ANNEX I – TECHNICAL SPECIFICATIONS AND BILL OF QUANTITIES

Prepared by AASTMT. This Annex reproduces the equipment, quantities and minimum technical requirements already stated in Sections 6–10 of the Terms of Reference. No equipment or quantity has been added, removed or replaced.

No.	Equipment / Minimum Technical Requirement	Qty.
1	High-performance professional laptop, 16-inch class, latest-generation Apple M-series processor or equivalent, minimum 24 GB RAM, minimum 1 TB SSD, suitable for professional video/content editing and project management.	1
2	Professional creator laptop, 16-inch class, AMD Ryzen AI 9 HX-class or equivalent processor, minimum 64 GB RAM, minimum 2 TB NVMe SSD, dedicated NVIDIA RTX 5070-class graphics or equivalent, 4K OLED display, Windows 11 Pro or equivalent.	1
3	Business laptop, 15.6-inch class, minimum Intel Core i7 13th generation or equivalent, minimum 16 GB RAM, minimum 2 TB SSD.	7
4	Lightweight professional laptop, approximately 13-inch class, Apple M-series processor or equivalent, minimum 16 GB RAM, minimum 512 GB SSD.	1
5	Professional desktop workstation, Intel Core i7-class or equivalent, minimum 12-core processor class, minimum 8 GB DDR5 RAM, minimum 512 GB NVMe SSD, including keyboard, mouse and minimum 3-year warranty.	2
6	Full-frame mirrorless camera, minimum approximately 33 MP, capable of 4K video recording and professional still photography.	2
7	Professional full-frame mirrorless camera suitable for high-quality video production, minimum 4K/60p class and preferably 4K/120p capability.	2
8	Professional full-frame 50 mm f/1.4-class lens or equivalent.	2
9	Professional full-frame 24–70 mm f/2.8-class zoom lens or equivalent.	1
10	Professional full-frame 85 mm f/1.4-class portrait lens compatible with the supplied camera system or equivalent.	1
11	Professional dual-channel wireless microphone system suitable for video production and interviews.	2
12	Professional broadcast dynamic microphone with appropriate mounting/shock protection.	2
13	Professional portable multi-track audio recorder, minimum Zoom H6-class or equivalent.	2
14	XLR microphone cable, approximately 6 m, professional quality.	4
15	XLR microphone cable, approximately 10 m, male-to-female, professional quality.	4
16	Professional camera gimbal stabilizer, DJI RS 4-class or equivalent, compatible with supplied cameras.	1
17	Professional bi-color LED studio light, approximately 150 W class, suitable for photography/video production.	4
18	RGB LED tube light, approximately 120 cm / 4 ft, professional video-production class.	2
19	Lightweight studio light stand, suitable for the supplied studio lighting equipment.	2
20	Professional C-Stand suitable for studio lighting equipment.	2
21	Parabolic softbox/reflector, approximately 120 cm diameter, compatible with supplied lights.	4
22	Professional camera tripod, Weifeng WF-717-class or equivalent.	4
23	High-performance 128 GB SDXC memory card, minimum UHS-I/UHS-II as appropriate for supplied cameras.	6
24	NAS storage system, Synology DS620slim-class or equivalent, suitable for centralized project multimedia/data storage.	1
25	Portable external SSD, minimum 2 TB, high-speed USB interface.	2
26	Professional camera/technical equipment backpack suitable for transportation of camera equipment.	2
27	Professional dual-battery charger compatible with the supplied camera batteries.	2
28	Compatible high-capacity camera batteries, Sony NP-FZ100-class or equivalent.	4
29	USB-C multiport hub/docking adapter, minimum 7-in-1 functionality, supporting data/video/peripheral connectivity.	2
30	Outdoor/indoor LED poster display, approximately P2.5 pixel pitch or equivalent, suitable for displaying project information, announcements, presentations and communication materials.	4

ANNEX II – FINANCIAL OFFER FORM

To be completed by the bidder. The bidder may use its own company quotation/letterhead format, provided that all information requested below is clearly included. Financial ranking will be based on the best (lowest evaluated) price among administratively and technically compliant offers.

