

TRADENET-CS/T/2023/011
Announced on 23rd May 2023

Information to Bidders

Invitation for Submission of Proposals to Supply Vodcast Equipment

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Section I. Instruction to Bidders (ITB)

A. General

1. Scope of Bid

1.1. Tradenet acknowledged in Section 2, Bid Data Sheet (BDS) that the Bidding

Document was issued for the procurement of Goods and related services as set

forth in Section 4, Tradenet's Requirements. The BDS contains information on

the name and identification.

2. Cost of Bidding

2.1. Bidders must pay for all expenses associated with preparing and submitting their

bids, and Tradenet will not be held responsible or liable for those costs,

regardless of how the bidding process proceeds. The bid, on submission to

Tradenet, becomes the sole property of Tradenet, and the bidder has no right to

reclaim any of the documentation.

3. Fraud and Corruption

3.1. Tradenet's policy is that Bidders, Suppliers, contractors, and their agents

(whether declared or not), sub-contractors, sub-consultants, service providers

or suppliers, and any personnel thereof must follow the highest ethical standards

throughout the procurement and execution process. In pursuance of this policy:

3.1.1. For the purposes of this provision, the following terms have the meanings

ascribed to them below:

3.1.1.1. "Corrupt Practice" is, offering, receiving, or soliciting anything of

value to interfere with another party's conduct.

3.1.1.2. "Fraudulent Practice" refers to any act or omission, including a

misrepresentation that is intentionally or negligently made with

the intent of obtaining financial or other gain or avoiding an

obligation, whether successful or not.

Tradenet Maldives Corporation Limited C10472019 | TIN: 1111080GST501 G. Niusha, 5th Floor, Lily magu, Malé, 20130, Republic of Maldives 3.1.1.3. "Collusive Practice" is the act of two or more parties coming together to achieve an illegal aim, such as to persuade another

party to do something; and

3.1.1.4. "Coercive practice" is affecting or threatening to affect directly or

indirectly, any party or the property of a party in order to influence

improperly the actions of a party;

3.1.2. will reject the offer, If Tradenet determines that a Bidder who has been

recommended for award, or any of its personnel, agents, sub-

consultants, subcontractors, service providers, suppliers or/and

employees has engaged in corrupt, fraudulent, collusive or coercive

activities in order to win the Contract in question.

4. Eligible Bidders

4.1. A bidder may be a sole proprietor, a private company, a government-owned

business, or any other combination of such businesses.

4.2. All Bidders found to have a conflict of interest will be disqualified. A conflict of

interest may exist between a bidder and one or more parties in this bidding

process, if:

4.2.1. they have controlling shareholders in common; or

4.2.2. for the purposes of this bid, they are represented by the same legal

representative; or

4.2.3. they have a relationship with one other, directly or indirectly through

common third parties, that gives them the ability to access information

about or impact another Bidders bid, or influence Tradenet's decisions

regarding this bidding process; or

4.2.4. a bidder was a consultant involved in preparing Section 4, which is the

subject of the bid; or

4.3. Any bidder that is declared ineligible by Tradenet under ITB 3 on or before the

bid deadline, or thereafter, will be disqualified.

4.4. This bidding is only available to prequalified Bidders if a prequalification procedure has previously been done.

B. Contents of Bidding Document

5. Bidding Documents

- 5.1. The Bidding Document includes all the documents listed below, and should be read in conjunction with any Addenda issued in accordance with ITB 6
 - 5.1.1. Bid Form
 - 5.1.2. Information to Bidders
 - 5.1.2.1. Section 1: Instruction to Bidders (ITB)
 - 5.1.2.2. Section 2: Bid Data Sheet (BDS)
 - 5.1.2.3. Section 3: Evaluation Criteria
 - 5.1.2.4. Section 4: Tradenet's Requirements
- 5.2. Tradenet's announcement or invitation for Bids is not included in the Bidding Document.
- 5.3. The bidding document shall be obtained from the source stated in the invitation for bids. Tradenet is not responsible for incompleteness of the bid document if it was obtained from a source other than those identified in the invitation for bids.
- 5.4. The Bidding Document is a legal document that contains rules, procedures, conditions, and requirements governing the purchase of goods or services. The Bidder must read all instructions, forms, terms, and requirements in the Bidding Document. If the bid does not include all required information or documentation, it will be rejected.

