REQUEST FOR EXPRESSION OF INTEREST (REoI)
FOR
PRODUCTION AND INSTALLATION OF A MODERN RECORDING STUDIO AND A SMART CLASSROOM FOR THE MINISTRY OF EDUCATION

ASSIGNMENT TITLE: PRODUCTION AND INSTALLATION OF A MODERN STUDIO

The Ministry of Education has received funding from one of its partners (UNICEF), and is seeking for a well experience Company, in the service of Telecommunications Network Services and Media Production and setup to Produce and Install a MODERN RECORDING STUDIO, AND A SMART CLASSROOM for the Ministry of Education.

KEY OBJECTIVES AND SCOPE OF THE ASSIGNMENT
The contract service aims at achieving the following objectives:

- Interested company will setup a fully functional Production Studio with appropriate equipment for recording and smart teaching.
- Enable Production Studio with Studio Acoustic/Sound proofing.
- Setup Studio with Social Media Live Broadcast Equipment for live media broadcasting
- Enable 24/hr solar power production for the Production Studio
- Enable production studio with a 16 track Digital Audio Mixer

DURATION AND TIMELINES
Performance of service is expected from to be completed in a period of Three (3) Months from the date of contract award or as specify in the contract.

DELIVERABLES / SPECIFIC OUTPUTS EXPECTED FROM A COMPANY
- The expected company is to work effectively to produce and install a MODERN RECORDING STUDIO, AND A SMART CLASSROOM materials within the period of Four (4) Months.
• The expected company will use the facility of the Ministry of Education, Ministerial Complex.
• To have a separate class room with smart TV, recording cameras, white board, and a different room from the studio.

**Eligibility Criteria are:**

- Preference is given to Liberian company/service provider
- Interested company must present evidence of experience in performing similar service in Liberia
- Must present all of it Legal document including; Business Registration and Tax Clearance.
- CVs of the proposed project management team and any relevant experts.
- Tentative work plan for this assignment

The attention of interested Consultants is drawn to section 68 of the PPCC Guidelines: Selection and Employment of Consultants under the Consultant Qualification selection (CQS) and procedures described in this REOI, in accordance with the policies of the Public Procurement & Concessions Commission (PPCC) or detailed in the Guidelines - Selection and Employment of Consultants by PPCC which can be found at the following website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr). Consultants are not allowed to associate with other consultant/firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the procedures set out in the PPCC [Guidelines: Selection and Employment of Consultants](http://www.ppcc.gov.lr). Selection is based on the Consultants’ Qualifications (CQS) as set out in Guidelines on consultancy Services.

The request for expressions of interest for the assignment can be obtain from the Ministry of Education website; [http://meo-liberia.org](http://meo-liberia.org) or the address below during office hours from 09:00am 3:00pm, Mondays to Fridays, starting **July 6, 2020 to July 19, 2020** upon request.

**SUBMITTING THE EXPRESSION OF INTEREST**

Expressions of Interest must be delivered in a written form clearly marked: “**Ref: PRODUCTION AND INSTALLATION OF A MODERN STUDIO** to: [moeprocurement.gol@gmail.com](mailto:moeprocurement.gol@gmail.com) and copied to: [jmassaquoi@moe.gov.lr](mailto:jmassaquoi@moe.gov.lr)/[julaytutu1985@gmail.com](mailto:julaytutu1985@gmail.com) not later than **July 19, 2020** at 2:00 p.m.

**Note:** Only firm(s) with the required qualifications and relevant experience that meet the requirements of the REOI will be invited to submit technical and financial proposals.

**Attention:**

Supervisor of Procurement