



PARLIAMENTARY SECRETARIAT  
FOR THE EU PRESIDENCY 2017 AND EU FUNDS

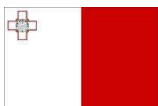
## REQUEST FOR QUOTATIONS

**MEAIM/EAFRD/029/2015**

**Request for Quotations for Content Writing in the English Language and its translation to the Maltese Language for a Publication to be issued by the Funds and Programmes Division within the Parliamentary Secretariat for the EU Presidency 2017 and EU Funds.**

**3<sup>rd</sup> November 2015**

### **Rural Development Programme for Malta 2007 – 2013**



Part-financed by the European Union  
Technical Assistance  
The European Agricultural Fund for Rural Development  
Co-financing Rate:  
75% European Union, 25% Government of Malta



*Europe Investing in Rural Areas*

# **Request for Quotations for Content Writing in the English Language and its Translation to the Maltese Language for a Publication to be issued by the Funds and Programmes Division within the Parliamentary Secretariat for the EU Presidency 2017 and EU Funds**

*Reference: MEAIM/EAFRD/029/2015*

## **Terms of Reference**

### **1. Scope of Services**

This Request for Quotations, which is being issued by the Managing Authority, for the European Agricultural Fund for Rural Development, within the Funds & Programmes Division, is for the provision of content writing in the English language, as well as for its translation to the Maltese language for a publication of two separate booklets, based on the dossier related to the **Rural and Development Programme 2014 -2020**.

The content in the English language, which should be in the range of 3,000 to 3,500<sup>1</sup> words is expected to be presented in flowing and easily understandable language that is attractive to a target audience that may be unfamiliar with the nature of the subject matter and the terminology associated with European Union funding. The translation in the Maltese Language should reflect the content and terminology used in the English Language.

Factual descriptions are expected to be complete by *1<sup>st</sup> December 2015*, whilst publications are expected to be available for the launch of the **European Agricultural Fund for Rural Development 2014 – 2020**, by *mid-December 2015*.

The expenditure will be co-financed by the European Union from the Technical Assistance of the **European Agricultural Funds for Rural Development (EAFRD) 2007-2013**.

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<sup>1</sup> The Managing Authority reserves the right to vary the range of word count, as it deems appropriate.

## 2. Procedure

This Request for Quotations is being issued in line with the **Public Regulations 2010 (Legal Notice 296 of 2010)**.

This is a global price contract.

The Managing Authority shall determine the award of the RFQ on the basis of the lowest price offered compliant with the quotation requirements.

### 2.1. Timetable

Date of Publication of RFQ	<b>03/11/2015</b>
Deadline for request for any clarifications from the MA	<b>05/11/2015</b>
Last date on which clarifications are issued by the MA	<b>06/11/2015</b>
Deadline for submission of Quotations	<b>13/11/2015 at noon</b>

### 2.2. Method of Submission of Quotations

- 2.2.1. Signed and Scanned Quotations can be submitted before the deadline for submission of Quotations as indicated in the Timetable (Section 2.1) by email on [rdd.meaim@gov.mt](mailto:rdd.meaim@gov.mt).
- 2.2.2. Late submissions will be rejected and will not be evaluated. No liability will be accepted for rejection of late Quotations.
- 2.2.3. Quotations submitted by any other means will not be considered.
- 2.2.4. Quotations must comply with the requirements as stated in this RFQ.
- 2.2.5. Bidders are to submit queries and questions concerning this RFQ to the following email address up to the deadline for request for any clarification by the Managing Authority in Section 2.1 specifying the reference and RFQ title to e-mail address: [rdd.meaim@gov.mt](mailto:rdd.meaim@gov.mt).
- 2.2.6. Bidders will be deemed to have satisfied themselves, before submitting their quotation, as to its correctness and completeness, to have taken account of all that is required for the full and proper performance of the contract, including all charges in their rates and prices.

2.2.7. In submitting its Quotation, the Bidder will be submitting its best and final offer.

### **2.3. Validity of Quotation**

2.3.1. Bidders are committed to retain the validity of the Quotation for a period of thirty (30) days from the closing date for the submission of the RFQ as shown in 2.1 above.

2.3.2. The Managing Authority may, at its own discretion, extend the deadline for submission of quotations. Parties involved would be informed of such through the submission of an e-mail.

### **2.4. Evaluation of Quotations and Award**

2.4.1. The evaluation of the Quotations will be based on compliance with the requirements.

2.4.2. In the interests of transparency and equal treatment and without being able to modify their Quotations, Bidders may be required, at the sole written request of the Managing Authority to provide clarifications.

2.4.3. When arithmetical errors are identified, such errors will be corrected. The unit price provided by the bidders in their quotes will be deemed to be the final price and may not be altered after the submission deadline.

2.4.4. In the event that an arithmetical error is identified, the amount stated in the Quotation will be adjusted and the Bidder will be bound by that adjusted amount. The revised price will be communicated to the bidder.

2.4.5. Quotations that do not meet the requirements set out in this RFQ will not be considered further.

2.4.6. This RFQ shall be awarded on the basis of the lowest price offered compliant with the requirements.

2.4.7. Notification of Award shall be sent via email and published on the Managing Authority's notice board.

2.4.8. The Managing Authority reserves the right to cancel the whole quotation procedure and reject all quotations. The Managing Authority reserves the right to initiate a new invitation to collect quotes.

