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REQUEST FOR QUOTATIONS

**Provision of services
related to the design and development of an online campaign**

Note:

Bidders are bound by their offers until at least 60 days after the deadline for submission

1. Background

MEUSAC (the Malta-EU Steering and Action Committee) is a government agency established to carry out functions related to consultation on European Union (EU) policy and legislation, EU-related information and assistance on EU funding programmes.

MEUSAC has the following duties:

- (a) to steer a structured consultation process on EU policy and legislation with stakeholders;
- (b) to provide EU-related information to stakeholders and to the public with particular emphasis on Malta's position within the EU and its institutions as well as the rights Maltese citizens have as EU citizens; and
- (c) to provide information and assistance on EU funding programmes, in particular by advising and assisting local councils and non-governmental organisations (NGOs) to draw up and submit competitive project applications.

2. Services required

The Contracting Authority will commission a reputable firm to provide services to MEUSAC to promote MEUSAC's new website and other services.

3. Timeframes

The timeframes for the completion of this Request for Quotations are:

Date published	12 February 2018
Closing date	19 February 2018 at 10.00 hrs CET
Deadline for request for any additional information from the Contracting Authority	15 February 2018 at 10.00 hrs CET
Last date on which additional information are issued by the Contracting Authority	16 February 2018 at 10.00 hrs CET
Delivery of the requested services	March 2018

4. Deliverables

MEUSAC (hereafter referred to as the Contracting Authority), will commission a reputable firm or individual to provide services related to the design and development of online adverts in news portals and sponsored adverts in a social media channel for an online campaign to promote the new website and other services offered by the Contracting Authority.

The services being requested include:

a. News portals

- i. An online campaign consisting of six (6) online adverts in (3) three leading local online news portals; two (2) in English and one (1) in Maltese.
- ii. The online adverts are to appear in a number of leading portals as follows: five (5) in the form of HomePage Leaderboard banners, one (1) in the form of a Skyscraper advert. The adverts are to be based on a 20% weekly occupancy.
- iii. The design and artwork of three (3) different adverts for online news portals one (1) skyscraper, two (2) Homepage Leaderboards.

Booking of adverts and payments should be affected by the service provider following the Contracting Authority's approval. The service provider will be responsible to provide a detailed final report, showing that the adverts were aired/published as agreed by the various media organisations and the Contracting Authority.

b. Social Media:

- i. Two online banners, comprising of two (2) different designs, are to appear on a leading social networking site periodically between March and April in the form of sponsored posts. A fixed budget of €375 is being allocated to this medium at €75 per post (five (5) different posts in all), excluding design and artwork.
- ii. The design and artwork of two (2) different adverts in the English language.

Booking of adverts and payments should be affected by the service provider following the Contracting Authority's approval. The service provider will be responsible to provide a detailed final report, showing that the adverts were aired/published as agreed by the various media organisations and the Contracting Authority.

5. Selection and Award Requirements

In order to be considered eligible for the award of the contract, bidders must provide evidence that they meet or exceed certain minimum criteria described hereunder.

(a) Eligibility Criteria

- i) Details of Bidder (Annex 1)
- ii) Declare agreement, conformity and compliance with the provisions of the 'Statement on Conditions of Employment' (Annex 2).

(b) Proof of Technical Capacity

Details of key expert for the execution of the contract as per Annex 3 marked 'Key Experts'.

Key Expert : Designer

This expert is expected to possess the following:

- Excellent interpersonal and communication skills.
- An excellent level of proficiency in English.
- An excellent level of proficiency in Maltese.
- An excellent level of proficiency in design and creativity.

The Contracting Authority reserves the right to verify any references as required.

Public employees may be recruited as experts as long as it is ascertained through the attached self-declaration (Annex 4) that they do not fall under any of the provisions laid down in the Public Administration Act Cap. 497 of the Laws of Malta (First Schedule - Code of Ethics Article 5).

(c) Financial Offer

A filled-in Financial Bid Form (Annex 5)

6. Award Criteria

The sole award criterion for this Request for Quotations will be the price. The contract will be awarded to the cheapest technically compliant quotation.

7. Cancellation of the Request for Quotations Procedure

In the event of the cancellation of a Request for Quotations procedure, bidders will be notified by the Contracting Authority.

Cancellation may occur where:

- The Request for Quotations procedure has been unsuccessful, namely where no quotations or no suitable quotations have been submitted;

- The economic or technical parameters of the project have been fundamentally altered;
- The exceptional circumstances or *force majeure* render normal performance of the project impossible;
- There have been irregularities in the procedure, in particular where these have prevented fair competition;
- All technically compliant quotations exceed the financial resources available.

In no circumstances will the Contracting 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 Contracting Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Contracting Authority to implement the programme or project announced.

8. Formalities

Any information and/or clarifications are to be addressed to info.meusac@gov.mt.

Proposals are to be addressed to info.meusac@gov.mt and must be titled: **'Request for Quotations for the provision of services related to the design and development of an online campaign' (Media_Campaign-MT-002-2018)** by not later than 10.00 hrs CET of 19 February, 2018. Late submissions will not be considered.

9. Payment Schedule

All payments will be effected against invoice. Following payment, the successful bidder must submit a fiscal receipt within 15 days.

