

Closing Date: 11 April 2018	Notice: MEUSAC
Date Published: 3 April 2018	File No: <b>Skolasajf-EDIC-06-2018</b>

**Skolasajf-EDIC-06-2018**  
**REQUEST FOR QUOTATIONS**  
**for the provision of services related the organisation of Skolasajf activities**

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 on the EU 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) was designated as one of three EDICs in Malta to provide services as EDIC Valletta.

Between July 23 and August 30, 2018, MEUSAC will be organising activities for children attending the government-run summer school in partnership with the Foundation for Educational Services and the European Commission Representation in Malta.

## 2. Services required

MEUSAC (hereafter referred to as the 'Contracting Authority') is seeking the services of a reputable firm to provide services related to organisation of activities during Skolasajf 2018, themed 'Connecting Culture'.

The full specifications are found in section 4 below.

## 3. Timeframe:

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

Date Published	3 April 2018
Closing Date	11 April 2018 at 11.00 hrs CET
Deadline for request for any additional information from the Contracting Authority	5 April 2018 at 11.00 hrs CET
Last date on which additional information is issued by the Contracting Authority	6 April 2018 at 11.00 hrs CET
Deadline date for the delivery of the requested services	June 2018

## 4. Deliverables:

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

**A. Canvas banner**

- i. The design and artwork in full colour of a map of Europe depicting all the 28 EU Member States in different colours. All other non-EU European countries will be of the same colour. The map shall not have names of the individual countries. The finished product must include logos as indicated by the Contracting Authority.
- ii. The printing in high-resolution (not less than 300 dpi), full colour, on one side of a canvas banner measuring five (5) metres by three (3) metres. The edges of the banner must be neatly finished.
- iii. The logos will be supplied by the Contracting Authority. However, the supplier will have to provide the appropriate map as requested.
- iv. The design and artwork of the banner must be discussed with and approved by the Contracting Authority before going to print.
- v. The supply of sixteen (16) metres of velcro adhesive tape.

**B. Stationery items**

- i. The supply of one hundred (100), A4-size, lamination pouches in gloss finish.
- ii. The supply of thirty five (35) cardboard sheets, measuring 64cm by 51cm, in different colours, of 250gsm thickness. The preferred colours and type of cardboard will be indicated by the Contracting Authority.
- iii. The supply of thirty (30) free-standing, plastic, name card holders, each measuring 95mm by 42mm.
- iv. The supply of two (2) adhesive, transparent contact paper rolls, each measuring not less than 5m by 0.5m.

**C. Other items**

- i. The supply of thirty (30) coloured fabric cushions, measuring at least 40cm by 40cm.
- ii. The supply of two (2) ottoman stools, each measuring approximately 40cm by 40cm by 40cm, in grey fabric finish.

- iii. The supply of twenty nine (29) polyester custom desk flags of the twenty eight (28) EU countries, and one (1) EU flag. Each flag shall be no less than 15cm by 21cm and mounted on a plastic pole and base.
- iv. The supply of sixteen (16) costume props consisting of two (2) roman helmets, two (2) gondolier hats, two (2) viking helmets, two (2) venetian masks, two (2) orange hats, two (2) irish bowler hats, two (2) domino masks, two (2) mickey mouse plastic ears.

**D. General considerations**

- i. It is important that at each stage of the implementation of the requested deliverables, approval from the Contracting Authority is sought prior to proceeding.
- vi. The copyrights and any other intellectual property rights related to the requested services shall remain the sole and exclusive property of the Contracting Authority.
- vii. The requested items shall remain the sole and exclusive property of the Contracting Authority.
- viii. The final products must be delivered to a venue in Valletta as indicated by the Contracting Authority by not later than June 28, 2018.

**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 3)

## 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](mailto:info.meusac@gov.mt).

Proposals are to be addressed to [info.meusac@gov.mt](mailto:info.meusac@gov.mt) and must be titled, **‘Request for Quotations for the provision of services related to the organisation of Skolasajf activities’ (Skolasajf-EDIC-06-2018)** by not later than 11.00 hrs CET of 11 April, 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**

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

**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 3  
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 (€)
<b>Total Cost</b>	€.....  <b>Amount in words:</b>  .....  .....  .....

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

<u>Items</u>	<u>Cost (€) per item</u>
Canvas banner	
Stationery items	
Other items	