6. Clarification of Bidding Document

6.1. The Bidder's designated representative is invited to a pre-bid meeting, if

provided for in the BDS. This session will be used to address any concerns and

answer any queries that may arise at this time.

6.2. Tradenet will respond to any questions in writing or by email as soon as possible

before the deadline set forth in BDS.

6.3. Minutes of the pre-bid meeting, including the questions submitted without

indicating who presented them, and the answers provided, as well as any

responses prepared after the meeting, will be sent to all Bidders who are eligible

in accordance with ITB 4. Modifications to the Bidding Document that become

necessary as a result of the pre-bid meeting should be made by Tradenet

exclusively through the issue of an Addendum in accordance with ITB 7 and not

through the minutes of the pre-bid meeting.

7. Amendment of Bidding Document

7.1. Tradenet may modify the Bidding Document at any time before the bid

submission by issuing addenda.

7.2. Each addendum issued will be part of the Bidding Document and notified in

writing or email to all those who have obtained it from Tradenet as per ITB 5.3.

7.3. To give potential Bidders ample time to consider an addendum while preparing

their bids, Tradenet may, at its discretion, extend the bid submission deadline

under ITB 16.2

C. Preparation of Bids

8. Cost of Bidding

8.1. Tradenet shall not be responsible or liable for any expenses associated with the

bid's preparation and submission, and the Bidder will be responsible for all costs.

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9.1. The bid submitted by the bidder must include all of the documentation listed in

ITB 5.1, as well as any additional information requested in Tradenet's

Requirements.

10. Bid Prices

10.1. The Bidder must submit the Bid Form. This form may not be modified in any way

and no substitutes are permitted. Any blank spaces on the form must be filled in

with the information requested.

11. Currencies of Bid and Payments

11.1. The currency of the bid and the payment currency must be as stated in the BDS.

12. Documents Establishing the Qualification of the Bidder

12.1. If required in the BDS, a Bidder must provide a Manufacturer's Authorization. A

Bidder that does not manufacture or produce the Products it offers to sell should

submit the document.

13. Period of Validity of Bids

13.1. Bids shall be valid for the time period specified in the BDS after the bid

submission deadline date set by Tradenet. A bid that is only valid for a shorter

amount of time will be rejected by Tradenet as non-responsive.

13.2. In exceptional circumstances, Tradenet may request that Bidders extend the

duration of their bids before it expires.

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14. Format and Signing of Bid

- 14.1. The Bidder shall submit one original of the documents comprising the bid as described in ITB 5 and properly label it "ORIGINAL."
- 14.2. The bid must be written or typed in indelible ink and signed by a person or persons with authority to sign on behalf of the Bidder.
- 14.3. Amendments, interlineations, erasures, or overwriting must be signed by the person signing the bid.

D. Submission and Opening of Bids

15. Submission, Sealing and Marking of Bids

- 15.1. Bidders may always submit bids by hand. Bidders may have the option of submitting their bids electronically if this is specified in the BDS. The following are the procedures for sealing, and marking bids:
 - Bidders submitting bids by hand shall include the original of the bid in a sealed envelope.
 - Bidders who submit bids electronically should follow the guidelines outlined in the BDS.
 - Bids should be submitted in two separate envelopes.

15.2. Envelope 1

- Information to Bidders (a copy of this document):
 - Section 1: Instruction to Bidders (ITB)
 - Section 2: Bid Data Sheet (BDS)
 - o Section 3: Evaluation Criteria
 - o Section 4: Tradenet's Requirement
- Additional Documentation required:
 - o Business Registration Certificate (For Businesses)
 - Company Profile Information Sheet issued by Ministry of Economic Development & Trade
 - Portfolio or profile showcasing previous works

o Copy of National Identification Card (For Sole Proprietors)

GST Registration Certificates (For Businesses)

o Tax Clearance Report (Past 6 months from the date of Bid

Submission)

o Ethical Declaration

Envelope 2

Completed and Signed Copy of Bid Form

Quotation/Financial Proposal

15.3. Bidders who do not provide any of the above required documents will be

declared rejected at the bid opening meeting and returned to the Bidder.

