



Form 3b

Republic of Serbia
Embassy of the Republic of Serbia in London
28 Belgrave Square, SW1X 8QB, London, UK

No: 205-3/2024
Dated: April 1, 2024

Letter of Invitation – Request for Proposals

Based on Article 15 of the Instructions on planning and procurement of goods, services and works in diplomatic and consular missions of the Republic of Serbia no 2712-2/16 dated 2nd of August 2021, the Embassy of the Republic of Serbia in London (hereinafter called “**The Embassy**”), intends to contract a Service Provider for supply and installation of audio/video equipment, for which a **Request for Proposals (RFP)** is being issued.

The Embassy invites all qualified and interested Service Providers to submit their respective Technical and Financial Proposals for the supply and installation of audio/video equipment for the Serbian Cultural Centre in London, 7 Dering Street W1S 1AE, London, UK (hereinafter called “**The Centre**”).

The RFP should include the following:

- 13 speakers with appropriate brackets (FBT J5 or similar)
- 1 zone mixer - 8 zones (Cloud Z8 MK4 or similar)
- 6 wall panels (Cloud LM2 or similar)
- 2 amplifiers (Cloud VTX120 Quad or similar)
- 1 portable PA system (FBT CS2000 or similar)
- 1 network switch (Netgear or similar)
- 1 modular audio system (Audac XMP44 or similar)
- 1 media player & recorder module (Audac NMP40 or similar)
- 1 audio streaming module (Audac NMP40 or similar)
- 2 wireless systems with handheld cardioid dynamic microphone (Sennheiser ew500 G4-935-AW+ or similar)
- 1 pc 65” interactive display (Hisense 65" GoBoard Live Interactive Display or similar)
- 3 pcs 65” TV (Hisense 65" TV or similar).

Please note that the price **must** include: transport, assembly and adjustment, testing, commissioning and basic training.

Service Provider should have sufficient:

- Experience in providing audio/video solutions for exhibition environments including proof of warranty for delivered services and maintenance during the designated warranty period
- Expertise in selecting and installing appropriate equipment
- Ability to adhere to project deadlines and budget constraints

Time limits:

- Deadline for submission of proposals: Wednesday, 10/04/2024 at 14.00 (GMT+1)
- Supplier selection and notification: 11/04/2024 at 10.00 (GMT+1)
- Commencement of the project: immediately after the signing of the Contract.

Submission Instructions:

All proposals must be delivered by hand or through email (accountant.london@mfa.rs) to the Embassy of the Republic of Serbia, 28 Belgrave Square, London, SW1X 8QB **on or before 10 April 2024 by 14.00.** No late proposals will be accepted.

If you have any additional questions, need further clarification or require inspection of the Centre's premises, you are kindly requested to send an email to the following address: accountant.london@mfa.rs or contact Mr. Vladimir Milić, Attaché of the Embassy directly at + 44 (0) 7714 903-535.