



# Woodley Town Council

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## Quotation information

Quotes are sought for the provision of a portable, wireless delegate mic audio system for meetings, with integration into existing Zoom Rooms set up.

**Client:**

**Woodley Town Council (WTC)**

Oakwood Centre

Headley Road

Woodley

Reading

Berkshire

RG5 4JZ

Tel: 0118 9690356

Contact for enquiries:

Email: [townclerk@woodley.gov.uk](mailto:townclerk@woodley.gov.uk)

**Submission deadline:**

**12:00pm (midday) Friday 21 February 2025**

Quotes to be returned by email to;

[Townclerk@woodley.gov.uk](mailto:Townclerk@woodley.gov.uk)

## A. Description

### Overview

Woodley town council are inviting quotes for the provision of a portable, wireless delegate mic audio system for meetings, with integration into existing Zoom Rooms set up.

**Please note that this is an opportunity for the submission of quotes and does not constitute a formal Council tendering process.**

### Requirements

	Delegate Microphone System		
1	WAP G4 - Wireless Access Point & System Controller	£	
1	8 Port POE+ Network Switch (WAP Power + Operator Control)	£	
16	Wireless Gooseneck (50cm) Delegate Microphone Unit (No touch screen / No Voting)	£	
1	Rack Mounted Battery Charging Station	£	
1	Spare Battery Pack	£	
1	Storage/Transportation Cases for Discussion Units & Gooseneck Mics	£	
	Conferencing Audio & Mini-PA Speaker System		
1	12x8 Audio Conferencing DSP Processor with x4 I/O for Volume Pots	£	
1	Custom Rack Plate (FRONT) inc. x2 Simple Volume Knobs (Delegate/Handheld)	£	
1	Cabling for interface with Zoom/Teams	£	
1	2 x 150w Professional Power Amplifier	£	
2	Speakon Speaker Cables - 10m (Speakon to Mono TRS 1/4 Inch Jack)	£	
2	Wireless Handheld Microphone	£	
	<i>(Client Existing PA Speakers &amp; Speaker Stands)</i>		
	Wireless Digital Hearing Loop System		
1	Stationary Digital Transmitter (510-937Mhz)	£	
5	Compact Bodypack Receiver (510-937Mhz)	£	
5	Neck Loop for use with portable receivers	£	
5	Rechargeable 1.2v NiMH 2,100mAh Battery	£	
1	5-way Charging Station for Compact Bodypacks	£	
	Portable AV Equipment Rac		
1	Portable 18U Shockmount 19U Rack Flight Case with removable front/back covers	£	
1	Custom Rack Plate (REAR) x1 RJ45 for Control, x2 Speakon Out for Spk, USB for Conferencing	£	
1	4U Lockable Rack Drawer - Storage of cables and associated accessories	£	
1	19" Rack Mount 10 Way Power Distribution & Filtering	£	
1	Rack Accessories: Blanking plates, shelves, lacing bars, connectors, cables etc.	£	
	Other		
	Delivery Set up, installation and programming On site commissioning Ongoing support package	£	

## **C. Pricing**

### **Price to include;**

- Full costed breakdown of proposed equipment including brands and models.
- Installation and commissioning
- Ongoing support package

## **D. Additional Information**

### **Submissions to include;**

- Equality & Diversity Policy
- Environmental Policy
- Professional Insurance Indemnity
- Company profile
- Timescale and method statement for installation