15.4. The envelope shall:

• provide the name and address of the Bidder;

• be addressed to Tradenet in accordance with ITB 15.1;

marked a warning not to open before the time and date for bid opening;

15.5. If envelopes and packages are not properly sealed and labeled as required,

Tradenet will not be responsible for any mistakes or premature opening of the

bid.

16. Deadline for submission of Bids

16.1. Bids must be submitted to Tradenet at the specified address no later than the

stated deadline and time, which are stated in the BDS.

16.2. Tradenet, at its discretion, may extend the deadline for bids by amending the

Bidding Document in accordance with ITB 7, which would extend all rights and

responsibilities of Tradenet, and Bidders who were previously subject to the

deadline.

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17.1. Any bid received by Tradenet after the deadline for submitting bids, as set forth

in ITB 16, will be declared late, rejected, and returned unopened to the Bidder.

18. Bid Opening

18.1. Tradenet must open the bid in front of Bidders' designated representatives and

others who choose to attend, at the address, date and time stipulated in the BDS.

If electronic bidding is allowed according to ITB 15.1, any specific electronic bid

opening procedures listed in the BDS shall be followed.

18.2. Tradenet will open one envelope at a time, reading out the name of the Bidder,

the Price(s), alternative bids, and any other information as deemed appropriate.

Except for late and document incomplete bids, no bid shall be rejected during

bid opening in accordance with ITB 15 & 17.1

18.3. Tradenet will create a record of the bid opening that must include at a minimum:

the Bidder's name, the Bid Price, and any alternative proposals. The

representatives of all Bidders who submitted bids on time should sign the record.

The absence of a signature on the record does not render it invalid or impact its

contents.

E. Examination of Bids

19. Confidentiality

19.1. The evaluation of bids is confidential and shall not be revealed to Bidders or any

other persons not directly connected with the process. Information on Contract

award will not be shared with Bidders or any other individuals until after all

submitters have been notified.

19.2. Any attempt by a Bidder to improperly influence Tradenet's evaluation of bids or

Contract award decisions may result in its bid being rejected.

19.3. From the time of bid opening until Contract award, if any Bidder wishes to

communicate with Tradenet on any topic relating to the bidding process, it

should send a written communication.

20. Clarification of Bids

20.1. Tradenet may request clarification from any Bidder at any time, and the response

should be in writing. Tradenet has the option of asking a bidder for a further

explanation of its bid at any time during the bidding process to assist with

evaluation and comparison. Any clarifications supplied by a bidder that are not in

reaction to a request from Tradenet shall not be considered.

20.2. If a Bidder fails to respond to Tradenet's request for clarification by the specified

date and time, its offer may be rejected.

21. Determination of Responsiveness

21.1. Tradenet will evaluate bids to determine if they meet the required conditions.

Each bid must be signed correctly; contain the necessary documents; be

adequately responsive to the bidding documents' requirements; and offer any

clarification or support that Tradenet may need to assess their responsiveness.

21.2. The Evaluation Committee has the right to modify the eligibility criteria or a

particular term in the Bid Document and apply it to all bids in an instance where

no eligible or responsive bid is found through the terms of the Bid document.

22. Correction of Errors

22.1. Tradenet will compare the submitted bids to ensure that they are correct. Any

arithmetic mistakes will be verified by Tradenet. Where there is a contradiction

between the amounts in words and figures, the amount in words shall prevail. In

either of these cases, unless Tradenet's opinion is otherwise, the unit rate as

quoted will govern, with any obvious gross misplacement of the decimal point in

the unit rate corrected.

Tradenet Maldives Corporation Limited C10472019 | TIN: 1111080GST501 G. Niusha, 5th Floor, Lily magu, Malé, 20130, Republic of Maldives 22.2. The amount stated in the bid will be adjusted by Tradenet in accordance with

ITB 22.1 for the correction of errors, and with the bidder's agreement, it will be

regarded as binding on the bidder. If a bidder does not accept the revised

amount of bid, its offer may be ruled invalid.

23. Qualification of Bidder

23.1. Tradenet shall assess the qualifying requirements, if set forth in Section 3,

Evaluation Criteria, to determine whether the bid that was chosen as having

offered the best proposal and substantially responsive bid.

23.2. The evaluation shall be based on an examination of the Bidder's documentation

of qualifications submitted by the bid, as required by ITB 12.

23.3. The Contract shall be awarded to the Bidder who has received an affirmative

determination. A negative determination will result in disqualification of the bid,

at which point Tradenet will proceed to the next highest-rated bidder to assess

that bidder's capacity to perform adequately.

24. Tradenet's Right to Accept Any Bid, and to Reject Any or All Bids

24.1. Tradenet has the right to accept or reject any offer and to cancel the bidding

process and reject all bids at any time before contract award, with no liability to

Bidders.

F. Award of Contract

25. Award Criteria

25.1. Tradenet shall select the best-rated and responsive to the Bidding Document,

subject to ITB 24.1, and award the Contract to the Bidder who is determined to

be qualified to execute the contract successfully.

25.2. At the time a Contract is awarded, Tradenet reserves the right to increase or

decrease the quantity of Goods and Related Services specified in Section 4,

Requirements, and without affecting bid unit prices or other conditions.

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26. Notification of Award

- 26.1. Tradenet shall notify the successful Bidder in writing that its bid has been accepted before the end of the bidding period. The notification letter must state the amount of money that Tradenet will pay the Supplier in exchange for the supply of Goods and Related Services.
- 26.2. The notification of award, as it exists now, is a legally enforceable Contract until a formal contract and signature are obtained.
- 26.3. Tradenet shall simultaneously inform all other Bidders of the outcome of the bidding process via email or post on Tradenet's website (www.tradenet.com.mv) the results, which include the bid as well as following details:
 - 26.3.1. Name of each Bidder who submitted a bid;
 - 26.3.2. bid prices as read out at the start of the bidding process;
 - 26.3.3. name and evaluated pricing of each Bid that was considered;
 - 26.3.4. names of bidders whose bids were rejected for non-compliance or any other reason, as well as the duration and summary scope of the contract awarded. Bidders who lose may request a debriefing from Tradenet in writing to obtain answers regarding the reasons for their bids not being chosen. Tradenet must respond promptly in writing to any unsuccessful bidder who requests a debriefing after contract award.

27. Signing of Contract

- 27.1. Tradenet is required to send the successful Bidder the Contract Agreement immediately upon notification.
- 27.2. The successful Bidder shall sign, date, and return the Contract Agreement to Tradenet within seven (7) days of receiving it.

Section II. Bid Data Sheet (BDS)

A. Genera	I		
ITB 1.1	Announcement by: Tradenet Maldives Corporation Limited (Tradenet)		
ITB 1.1	Announcement no.: TRADENET-CS/T/2023/011		
ITB 1.1	Subject: Invitation for Submission of Proposals to Supply Vodcast Equipment		
ITB 4.1	Eligible Parties: Private Companies (only Maldivian Parties are eligible) & Sole Proprietors		
B. Conten	t of Bidding Document		
ITB 5.1	Completed and Signed Copy of Bid Form Information to Bidders Section 1: Instruction to Bidders (ITB) Section 2: Bid Data Sheet (BDS) Section 3: Evaluation Criteria Section 4: Tradenet's Requirement Additional Documentation required: Business Registration Certificate (For Businesses) Company Profile Information Sheet issued by Ministry of Economic Development & Trade Portfolio or profile showcasing previous works Copy of National Identification Card (For Sole Proprietors) GST Registration Certificates (For Businesses) Tax Clearance Report (Past 6 months from the date of Bid		

	Ethical Declaration		
	Quotation/Financial Proposal		
ITB 6.1	Pre-Bid Meeting: A pre-bid meeting shall not take place		
ITB 6.2	For clarification purpose only, send to the address below:		
	Address:		
	05 th Floor, G. Niusha		
	Lily Magu, Galolhu		
	Male' 20130, Republic of Maldives		
	Phone Number:		
	+960 3335777		
	Email Address:		
	procurement@tradenet.com.mv		
	Requests for clarification shall be received no later than 3 days, prior to the deadline		
	for submission of Bids.		
C. Prepara	ation of Bids		
ITB 9.1	Language of the Bid is: English		
ITB 11.1	Currency of the Bid is: Maldivian Rufiyaa (MVR)		
ITB 12.1	Manufacturer's Authorization: is Not Required		
ITB 13.1	The Bid validity period shall be: 45 Days		
ITB 14.1	Number of Copies required is: 1 Copy (Original Only)		
D. Submis	ssion and Opening of Bids		
ITB 15.1	Bidder shall not have the option of submitting Bids electronically		
ITB 16.1	Bid submission and bid opening will take place at:		
ITB 18.1	Address:		
	07th Floor, G. Niusha		
	Lily Magu, Galolhu		
I			