Company Name		**Offer Reference No.**	
Company Address		Offer Date	
Contact Person / Telephone / Email		Offer Validity	
Commercial Registration / Tax Registration		Currency	EGP unless otherwise approved

Item	Model / Part No.	Description	Qty.	Unit Price (EGP)	Total Price (EGP)	Country of Origin
1		High-performance 16-inch professional laptop	1			
2		Professional creator laptop	1			
3		Business laptop, 15.6-inch class	7			
4		Lightweight professional laptop, approx. 13-inch	1			
5		Professional desktop workstation	2			
6		Full-frame mirrorless camera, approx. 33 MP	2			
7		Professional full-frame video mirrorless camera	2			
8		50 mm f/1.4-class lens	2			
9		24–70 mm f/2.8-class zoom lens	1			
10		85 mm f/1.4-class portrait lens	1			
11		Dual-channel wireless microphone system	2			
12		Broadcast dynamic microphone	2			
13		Portable multi-track audio recorder	2			
14		XLR microphone cable, approx. 6 m	4			
15		XLR microphone cable, approx. 10 m	4			
16		Professional camera gimbal stabilizer	1			
17		Bi-color LED studio light, approx. 150 W	4			
18		RGB LED tube light, approx. 120 cm	2			
19		Lightweight studio light stand	2			
20		Professional C-Stand	2			
21		Parabolic softbox/reflector, approx. 120 cm	4			
22		Professional camera tripod	4			
23		128 GB professional SDXC memory card	6			
24		NAS storage system	1			
25		Portable external SSD, 2 TB	2			
26		Camera / technical equipment backpack	2			
27		Dual-battery charger	2			
28		High-capacity camera batteries	4			
29		USB-C 7-in-1 hub / docking adapter	2			
30		LED poster display, P2.5-class	4			
Subtotal (before tax)						
Tax rate / applicable taxes						
Total tax						
Quotation Grand Total						

Delivery period offered	
Delivery location(s)	AASTMT locations stated in the ToR
Payment terms offered	
Installation / configuration included	Yes / No / Not applicable
Training / operational guidance included	Yes / No / Not applicable

Warranty offered	
Other commercial terms / remarks	

Authorised Representative: _____

Signature / Company Stamp: _____

Date: _____

ANNEX III – TECHNICAL COMPLIANCE TABLE

To be completed by the bidder. Technical evaluation is Pass/Fail. As in AASTMT supplier offers, the bidder shall identify the proposed make/model and attach supporting manufacturer catalogues, technical datasheets or product sheets for the offered equipment.

No.	AASTMT Minimum Requirement	Qty.	Proposed Brand / Model	Bidder's Offered Specification	Country of Origin	Comply (Yes/No)	Catalogue / Datasheet Ref.
1	High-performance professional laptop, 16-inch class, latest-generation Apple M-series processor or equivalent, minimum 24 GB RAM, minimum 1 TB SSD, suitable for professional video/content editing and project management.	1					
2	Professional creator laptop, 16-inch class, AMD Ryzen AI 9 HX-class or equivalent processor, minimum 64 GB RAM, minimum 2 TB NVMe SSD, dedicated NVIDIA RTX 5070-class graphics or equivalent, 4K OLED display, Windows 11 Pro or equivalent.	1					
3	Business laptop, 15.6-inch class, minimum Intel Core i7 13th generation or equivalent, minimum 16 GB RAM, minimum 2 TB SSD.	7					
4	Lightweight professional laptop, approximately 13-inch class, Apple M-series processor or equivalent, minimum 16 GB RAM, minimum 512 GB SSD.	1					
5	Professional desktop workstation, Intel Core i7-class or equivalent, minimum 12-core processor class, minimum 8 GB DDR5 RAM, minimum 512 GB NVMe SSD, including keyboard, mouse and minimum 3-year warranty.	2					
6	Full-frame mirrorless camera, minimum approximately 33 MP, capable of 4K video recording and professional still photography.	2					
7	Professional full-frame mirrorless camera suitable for high-quality video production, minimum 4K/60p class and preferably 4K/120p capability.	2					
8	Professional full-frame 50 mm f/1.4-class lens or equivalent.	2					
9	Professional full-frame 24–70 mm f/2.8-class zoom lens or equivalent.	1					
10	Professional full-frame 85 mm f/1.4-class portrait lens compatible with the supplied camera system or equivalent.	1					
11	Professional dual-channel wireless microphone system suitable for video production and interviews.	2					
12	Professional broadcast dynamic microphone with appropriate mounting/shock protection.	2					
13	Professional portable multi-track audio recorder, minimum Zoom H6-class or equivalent.	2					
14	XLR microphone cable, approximately 6 m, professional quality.	4					
15	XLR microphone cable, approximately 10 m, male-to-female, professional quality.	4					
16	Professional camera gimbal stabilizer, DJI RS 4-class or equivalent, compatible with supplied cameras.	1					
17	Professional bi-color LED studio light, approximately 150 W class, suitable for photography/video production.	4					
18	RGB LED tube light, approximately 120 cm / 4 ft, professional video-production class.	2					
19	Lightweight studio light stand, suitable for the supplied studio lighting equipment.	2					
20	Professional C-Stand suitable for studio lighting equipment.	2					
21	Parabolic softbox/reflector, approximately 120 cm diameter, compatible with supplied lights.	4					
22	Professional camera tripod, Weifeng WF-717-class or equivalent.	4					
23	High-performance 128 GB SDXC memory card, minimum UHS-I/UHS-II as appropriate for supplied cameras.	6					
24	NAS storage system, Synology DS620slim-class or equivalent, suitable for centralized project multimedia/data storage.	1					
25	Portable external SSD, minimum 2 TB, high-speed USB interface.	2					
26	Professional camera/technical equipment backpack suitable for transportation of camera equipment.	2					
27	Professional dual-battery charger compatible with the supplied camera batteries.	2					
28	Compatible high-capacity camera batteries, Sony NP-FZ100-class or equivalent.	4					
29	USB-C multiport hub/docking adapter, minimum 7-in-1 functionality, supporting data/video/peripheral connectivity.	2					
30	Outdoor/indoor LED poster display, approximately P2.5 pixel pitch or equivalent, suitable for displaying project information, announcements, presentations and communication materials.	4					

Required supporting attachments from the bidder: manufacturer catalogue/datasheet for offered models; relevant technical brochures where applicable; and clear reference to the page/section supporting compliance. A bidder may attach its normal detailed technical proposal in addition to this table.

Evaluation Criteria Matrix

Stage	Criterion	Evaluation Method	Result / Consequence
1. Administrative	Complete offer and required legal/registration documents.	Pass / Fail	Failing offers are excluded from further evaluation.
2. Technical compliance	Compliance with all mandatory Annex I quantities and minimum specifications, completed through Annex III.	Pass / Fail	All mandatory requirements must pass.
3. Technical evidence	Proposed make/model and verifiable catalogue, datasheet or product-sheet references.	Pass / Fail	Unsupported mandatory compliance is treated as a failure, subject to applicable clarification rules.
4. Delivery and support	Delivery, installation/configuration, warranty, after-sales support and training obligations.	Pass / Fail	The offer must comply with the applicable ToR requirements.
5. Financial evaluation	Evaluated total price, including applicable taxes, discounts and arithmetic corrections.	Lowest evaluated price	Applied only to administratively and technically compliant offers.
6. Award recommendation	Final selection following completion of all checks.	Lowest evaluated compliant price	Recommended for award, subject to AASTMT approvals and procurement requirements.

ANNEX IV – BIDDER DECLARATION

To be signed and submitted by the bidder together with the supporting company/legal documents requested by AASTMT.

The bidder declares that:

1. It is legally registered and authorised to conduct the relevant business.
2. All information, quotations, specifications, catalogues and supporting documents submitted with the offer are true and complete.
3. The offered products are new and unused and comply with, or exceed, the minimum requirements stated in the ToR, except where a deviation is expressly identified.
4. It has the technical and financial capacity to supply, deliver and support the offered equipment.
5. It can provide the warranty and after-sales support stated in its offer in Egypt.
6. It accepts the delivery, inspection, acceptance and payment conditions stated in the ToR, subject only to clearly stated approved deviations.
7. It will comply with applicable Egyptian laws, AASTMT procurement procedures and the applicable Interreg NEXT MED requirements.

Supporting company documents to accompany the offer where applicable:

☐ Commercial Registration / company registration document

☐ Tax registration / tax card

☐ VAT registration or applicable tax-status document

☐ Authorised signatory / power of representation, if required

☐ Company contact details and official address

☐ Relevant supplier / manufacturer authorisation, if applicable

Company Name: _____

Authorised Representative: _____

Signature / Company Stamp: _____

Date: _____

ANNEX V – CONFLICT OF INTEREST DECLARATION

To be signed and submitted by the bidder.

The bidder declares that:

1. It has no actual, potential or perceived conflict of interest in relation to this procurement.
2. It has not participated in preparing the technical specifications in a manner that provides an unfair competitive advantage.
3. It has not entered into any agreement or arrangement with another bidder that would restrict competition or influence prices.
4. It will immediately disclose to AASTMT any conflict of interest that arises during the procurement process or contract implementation.

Company Name: _____

Authorised Representative: _____

Signature / Company Stamp: _____

Date: _____

ANNEX VI – WARRANTY AND AFTER-SALES SUPPORT DECLARATION

To be completed and signed by the bidder. The bidder shall describe the actual warranty, maintenance, support, training and response arrangements included in its offer. The minimum contractual requirements remain those stated in the ToR.

Equipment / Category	Warranty Period	Warranty Coverage	Local Support Contact	Repair / Replacement Time	Maintenance / Remote Support	Installation / Training	Spare Parts / Remarks
IT and Computing Equipment							
Photography and Video Equipment							
Audio Equipment							
Lighting and Studio Equipment							
Data Storage and Accessories							
Presentation and Visibility Equipment							

The bidder confirms that warranty and support commitments stated above form part of the offer and, if awarded, will form part of the contract.

Company Name: _____

Authorised Representative: _____

Signature / Company Stamp: _____

Date: _____

ANNEX VII – DELIVERY AND ACCEPTANCE FORM

AASTMT form to be completed at delivery/inspection and final acceptance. It is not required to be completed by bidders at tender submission unless Purchasing specifically requests an initial signed acknowledgement.

No.	Equipment	Qty. Contracted	Qty. Delivered	Make / Model	Serial No.	Delivery Location	Warranty Start	Accepted / Remarks
1	High-performance 16-inch professional laptop	1						
2	Professional creator laptop	1						
3	Business laptop, 15.6-inch class	7						
4	Lightweight professional laptop, approx. 13-inch	1						
5	Professional desktop workstation	2						
6	Full-frame mirrorless camera, approx. 33 MP	2						
7	Professional full-frame video mirrorless camera	2						
8	50 mm f/1.4-class lens	2						
9	24–70 mm f/2.8-class zoom lens	1						
10	85 mm f/1.4-class portrait lens	1						
11	Dual-channel wireless microphone system	2						
12	Broadcast dynamic microphone	2						
13	Portable multi-track audio recorder	2						
14	XLR microphone cable, approx. 6 m	4						
15	XLR microphone cable, approx. 10 m	4						
16	Professional camera gimbal stabilizer	1						
17	Bi-color LED studio light, approx. 150 W	4						
18	RGB LED tube light, approx. 120 cm	2						
19	Lightweight studio light stand	2						
20	Professional C-Stand	2						
21	Parabolic softbox/reflector, approx. 120 cm	4						
22	Professional camera tripod	4						
23	128 GB professional SDXC memory card	6						
24	NAS storage system	1						
25	Portable external SSD, 2 TB	2						
26	Camera / technical equipment backpack	2						
27	Dual-battery charger	2						
28	High-capacity camera batteries	4						
29	USB-C 7-in-1 hub / docking adapter	2						
30	LED poster display, P2.5-class	4						

AASTMT Acceptance Committee – Name / Signature: _____

Supplier Representative – Name / Signature: _____

Date of Acceptance: _____

ANNEX VIII – EQUIPMENT DISTRIBUTION / ALLOCATION PLAN

Prepared by AASTMT. This Annex is fully reconciled with Annex I and controls only the internal allocation of the contracted equipment between Alexandria and Al Alamein. It does not change the Annex I quantities or minimum technical specifications.

