



Embassy of the United States of America

San Salvador, El Salvador, C.A.

September 3, 2015

Reference: RFQ SES600-15-Q-0088
Sound / Video equipment and services for ILEA 10-year event.

Dear Prospective Offeror/Quoter:

The American Embassy San Salvador has a requirement to provide sound and video equipment and services. The Request for Quotations (RFQ) consists of the following requirement:

Audio equipment, cabling and services (Microphones, speakers and cabling):

- Wireless Microphones: 2
- Wired microphones (gooseneck type): 4
- Wired microphones (for national anthems): 6
- Amplified speakers (minimum watts: 280W): 18
- Two podiums will be in used during the event. The wired gooseneck microphones will be installed 2 on each podium.
- The wired microphones to be used for the national anthems will be installed on the floor using stands with height ranges from 22.1 to 31.5" and boom arm telescopes from 19.3 to 33.9", two (2) microphones per group will be required.
- The wireless microphones will be required during the event by the ILEA San Salvador staff members. If the offeror includes passive speakers as part of the proposal, it is mandatory to use an amplifier with a minimum capacity of 4480 Watts.
- Floor stand will be required to install the aforementioned speakers (18). Audio mixers should be included as needed.

Video equipment, cabling and services (Cameras, video controller and cabling):

- HD cameras (1080p): 3
- HD LED screens type 1: Quantity: 2; Minimum dimensions: 3.50 x 2.00 meters Maximum pixel pitch: 4.8mm
- HD LED screens type 2: Quantity: 1; Minimum dimensions: 2.50 x 4.10 meters Maximum pixel pitch: 4.8mm
- Computer (with HDMI port and native resolution of 1920x1080): Quantity: 1; To play the ILEA San Salvador institutional video. The reproduction of this video into the different LED screens should be included as part of the support services required.
- Mounting installation kit should be included for the HD LED screens. The institutional video should be transmitted into all of the HD LED screens simultaneously.
- Additional ambiance videos will be played before and after the main event. Video processors with a minimum resolution of 1920x1080 are required and must be provided by the vendor.

- Control system should also be included for LED screens with a minimum of 10 SDI inputs, with HD recording capacity, matrix system for changes of signals in individual LED screens with their respective HD cabling and signal distribution.
- Three (3) HD cameras should be included with SDI outputs, tripod and operators. The event should be transmitted into the multiple LED screens showing different cameras information before, during and after the main event.
- Two (2) operators should be in charge of switching the content showed into the different LED screens from camera 1, 2 and 3 during the main event.
- All the event must be recorded, and a final video production should be prepared by the company and presented to ILEA San Salvador in FHD (1080p) resolution. Two (2) cameras will be in a fixed position recording the 2 podiums and the main scenario activity, and one (1) camera will be recording the guests interaction (this camera and operator must be able to work wireless).

General considerations:

- **Event Date: November 6, 2015**
- **Time: 5:30 PM**
- **Type: Indoor/outdoor Cocktail**
- **Expected attendance: 1200 invitees**
- The required sound and video equipment must be installed by November 4 at 5:30 PM, all the necessary tests must be performed during that time. Another test will be performed by November 5 at 5:30 PM. The day of the event a final test will be conducted at 3:00 PM.
- The same staff in charge of the equipment and services during the event date must also be present during the test days.
- A mandatory site visit will be performed to provide more information to the offerors.
- All of the necessary electrical cabling and power outlets must be included.
- All cabling, equipment and accessories must be included to interconnect the elements of the solution, this items include but are not limited to microphones, sound control systems, and principal and distributed PA systems.
- The company also will have to provide any tables or booths needed during the event and any other protection required for the equipment and accessories to be installed during the event and test days.
- If the company install canopies these must be white color and the dimensions must be approved by the ILEA San Salvador representative.
- All the equipment must be connected to the UPS electrical circuits located at the ILEA San Salvador compound (if there is a need to perform electrical works in order to achieve the aforementioned requirement the necessary labor and materials also must be included).
- The final installation of the elements of the solution must be first approved by the ILEA San Salvador representative.
- The sound and video that will be played in the events hall may be different from the one played in the cocktail outdoor area, that is why the necessary equipment should be included to have two different audio and video environments at the same time during the event.
- Two (2) sound technicians should be present during the test days and also during the event.
- Two (2) video technicians should be present during the test day and also during the event.
- Three (3) operators of cameras should be present during the test days and also during the event.
- The equipment must be high-quality, world-renowned brands and operating in perfect conditions.

- Two XLR and plug outlets are needed from the sound mixer to the interpreter's console. The cabling should be included to reach the interpreters booth or table location.
- See attached proposed distribution of LED screens and speakers.
- The vendor must include a diagram in Autocad showing all the elements of the solution, including but not limited to speakers, screens, cabling paths, cameras, control booths, canopies (if required), and others. This diagram should be first approved by the ILEA San Salvador representative.
- The cabling must be professionally covered against slips, trips and falls. This should be presented and approved by the ILEA San Salvador representative.
- The paths for cabling must be first approved by the ILEA San Salvador representative.
- At least 5 references from previous customers should be included explaining the type of project completed.
- A list of major projects performed during the last two years should be included as part of the proposal including the following information: Project name, company name, project start date, project completion date, point of contact and telephone number.

SITE VISIT

There will be a site visit on September 8, 2015 at 10:00 a.m.

Submit your interest in participating to MelaraME@state.gov; and send the names of the persons who will attend the site visit. This site visit will provide future offerors with a better understanding of the events needs and other related information for submission of an accurate price quotation. Participants will meet at **ILEA Reception Desk, Calle El Pedregal, Boulevard Cancillería, Antiguo Cuscatlán, Departamento de La Libertad.**

QUOTATION

Submit your quotation in a sealed envelope marked "Quotation enclosed" to the undersigned, American Embassy/San Salvador, Final Calle Conchagua, Antiguo Cuscatlán on or before 10:00 AM local time on September 14, 2015. No proposal will be accepted after this time. Oral quotations will not be accepted.

PAYMENT TERMS

Terms will be net 30 days.

EVALUATION CRITERIA

Award will be made to the lowest priced, acceptable, responsible quoter. The Government reserves the right to reject quotations that are unreasonable low or high in price.

The Government will determine acceptability by assessing the offeror's compliance with the terms and specifications of this price quotation request.



Scott Bowers
Contracting Officer
American Embassy/San Salvador