

 EU funds
for Malta | 2014
2020



PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS



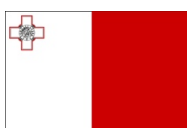
REQUEST FOR QUOTATIONS

MEAIM/FPD/078/2016

Request for Quotations for Content Writing and Publication in the Maltese Language for all the Measures of the RDP 2014-2020, issued by the Funds and Programmes Division within the Parliamentary Secretariat for the EU Presidency 2017 and EU Funds.

SEPTEMBER 2016

PUBLISHED IN
GOVERNMENT GAZETTE



The Rural Development Programme for Malta 2014-2020
Part financed by the European Union
European Agricultural Fund for Rural Development (EAFRD)
Co-financing rate: 75% EU funds; 25% National Funds



Europe Investing in Rural Areas

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Reference: MEAIM/FPD/078/2016

Terms of Reference

1. Scope of Services

This Request for Quotations, which is being issued by the Managing Authority (MA), for the European Agricultural Fund for Rural Development, within the Funds & Programmes Division, is for the provision of content writing and publication in the Maltese language, for a booklet containing information on all the Measures of the **Rural Development Programme 2014 -2020**.

The Rural Development Programme 2014-2020 can be accessed on:

<https://eufunds.gov.mt/en/EU%20Funds%20Programmes/European%20Agricultural%20Fund/Pages/Rural%20Development%20Programme%20for%20Malta%202007-2013/The-Rural-Development-Programme-for-Malta-2014---2020.aspx>

The expenditure will be co-financed by the European Union from the Technical Assistance of the **European Agricultural Funds for Rural Development (EAFRD) 2014-2020**.

2. Procedure

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

This is a global price contract.

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

2.1. Timetable

Date of Publication of RFQ	Friday 16th September 2016
Deadline for request for any clarifications from the MA	Wednesday 21st September 2016
Last date on which clarifications are issued by the MA	Friday 23rd September 2016
Deadline for submission of Quotations	Tuesday 27th September 2016

2.2. Method of Submission of Quotations

- 2.2.1. Signed and Scanned Quotations including Annex I, II and III 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.
- 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 as stipulated in Section 2.1 specifying the reference and RFQ title to e-mail address: 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 Maltese Language, photographs and publication as per the requirements set further on in this RFQ.

4. Background

The Funds & Programmes Division, as the Managing Authority for the European Agriculture and Rural Development Funds allocated to Malta and has launched the 2014 – 2020 Programme. The scope of this procurement is linked to enhancing awareness of the RDP as well as providing potential beneficiaries with in-depth yet user friendly material.

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 III**: Financial Bid.

6. Requirements for Award

The 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 within 60 calendar days** from the confirmation email sent to the winning bidder by the Managing Authority. Candidates are also confirming they are familiar with the Rural Development Programme 2014-2020, which is the main source of information for the scope of this exercise.

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 measures included in the Rural Development Programme for the period 2014 -2020. This shall include pictures, tables and charts relevant to the selected content. **Pictures are to be provided by the successful service provider – all pictures taken for the scope of this exercise, which are to be linked to the specific sub-measure being described and from Malta/Gozo scenarios, are to be forwarded to the MA and become the exclusive property of the latter, with the possibility for the MA to re-use said photographs for purposes beyond this RFQ.** A minimum of 100 high quality photographs must be presented to the MA in a pen-drive, not necessarily all those included in the published file/booklet).

The service provider will be given a copy of the Rural Development Programme 2014-2020 as well as any particular notes or text that might be relevant to the measures in order to facilitate a better understanding of all the measures.

It is important to note that the scope of the output (i.e. the final published document) is not to replicate the RDP but to offer a more user friendly understanding of the main scope of the RDP.

The final product is expected to be presented in a grammatically correct, flowing and easy 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 MA may request modifications until it is satisfied this criteria has been achieved.

The successful bidder is to provide a published booklet in an approximate A5 (size approx: 15cm x 21cm) sized file/booklet with a range of 40 – 60 pages, in some cases back to back printing. The scope of the format of the published product is to easily allow users the facility to remove papers and replace same with updated pages; this without tearing or in any way damaging either the front/back cover nor any of the removed/inserted pages. Each sub-measure should consist of a one to four (between 1 and 4 pages, back to front) pager summary inclusive of text, pictures or any graphics necessary. No back to back printing shall take place when more than one sub-measure are included on the same page; this so if in the future, there will be need to replace pages linked to one sub-measure, only pages linked to that specific sub-measure are changed.

The front and back of the final product must also include art/design work, logos (as provided by the MA). The front / back page must meet the following specifications:

- Paper Type: 300gsm Gloss
- Printing: in Full Colour
- Text: One Colour

The supplier shall submit a first draft of the document (soft format) within 30 calendar days of the email of approval by the MA to the winning bidder.

Within the deadline specified in 2.1, the supplier is to also provide, by hand to the Managnig Authority, a sample of the final product.

Final product is to be packaged in boxes each not exceeding 10kg in weight, and include an attachment affixed to the top and one side of the box with the print of the front page (in colour). Delivery of products is to be included in the price, to an address in Malta as instructed by the MA.

The service provider is required to offer various options and consult with the MA on the layout of the said document.

The service provider is required to submit draft versions of the work to the MA, so that the the MA will be in a position to provide the necessary feedback. Any feedback will have to be taken into consideration and resubmitted to the MA for further evaluation. This may include changes to settings, pictures (i.e. different pictures to be taken/used), style of writing etc. Other requirements/changes not listed here can also be requested and accomodated.

Within a period of 18 months the MA may request that certain pages are reprintnted, including all the related pictures, charts etc with updated information/material. The service provider commits to the MA for charging by the same rate as quoted in this RFQ

(worked by dividing the total quote excl. VAT divided by the number of pages, not sheets).

The MA can request regular office based meetings (i.e. not via web-conferencing) at the MA offices in St Venera; the scope of these meetings would be to bring together MA officials and officers working directly on the measures.

The intellectual property rights of all the work presented including unpublished pictures, which are to be forwarded to the MA, shall be retained exclusively by the MA. The service provider shall make his/her own arrangements for access to agricultural areas and landscapes as required.

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) 2014-2020.

9. Method of Payment

Payment will be made within 60 days of invoice certification by the Managing Authority.

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

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

ANNEX II: TECHNICAL OFFER TEMPLATE

Service	Specifications	Quantity	YES/NO
Content Writing and publication in the Maltese Language for all the Measures of the RDP 2014-2020	Including: - Content Writing in Maltese and publication of all RDP Measures in A5 ringed file (30-50 pages) . - Pictures and graphical representation of statistics.	2,000 (Two thousand) Booklets	
Re – prints with updated text	To ensure that the MA will be charged with the same rate as in this RFQ		
Cover Pages	Front and Back page cover according to specifications in article 7		
Photographs	high quality photographs to be presented to MA on pen-drive	Minimum 100	

Signed:

Representing Company

ANNEX III: FINANCIAL BID

Quantity	Service Required	Total Excl. VAT	VAT	Total Incl. VAT
1	Content Writing and publication in the Maltese Language for all the Measures of the RDP 2014-2020			
1	Re – prints with updated text (to be calculated by dividing the total quote excl. VAT by the number of pages, not sheets. (Do not include in TOTAL)			
1	Front and Back page cover according to specifications in article 7			
100	Photographs - high quality photographs to be presented to MA on pen-drive			
TOTAL				

Note: Evaluation shall be based on the content writing/publication service