Annex 1
Details of Bidder

Name of Legal Representative of the Company/Bidder	
Address	
E-mail Address	
Tel. Nr	
Mobile Phone Nr	
VAT Registration Nr	
Signature	
I.D. Card Nr	
Date	

Annex 2

Statement on Conditions of Employment

1. It is hereby declared that all employees engaged on this contract shall enjoy working conditions including wages, salaries, vacation and sick leave, maternity and parental leave as provided for in the relative Employment Legislation. Furthermore, we shall comply with Chapter 424 of the Laws of Malta (Occupational Health and Safety Authority Act) as well as any other national legislation, regulations, standards and/or codes of practice or any amendment thereto in effect during the execution of the contract.
2. It is hereby declared that no part of the services to be provided under this contract shall be sub-contracted to an economic operator who has in his employment employees, who are already in employment with the bidding entity and are carrying out, with the sub-contractor, the same or very similar duties as those in their contract of employment with the bidding entity.
3. The sub-contractor/s agree to all the conditions listed in this statement.
4. It is hereby declared that the service being provided under this contract will be carried out solely by the bidding entity employees, or bona fide self-employed individuals. No work will be carried out by persons designated as self-employed where their actual employment status in terms of the Employment Status National Standard Order LN 44/2012 is that of an employee.
5. It is hereby declared that all the employees of the bidding entity, whether providing services to the contracting authority or not, have a written contract of service and are registered with the competent authority of my country, which in the case of Malta is the Jobsplus. If this bid is awarded to us, we shall furnish a list of employees who will be providing the services. Copies of the written contracts of service of the employees will be available at any time for inspection.
6. It is hereby declared that the bidding entity's employees shall be given a detailed payslip containing all relevant details including the amount paid, normal hours worked, overtime hours, hours worked on Sundays and Public Holidays, hours availed of as leave or sick leave, a breakdown of bonuses/allowances as well as deductions made (such as social security contributions and income tax).
7. It is hereby declared that all the wages/salaries of the bidding entity's employees are paid only by direct payment in the employee's bank account.
8. It is hereby declared that the relevant bank statements of wage/salaries' deposit and copies of the detailed payslips will be made available as and when required by the Director of Industrial and Employment Relations.
9. It is hereby declared that if the bidding entity is found in breach of any of the above declarations it is accepted that this contract will be terminated and that we will have no right to be compensated for any damage we may have suffered or will suffer in the future in respect to this termination.

10. A list of the minimum hourly workers' costs involving the provision of the employees' services in this bid is being attached.

Signature

Name of Signatory

I.D. Nr

Name of bidder/contractor

Date

**Annex 3
Key Experts**

The Evaluation Committee reserves the right to request the bidders to substantiate their claims in respect to the staff proposed.

Name of Expert	Proposed Position	Nationality	Age	Educational Background/ Qualifications	Specialist Area of Knowledge	Languages and Degree of Fluency in Maltese and English (VG; G; W)
	Key Expert: Designer					

Kindly fill the Statement on Exclusivity and Availability (Page 10)

Statement on Exclusivity and Availability

TO BE COMPLETED BY EACH INDIVIDUAL KEY EXPERT

I, the undersigned, hereby declare my exclusivity and availability in the above-mentioned procedure in case of award. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this quotation is successful, namely:

From	To
February 2018	March 2018

I confirm that during the above period(s) I am not engaged in another project in a position which will prevent me from providing the services for which I am being nominated.

Furthermore, should this quotation be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other quotations and contracts and that the notification of award of contract to the bidder may be rendered null and void.

Name of Key Expert:

Signature:

Name of Bidder:

Date:

Annex 4

Declaration Form

TO BE COMPLETED BY EACH INDIVIDUAL KEY EXPERT/PERSONNEL WHO IS EMPLOYED WITH
THE PUBLIC ADMINISTRATION

I, the undersigned, hereby declare that I do not have any Conflict of Interest as defined in the Public Administration Act, Chapter 497 of the Laws of Malta – First Schedule, Code of Ethics, Article 5.

I also declare that, I am not engaged in another project or in a position which may give rise to a possible private or personal interest sufficient to influence or appear to influence the objective exercise of my duties as public employee.

By making this declaration, I understand that as a public employee I shall avoid any financial or other interest or undertaking, which could directly or indirectly compromise the performance of my duties as public employee.

I am fully aware that the onus to disclose any possible conflict of interest lies solely on me and I shall be responsible to disclose any foreseen conflict of interest to my seniors/head of organisation within one week from when the need arises as well as inform the Contractor accordingly.

Furthermore, I confirm that I shall also abide by the provisions laid down in Article 21 – Ethics Clauses of the General Rules Governing Tendering

Name of Key Expert:

Signature:

Date:

Annex 5
Financial Offer/Bid

N.B. - Three decimal points do not exist as currency; therefore such offers cannot be accepted. Offers are to be submitted up to two decimal points.

Global price for this bid as outlined in this document:

Description	Price inclusive of all taxes but excluding VAT Amount in Euro (€)
Design and development of an online campaign	€..... Amount in Words:

(The above amount must be broken down further as per below table (Financial Bid Breakdown))

		Price inclusive of all taxes but excluding VAT
News portals		
	The design and artwork of three (3) different adverts for online news portals one (1) skyscraper and two (2) Homepage Leaderboards.	€.....

	The booking and payment of online adverts, five (5) in the form of HomePage Leaderboard banners, one (1) in the form of a Skyscraper advert in 20% weekly occupancy.	€.....
Social Media:		
	The design and artwork of two (2) different adverts in the English language.	€.....
	Booking and payment of two (2) online banners, comprising of two (2) different designs to appear on a leading social networking site periodically between March and April in the form of sponsored posts.	€.....
	Total	€.....