Allocation classifications: Dedicated equipment remains assigned to the listed site; Shared equipment may serve both sites but has a defined primary/storage location; Backup/Mobile equipment is held by AASTMT for contingency or temporary deployment.

Shared-equipment movement: no fixed number of transfers between Alexandria and Al Alamein is prescribed. The supplier is responsible for the initial delivery to the primary/storage location shown below. Any subsequent transfer, transport, custody, scheduling and return between sites is the responsibility of AASTMT, unless AASTMT issues a separate written instruction to the supplier.

Quantity control: for every item, Alexandria quantity plus Al Alamein quantity equals the contract quantity stated in Annex I.

No.	Equipment	Annex I Qty.	Alexandria	Al Alamein	Classification	Primary / Storage Location
1	High-performance 16-inch professional laptop	1	1	0	Shared	Primary/storage: Alexandria; AASTMT may schedule temporary use at Al Alamein.
2	Professional creator laptop	1	0	1	Shared	Primary/storage: Al Alamein; AASTMT may schedule temporary use at Alexandria.
3	Business laptop, 15.6-inch class	7	4	3	Dedicated	Assigned users/hubs; primary and storage at the respective allocated site.
4	Lightweight professional laptop, approx. 13-inch	1	1	0	Backup/Mobile	Storage: Alexandria; deployed by AASTMT to either site as needed.
5	Professional desktop workstation	2	1	1	Dedicated	Primary and storage: one workstation at each site.
6	Full-frame mirrorless camera, approx. 33 MP	2	1	1	Dedicated	Primary and storage: respective allocated site.
7	Professional full-frame video mirrorless camera	2	1	1	Dedicated	Primary and storage: respective allocated site.
8	50 mm f/1.4-class lens	2	1	1	Dedicated	Primary and storage: respective allocated site.
9	24–70 mm f/2.8-class zoom lens	1	0	1	Dedicated	Primary and storage: Al Alamein.
10	85 mm f/1.4-class portrait lens	1	1	0	Dedicated	Primary and storage: Alexandria.
11	Dual-channel wireless microphone system	2	1	1	Dedicated	Primary and storage: respective allocated site.
12	Broadcast dynamic microphone	2	1	1	Dedicated	Primary and storage: respective allocated site.
13	Portable multi-track audio recorder	2	1	1	Dedicated	Primary and storage: respective allocated site.
14	XLR microphone cable, approx. 6 m	4	2	2	Dedicated	Primary and storage: respective allocated site.
15	XLR microphone cable, approx. 10 m	4	2	2	Dedicated	Primary and storage: respective allocated site.
16	Professional camera gimbal stabilizer	1	1	0	Shared	Primary/storage: Alexandria; mobile use at Al Alamein managed by AASTMT.
17	Bi-color LED studio light, approx. 150 W	4	2	2	Dedicated	Primary and storage: respective studio/site.
18	RGB LED tube light, approx. 120 cm	2	1	1	Dedicated	Primary and storage: respective studio/site.
19	Lightweight studio light stand	2	1	1	Dedicated	Primary and storage: respective studio/site.
20	Professional C-Stand	2	1	1	Dedicated	Primary and storage: respective studio/site.
21	Parabolic softbox/reflector, approx. 120 cm	4	2	2	Dedicated	Primary and storage: respective studio/site.
22	Professional camera tripod	4	2	2	Dedicated	Primary and storage: respective allocated site.
23	128 GB professional SDXC memory card	6	3	3	Dedicated	Stored with the respective site camera equipment.
24	NAS storage system	1	1	0	Shared	Primary/storage: Alexandria; network access for both sites managed by AASTMT.
25	Portable external SSD, 2 TB	2	1	1	Dedicated	Primary and storage: respective allocated site.
26	Camera / technical equipment backpack	2	1	1	Dedicated	Primary and storage: respective allocated site.
27	Dual-battery charger	2	1	1	Dedicated	Stored with the respective site camera equipment.
28	High-capacity camera batteries	4	2	2	Dedicated	Stored with the respective site camera equipment.
29	USB-C 7-in-1 hub / docking adapter	2	1	1	Dedicated	Primary and storage: respective allocated site.
30	LED poster display, P2.5-class	4	2	2	Dedicated	Primary and storage: respective event/display storage area.