Phone Number: +960 3335777
The deadline for submission is: Thursday, June 1 st , 2023, 11:00AM The Bid Opening time: Thursday, June 1 st , 2023, 11:00AM

Section III. Evaluation Criteria

This Section describes the criteria for determining overall bid scores that rank the bids and identify the Most Economically Advantageous Tender (MEAT).

Table 1. Evaluation Criteria

Criteria		Weight
Price	Cost	50%
Quality & Value Additions	The quality rating will be based on the specifications and information, provided in the bidder's documentation.	40%
Delivery	Delivery of goods and services	10%

A. Evaluation Model

1. Price Evaluation using Lowest Price Model

- 1.1. The price of the bid received is compared to the lowest price obtained and is rated on a descending scale. The lowest priced bid will receive the most price points available.
- 1.1. Higher priced bids receive a lower score according to how much more expensive they are when compared to the lowest priced bid, as computed by the formula below.

D: 0	Lowest Bid Price x Price Weighting
Price Score =	Bid Received

2. Quality Assessment

- 2.1. Tradenet shall determine quality through a proposal evaluation procedure that considers nonprice elements while maintaining a balance between price and quality. The following method shall be used to determine the Quality Score:
 - 2.1.1. Assessing the technical responses based on the quality evaluation approach.
 - 2.1.2. The range quality score of 0 4 assigned to each sub-criteria listed under quality criteria in Table 1, with 0 being worst and 4 being best.

2.1.2.1. Quality Scoring Matrix

Score	Assessment
0	Unacceptable (fails to meet the minimum requirement)
1	Poor (reflects very limited understanding of the requirement with significant concerns)
2	Satisfactory (reflects understanding of the requirement with minimum concerns)
3	Good (reflects good understanding of the requirement with additional value and no concerns)
4	Exceptional (reflects excellent understanding of the requirement with significant added value)

3. Delivery Period

- 3.1. In the proposal, the delivery period must be included.
- 3.2. The following method shall be used to determine the delivery score:

3.2.1. Delivery Score

Score (out of 10)	Delivery Period
10	10 to 15 Days
7	15 to 20 Days
5	20 to 25 Days
2	25 to 30 Days



Section IV. Requirement

This Section covers the products and services to be purchased, as well as technical specifications, and other information that specifies the goods and related services to be purchased.

1. Required items & quantity:

Item No.	Name	Specification	Quantity
1	Podcast Mixer	 Podcast Recorder and Mixer Function in one box 4 or more combo XLR-1/4" Mic/Line inputs 8 or more Pads and Banks for Instant Sound FX Minimum 4 Headphone Outputs for Host and Guests Bluetooth support 	O1 NOS
2	Podcasting Microphone	 Optimized for Podcasting & Broadcasting End-Address, XLR Mic Tailored for Speech Internal Pop Filter Integrated Shockmount and Swing Mount 	03 NOS
3	Studio Boom Arm Kit	 Reach 37" Horizontally & 34" Vertically Smooth, Silent 360-Degree Rotation Integrated Cable Management System Shockmount for Podcaster/Procaster Mic C-Clamp & Desk Insert Hardware 	03 NOS
4	Headphones	 40mm Neodymium Drivers Closed Design Swiveling Earcups Single-Sided Cable Coiled Cable Frequency Response: 10 Hz to 20 kHz Sensitivity: 106 dB/mW 	03 NOS
5	Live Stream HDMI Switcher	 Minimum 4 Channel Support Program and 4 x Input ISO Recording Record Button, Channel Preview Multiview 2-Channel Digital Audio Mixer per Source HDMI Output, Ethernet ATEM Control Upstream and Downstream Keyers Video Input: 4 x HDMI Female Audio Input: 2 x 1/8" / 3.5 mm TRS Stereo Analog Female 	O1 NOS

