

Closing Date: 16 March 2018	Notice: MEUSAC
Date Published: 2 March 2018	File No: EuropeDay-EDIC-02-2018

EuropeDay-EDIC-02-2018
REQUEST FOR QUOTATIONS
for the provision of logistical services for an awareness-raising event

Note:

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



1. Background

The **Europe Direct Information Centres (EDICs)** is a network of some 450 walk-in offices, across the EU. It is one of the main tools of the European Commission to engage with citizens on EU-related topics at local and regional level.

The EDICs' role is to provide EU citizens with information about the EU, referring them to specialised information services and signposting to other services and networks. EDICs give information, advice, assistance, and answers to questions about the EU and, in particular, about the rights of EU citizens, the EU's priorities, legislation, policies, programmes, and funding opportunities. Additionally, EDICs stimulate debate through the organisation of conferences and events, and channel citizens' feedback to the EU.

For the period 2018-2020, MEUSAC (the Malta-EU Steering and Action Committee) has been designated as one of three EDICs in Malta to provide EU-related information services in Malta as EDIC Valletta.

2. Services required

MEUSAC (hereafter referred to as the 'Contracting Authority') is seeking the services of a reputable firm to supply and deliver logistical services related to the organisation of an event to be held on May 9, 2018 at Freedom Square, Valletta between 09:00 and 14:00.

- i) Supply and setting up of information stands
- ii) Setting up of a truss installation and canvas banners
- iii) Ancillary services

The full specifications are found in section 4 below.

3. Timeframe:

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

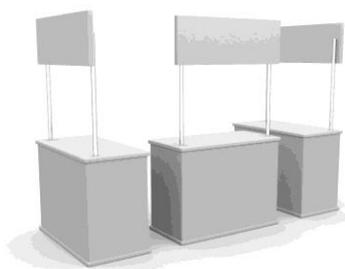
Date Published	2 March 2018
Closing Date	16 March 2018 at 11.00 hrs CET
Deadline for request for any additional information from the Contracting Authority	9 March 2018 at 10.00 hrs CET
Last date on which additional information is issued by the Contracting Authority	13 March 2018 at 11.00 hrs CET
Deadline date for the delivery of the requested services	9 May 2018

4. Deliverables:

The Contracting Authority will commission a reputable firm or individual to provide the following:

a) Information Stands

- i. The supply of sixteen (16) information stands, measuring not less than two (2) metres width by one (1) metre depth, covered at the front and having a top fascia panel measuring two (2) metres by fifty (50) centimetres, similar to the image below:



- ii. The printing of names and logos of different EU-information providers on the top fascia panels of the information stands as indicated by the Contracting Authority. Logos will be supplied by the Contracting Authority and must be printed in full colour.
- iii. The supply and fixing to the ground of forty five (45) metres long by two (2) metres wide, blue floor carpet. The carpet will have to be cut into three (3) pieces of five (5) metres and five (5) pieces of six (6) metres.
- iv. The supply and fixing to the ground of five (5) pieces of yellow carpet, each measuring two (2) metres by two (2) metres.
- v. Delivery and setting-up of the stands and fixing of the carpet at the site of the event in Valletta, according to the design indicated by the Contracting Authority.
- vi. The selected service provider must follow the instructions and brand guidelines as indicated by the Contracting Authority.

b) Truss Installation

- i. The construction of one (1) vertical cuboid-shaped truss installation. The installation must fit on a two (2) metre by two (2) metre carpet and be four (4) metres high.

- ii. The installation must be free-standing in a safe and secure manner for people to pass from underneath.
- iii. Design and artwork of visual concept and printing in full colour, high resolution (not less than 300dpi) on one side of each of two (2) canvas banners measuring approximately one hundred and seventy five (175) centimetres by two hundred (200) centimetres. The banners are to be appended to the top of two sides of the truss structure. The artwork must be approved by the Contracting Authority before being printed on the canvas banners.
- iv. Logos and text will be provided by the Contracting Authority.
- v. Delivery and setting-up of the truss installation and banners at the site of the event in Valletta.
- vi. The copyrights and any other intellectual property rights arising from this event shall remain the sole and exclusive property of the Contracting Authority.

c) Ancillary services

- i. The provision of an electricity cable connected to the Parliament building and the provision of connections at each information stand.
- ii. The selected bidder would be responsible to obtain the necessary permits including permits from the local council or any other authority to deliver and set up the information stands and the truss installation at the designated venue.
- iii. The selected bidder must ensure that the event is fully accessible to disabled persons and that all safety regulations are observed before, during and after the event.
- iv. All charges for transportation, setting up and permits are to be borne exclusively by the selected bidder.
- v. The selected bidder must be covered by an adequate insurance policy for these kinds of events with a minimum liability of €250,000. Selected bidder will be liable for any damages or accidents to third parties that might occur during the event. Proof of the insurance cover would need to be provided as requested by the Contracting Authority.

The requested services must be delivered by 08:30 of May 9, 2018 at the venue indicated so that participants would have enough time to set up their stand with the event starting at 09:00.

Interested bidders may send a request to the Contracting Authority for detailed sketches of the set-up. Requests are to be sent to info.meusac@gov.mt by the deadline date for additional information.

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)
- iii) Bidders Declaration (Annex 3)

(B) Financial Offer

- i) A filled-in Financial Bid Form (Annex 4)

6. Award Criteria

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 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 logistical services for an awareness-raising event’ (EuropeDay-EDIC-02-2018)** by not later than 11.00 hrs CET of 16 March, 2018. Late submissions will not be considered.

9. Payment Schedule

The payments will be made, on presentation of a final 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/s	
Mobile Phone Nr/s	
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 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.

Signature I.D. Nr

Name of Signatory Name of bidder/contractor

Date

Annex 3

Bidders Declaration

We have examined, and accept in full and in its entirety, the content of this Request for Quotations Dossier (including subsequent Clarifications Notes issued by the Contracting Authority) and we hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration or deviation shall lead to our offer not being considered any further.

Once the provision of this service is allocated we will provide all the deliverables in Section 4 of the Request for Quotations Dossier.

In carrying out the obligations in pursuance of this contract, we will 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.

Signature

Name of Signatory

I.D. Nr

Name of bidder/contractor

Date

**Annex 4
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 (€)
Total Cost of the requested services	€..... Amount in words:

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

<u>Europe Day Event</u>		<u>Cost (€)</u>
Stands, including top fascias	Sixteen (16)	
Carpet	Blue: 45m by 2m Yellow: 10m by 2m	
Truss installation including banners		
Ancillary services		