Digital Democracy Initiative

REQUEST FOR QUOTATION

Audio and Interpretation Equipment Rental

The **Center for Community Media Development MEDIUM** invites interested service providers to submit a quotation for rental of audio and simultaneous interpretation equipment for the Final Event within the project **"Digital Voices Lab: From Media Literacy to Civic Impact."**

The project **"Digital Voices Lab: From Media Literacy to Civic Impact"** is part of the Regional Support Mechanism EECA project, implemented by Metamorphosis Foundation and TechSoup, in partnership with CIVICUS and under the Digital Democracy Initiative (DDI) that covers the Global South.

The requested services cover one event day in Gostivar, for a maximum of 39 participants, enabling interpretation from Macedonian into Albanian and vice versa.

The quotation shall include:

- 39 receiver and headphone sets, with sufficient batteries or power supplies for the event;
- A compatible interpretation system, including transmitters and interpreter microphones, headphones and control equipment;
- At least two microphones, including one wireless microphone for audience discussion;
- Speakers, audio mixer, cables and all necessary accessories;
- Delivery, installation and testing before the event, technical support throughout the event, dismantling and collection.

The exact event date, venue and hours will be communicated to the selected provider in advance. Interpreter personnel are arranged separately by MEDIUM. Full technical requirements are set out in the accompanying Call and Terms of Reference.

Financial Offer

The quotation should be submitted in USD using the following format. State VAT separately where applicable. The total payable amount, including all associated costs and applicable taxes, must not exceed USD 200. Payment will be made in MKD at the counter value.

Specification	Quantity	Unit Price (without VAT, MKD)	Total Price (without VAT, MKD)

Complete audio and interpretation equipment rental package for the Final Event, for up to 39 participants	1 day		
TOTAL			

The financial offer shall remain valid for 90 days from submission.

Please attach an equipment list with quantities and specifications, a current company registration extract not older than six months, as well as completed Annex 1 and signed Annex 2.

The quotation may be submitted electronically or delivered to the archive of the **Center for Community Media Development MEDIUM**, Blvd. **Brakja Gjinoski No. 61, 1230 Gostivar**.

Electronic quotations should be sent to: community.mediadev@gmail.com with the subject: **RFQ – Audio Equipment Rental – Digital Voices Lab**

Deadline for submission: **07 October 2026 (Wednesday), 17:00 hrs**

Only the selected service provider will be contacted.