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6	Portable SSD (1 TB)	 Up to 1050 MB/s Read Speed Up to 1000 MB/s Write Speed USB 3.2 Gen 2 Type-C Bus Powered 256-Bit AES Hardware Encryption IP55 Water & Dust Resistance 	01 NOS
7	Stereo Mini to Dual 1/4" Y-Cable	 Stereo 3.5mm TRS Connector Dual 1/4" Male Connectors Gold-Plated Connections OFC Spiral Shielding Inline Molded Piece 6' Cable Length 	01 NOS
8	Stereo Mini Male to Stereo Mini Male Cable	 Cable Length: 6' / 1.8 m Connector 1 and 2: 1/8" / 3.5 mm TRS Male 	O1 NOS
9	Digital Cinema Camera	 26.1MP APS-C BSI CMOS Sensor UHD 4K up to 120p Compact Form Designed for Cage-Free Use 10-Bit 4:2:2 XAVC S-I,16-Bit Raw Output S-Cinetone/S-Log3/HLG, 14+ Stops DR Phase Detection AF/Face Tracking/Eye AF Standard ISO 100-32000 Dual Base ISO Dual CFexpress Type A/SDXC Card Slots User LUTs & Timecode Sync Support Image Stabilization: Sensor-Shift, 5-Axis 	02 NOS
10	Camera Lense (28-75mm)	 Focal Length: 28mm - 75mm E-Mount Lens/Full-Frame Format Maximum Aperture: f/2.8 VXD Linear Motor Focus Mechanism Minimum Focusing Distance: 7.1" Focus Type: Auto Filter Size: 67 mm (Front) 	02 NOS
11	Camera Lense (14mm)	 Focal Length: 14mm E-Mount Lens/Full-Frame Format Maximum Aperture: f/2.8 Focus Type: Auto 	01 NOS
12	Variable Neutral Density Filter	Size: 67mm2 to 8 Stops of Light ControlColorCore Glass	02 NOS
13	Variable Neutral Density Filter	Size: 82mm2 to 8 Stops of Light ControlColorCore Glass	O1 NOS

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14	UHS-II SDXC Memory Card	 64GB Storage Capacity UHS-II / V90 / U3 / Class 10 Minimum Write Speed: 90 MB/s Maximum Read Speed: 300 MB/s Shock, Temperature, X-Ray & Waterproof Built-In Write-Protect Switch 	03 NOS
15	Tripod with Fluid Head	 Supports for DSLRs, Small/Large Camcorders 15 lb Weight Capacity, 64.3" Max Height Built-In Pan/Tilt Video Head Independent Pan & Tilt Locks Quick-Release Camera Plate Integrated Center Column & Mid-Spreader Material: Aluminium 	03 NOS
16	High-Speed HDMI Cable	 Supports 3D, DCI 4K, Deep Color 24kt Gold-Plated Connectors HDMI Ethernet Channel Audio Return Channel Cable Length: 10' / 3 m Conductor Material: Oxygen-Free Copper (OFC) 	03 NOS
17	Bi-Color LED Monolight	 Output: 45,400 Lux @ 3.3' with Reflector 2700-6500K CCT AC Power or Optional Battery Station Active Cooling 9 Preset Special Effects Lumens: 17,000 Color Modes: Daylight, Tungsten Built-In Dimmer and Umbrella Mount 	01 NOS
18	Bi-Color LED Monolight	 Output: 30,500 Lux @ 3.3' with Reflector 2700-6500K CCT AC Power or Optional Battery Station Active Cooling 9 Preset Special Effects Lumens: 8,788 Color Modes: Daylight, Tungsten Built-In Dimmer and Umbrella Mount 	03 NOS
19	Dome Softbox	 Diameter: 35.4" Quick Release Design Compatible with SL1 220DN/SL1 320DN LED Lights Nylon Fabric, Iron Wire Bowens Mount 	02 NOS

20	Umbrella Reflector with Honeycomb Grids	 Bowens / Godox Mount 55° Umbrella Reflector 10, 20, 30, 40° Honeycomb Grids Interior Color: Silver 	01 NOS
21	Heavy-Duty Light Stand	 Load Capacity: 22 lb Min. Height: 48" Max. Height: 114" Removable 5/8" Spigot with Threaded Ends Air-Cushioned 	03 NOS