



PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS



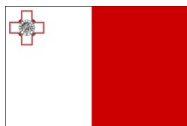
REQUEST FOR QUOTATIONS

MEAIM/EAFRD/029/2016

Request for Quotations for a Technical (Agricultural) Support Officer for the National Rural Network Communication Services of the Managing Authority within the Funds and Programmes Division for the European Agricultural Fund for Rural Development (2014-2020)

22nd April 2016

**PUBLISHED IN GOVERNMENT
GAZETTE**



Rural Development Programme for Malta 2014-2020

Part financed by the European Union
Co-financing Rate:
75% European Union; 25% Government of Malta



***The European Agricultural Fund for Rural Development:
Europe investing in rural areas***

Request for Quotations for a Technical (Agricultural) Support Officer for the National Rural Network Communication Services of the Managing Authority within the Funds and Programmes Division for the European Agricultural Fund for Rural Development (2014-2020)

Reference: MEAIM/EAFRD/029/2016

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 a Technical (Agricultural) Support Officer for the National Rural Network Communication services with the Managing Authority.

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 Regulations 2010 (Legal Notice 296 of 2010)**.

This is a unit 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	22/04/2016
Deadline for request for any clarifications from the MA	04/05/2016– 12:00pm Noon
Last date on which clarifications are issued by the MA	06/05/2016 – End of business
Deadline for submission of Quotations	13/05/2016– 12:00pm Noon

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 sixty (60) 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 interest 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 prospective bidder is required to serve as a Technical (Agricultural) Support Officer for the Managing Authority.

Service deliverables may include:

1. Explaining the Rural Development 2014-2020 Measures to Farmers in Malta and Gozo, either individually or in groups (Transport costs to be borne by service provider);
2. Promoting the Rural development Programme to the wider community;
3. Offering expert agricultural advice;
4. Visit farmers in fields and farms for demonstration purposes;

5. Delivering of presentations and information sessions that may be organised by the MA from time to time.

The above is not an exhaustive list.

4. 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.

5. Requirements for Award

The Managing Authority (MA) requires that interested Bidders should quote a unit price cost per hour 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.

6. Service Requirements

The selected service provider that will be chosen on the basis of the lowest price offered compliant with the quotation requirements, will be required to serve as a Technical (Agricultural) Support officer for the for the National Rural Network Communication services of the Managing Authority. The selected service provider shall agree to the following requirements/terms:

1. Total number of man-hours of 200 hours.
2. MA may request additional service man-hours up to but not exceeding €2,500 excluding VAT.
 - a. For the scope of this statement, bidder will be agreeing to charge the MA on a pro-rata basis as established in '1' above (global price divided by 200 hours)

3. MA reserves the right to require services to be rendered in Malta and Gozo simultaneously, and therefore at least two officers should be engaged on this exercise;
4. Working hours may include morning / afternoon / evening.
5. The MA can require minimum service of 2 hours at a time (per officer).
6. The service providers engaged on this job (i.e. officers delivering the 200 hours of service) must possess a minimum of Diploma in Agriculture awarded by the University of Malta or equivalent. A copy of the certificates (including MQRIC certificate if applicable) are to be attached with the submission of quotes;
7. Must be able to speak and write in Maltese
8. MA may terminate agreement at any time after the signing of the agreement.
9. Periodic request for payments after every forty (40) hours of service delivered are to be submitted and paid by the Managing Authority. Such requests are to include an invoice as well as proof of tasks performed (a template of record of works is to be agreed upon with the MA).

7. 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.

8. Method of Payment

Payment will be affected within 60 days following completion of contract and issue of invoice, certified correct by the Managing Authority.

9. 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.

10. 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.

11. 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. (if applicable)	
VAT Registration No.	
Signature	
ID. Card No.	
Date	
Qualification Certificates (including MQRIC recognition statement if applicable) of minimum two officers that will be engaged on the job	

ANNEX II: Technical Offer Template

Service	Specifications	Comments	Yes / No
Front Office Personnel	<p>Service Deliverables may include:</p> <ol style="list-style-type: none"> 1. Explaining the Rural Development 2014-2020 Measures to Farmers in Malta and Gozo, either individually or in groups (Transport costs to be borne by service provider); 2. Promoting the Rural development Programme to the wider community; 3. Offering expert agricultural advice; 4. Visit farmers in fields and farms for demonstration purposes; 5. Delivering of presentations and information sessions that may be organised by the MA from time to time. <p>Requirements:</p> <ol style="list-style-type: none"> 1. Total number of man-hours of 200 hours. 2. MA may request additional service man-hours up to but not exceeding €2,500 excluding VAT. <ol style="list-style-type: none"> a. For the scope of this statement, bidder will be agreeing to charge the MA on a pro-rata basis as established in '1' above (global price divided by 200 hours) 3. MA reserves the right to require services to be rendered in Malta and Gozo simultaneously, and therefore at least two officers should be engaged on this exercise; 4. Working hours may include morning / afternoon / evening. 5. The MA can require minimum service of 2 hours at a time (per officer). 6. The service providers engaged on this job (i.e. officers delivering the 200 hours of service) must possess a minimum of Diploma in Agriculture awarded by the University of Malta or equivalent. A copy of the certificates (including MQRIC certificate if applicable) are to be attached with the submission of quotes; 7. Must be able to speak and write in Maltese 		

ANNEX III: FINANCIAL BID

Quantity	Service Required	Price Per hour (Maximum of 200 hours)
1	Technical (Agricultural) support officer	
	Sub TOTAL excl VAT	
	VAT	
	Total incl. VAT	

Signed:

Representing Company: