proposed by the successful bidder in its bid or if during the duration of the contract there is any change regarding the proposal presented and it does not comply with the requirements, CCMA, S.A. will penalise the first invoice with 30% of the total invoiced, and will maintain said penalty until the successful bidder makes available to the contract the personnel with the required qualifications as had been offered. In the third month of non-compliance, CCMA, S.A. shall be empowered to terminate the contract without the successful bidder being entitled to any kind of compensation.

If on the effective date of the contract the successful bidder does not have the proposed work space fully enabled, or if during the duration of the contract the successful bidder changes the work space offered and valued for another one of a lower qualification, CCMA, S.A. will penalise the first invoice with 30% of the total amount invoiced, and will maintain said penalty until the successful bidder makes the work space available to the contract with the required qualification as had been offered. In the third month of non-compliance, CCMA, S.A. shall be empowered to terminate the contract without the successful bidder being entitled to any kind of compensation.

In Sant Joan Despi, March 2023