2.4.9. In the event of a quotation procedure's cancellation, bidders will be notified by

the Managing Authority.

2.4.10. In no circumstances will the Managing Authority be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a quotation, even if the Managing Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Managing Authority to implement the activity announced.

### **3. Objectives**

The service provider is required to provide content writing services in the English Language and its translation to the Maltese Language for a publication which is meant to be printed by *mid-December 2015*.

### **4. Background**

Funds & Programmes Division, as the Managing Authority for the European Agriculture and Rural Development Funds allocated to Malta is currently working towards the launch of the 2014 – 2020 Programme.

A total of €97 Million worth of EU Funds are allocated to Malta in order to continue to develop on local capacity, as well as to continue to improve competitiveness of the agricultural sector, the environment, the countryside and the quality of life in rural areas.

### **5. Response Requirements**

Bidders, when submitting their offer, are expected to provide a complete and comprehensive response to this Request for Quotation. Responses should include the following:

- a. Details of Bidder using **Annex I**;
- b. **Annex II**: Technical Offer Template duly filled;
- c. Bidder's financial offer as per; **Annex II**: Financial Bid.

### **6. Requirements for Award**

Managing Authority (EAFRD) requires that interested bidders should quote a global price for their services. Then, the successful Service Provider will be selected on the basis of the cheapest compliant bid.

By submitting their bid, Candidates will confirm their availability to carry out the assignment by the *1<sup>st</sup> December 2015 @ 12:00pm* (Tuesday), should successful bidder be informed with the award by 16<sup>th</sup> November 2015 (close of Business).

## **7. Service Requirements**

The successful Service Provider, chosen on the basis of the lowest price offered compliant with the quotation requirements, will be required to draw up factual descriptions of the Rural Development Programme for the period 2014 -2020. This will have to include tables and charts relevant to the selected content.

The final products related to the content writing in the English Language and its translation to the Maltese Language are expected to be presented in grammatically correct, flowing and easy understandable languages that is attractive to a target audience that may be unfamiliar with the nature of the subject matter and the terminology associated with European Union Funding.

The successful bidder is also required to submit weekly updates of work to the MA, so that the latter will be in a position to provide necessary feedback. Any feedback will have to be taken into consideration and resubmitted for further evaluation. Moreover, the MA reserves the right to request updated versions of work at any time, with the intent to monitor quality and progress.

## **8. Financing**

This quotation is being co-financed through the European Union from the Technical Assistance of the European Agricultural Funds for Rural Development (EAFRD) 2007-2013.

## **9. Method of Payment**

Payments will be made within 30 days of receipt of the invoice following certification by the Managing Authority. Relevant invoice is to be handed over to the Managing Authority by *Wednesday 2<sup>nd</sup> December* (12.00pm).

## **10. Law**

By submitting their bid, bidders are accepting that this procedure is regulated by Maltese Law, and are deemed to know all relevant laws; acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the bid and the resulting contract.

## **11. Data Protection**

Any personal data submitted in the framework of the procurement procedure and/or subsequently included in the contract shall be processed pursuant to the Data Protection Act (2001). It shall be processed solely for the purposes of the performance, management and follow-up of the procurement procedure and/or subsequent contract by the Managing Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

## **12. Gender Equality**

In carrying out his/her obligations in pursuance of this contract, the bidder shall ensure the application of the principle of gender equality and shall thus 'inter alia' refrain from discriminating on the grounds of gender, marital status or family responsibilities. In this document words importing one gender shall also include the other gender.

**ANNEX I: DETAILS OF BIDDER SUBMITTING QUOTE**

<b>Name of Person submitting the bid</b>	
<b>Firm</b>	
<b>Address</b>	
<b>E-mail Address</b>	
<b>Tel. Nos.</b>	
<b>Mobile Phone No.</b>	
<b>Company/Bidder Registration No.</b>	
<b>VAT Registration No.</b>	
<b>Signature</b>	
<b>ID. Card No.</b>	
<b>Date</b>	



*ANNEX II: Technical Offer Template*

<b>Service</b>	<b>Specifications</b>	<b>Estimated Number of Words</b>	<b>English description YES/NO</b>	<b>Maltese description YES/NO</b>
Content Writing and Translation	Provision of a factual description of <b><i>the Rural Development Programme for the period 2014 -2020</i></b> and its Translation to the Maltese Language	3,000 to 3,500 <sup>2</sup> for each language		

We \_\_\_\_\_ hereby agree to provide the Managing Authority with the factual description of the Rural Development Programme for the period 2014 -2020 by not later than ***1<sup>st</sup> December 2015.***

Signed: .....

Representing Company:.....

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<sup>2</sup> The Managing Authority reserves the right to vary the range of word count, as it deems appropriate.

**ANNEX III: FINANCIAL BID**

<b>Quantity</b>	<b>Service Required</b>	<b>Total Excl VAT</b>
1	Factual Description of the Rural Development Programme 2014 – 2020 (English Language).	
1	Translation of the same Factual Description (Maltese Language)	
	<b>Sub TOTAL excl VAT</b>	
	<b>VAT</b>	
	<b>Total incl. VAT</b>	