

Closing Date: 2 November 2018

Notice: MEUSAC

Date Published: 30 October 2018

File No: Logistics-Citizens' Consultations-II-02-328-2018

**Logistics-Citizens' Consultations-II-02-328-2018**

**REQUEST FOR QUOTATIONS**

**for the provision of services related to the organisation of the final event of the Citizens' Consultations in Malta**

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 by Legal Notice 154 of 2017 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 been chosen as the national focal point for the Citizens' Consultations – an initiative aimed at involving European citizens in EU Member States in the discussion on the future of Europe.

As a result, MEUSAC is organising a series of citizens' consultations in Malta and Gozo. The final event will take place on 9 November 2018 at the Auberge d'Aragon in Independence Square, Valletta.

## 2. Services required

MEUSAC (hereafter referred to as the 'Contracting Authority') is seeking the services of a reputable firm or individual to provide services related to the organisation of the closing event of the Citizens' Consultations to be held on 9 November, 2018 between 19:00 and 20:30 at the Ministry for European Affairs and Equality, Auberge d'Aragon, Independence Square, Valletta.

The full specifications are found in section 4 below.

## 3. Timeframes:

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

Date Published	30 October 2018
Closing Date	2 November 2018 at 9.00 hrs CET
Deadline for request for any additional information from the Contracting Authority	31 October 2018 at 9.00 hrs CET
Last date on which additional information is issued by the Contracting Authority	1 November 2018 at 11.00 hrs CET
Date for the delivery of the requested services	9 November 2018 between 19:00 and 20:30

## 4. Deliverables:

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

Installation of Backdrop

- The supply of a suitable, free-standing frame, to hold a canvas backdrop measuring five (5) metres by three (3) metres.
- The canvas backdrop will be provided by the Contracting Authority. The service provider shall provide the transportation of the canvas backdrop from the Contracting Authority's premises at 280, Republic Street Valletta to the venue.
- The mounting of the canvas backdrop on a frame to be provided by the service provider. The backdrop shall be free standing.
- The supply of two (2) wooden panels, each measuring two (2) metres by three (3) metres, covered in the same manner as the main backdrop. The service provider shall produce artwork of logos and print the canvas for the panels accordingly. These panels must be installed in a free-standing manner, one on each side of the main backdrop. Logos will be provided by the Contracting Authority.
- The provision of a minimum of six (6) LED uplighters to provide adequate lighting for the front of the backdrop.

#### Extra Lighting

- Provision of four (4) flood-lights fixed on two (2) stands with two (2) floodlights each to provide extra lighting in the hall.

#### Hall Set Up

- Supply and installation of a suitable platform for the panel members. The platform is to measure at least seven (7) metres wide, two (2) metres deep, and thirty (30) cm high.
- The platform is to be covered on top, front and sides with a grey carpet.
- The provision of two (2) conference armchairs for the platform, and one (1) coffee table.
- The provision and setting up of one hundred and fifty (150) conference chairs (metal framed with textile covered seats). The chairs for the participants are to be set up in theatre style as indicated by the Contracting Authority.
- The provision of a suitable six (6) feet table to be used for the registration of participants.

#### Photography

- The provision of services of a professional photographer to take photographs during the event. Delivery of two (2) copies of the full set of photographs of the event, one (1) on

CD/DVD format and one (1) in an adequate digitally downloadable format. Both copies are to be provided to the Contracting Authority within one (1) working day from the holding of the event. A minimum of ten (10) photos are to be selected to be uploaded on social media during the event.

## **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:

- i. The Request for Quotations procedure has been unsuccessful, namely where no quotations or no suitable quotations have been submitted;
- ii. The economic or technical parameters of the project have been fundamentally altered;
- iii. The exceptional circumstances or *force majeure* render normal performance of the project impossible;
- iv. There have been irregularities in the procedure, in particular where these have prevented fair competition;
- v. 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 the provision of services related to the organisation of the final event of the Citizens’ Consultations in Malta’** Logistics-CitizensConsultations-II-02-328-2018) by not later than 9.00 hrs CET of 2 November, 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. We also declare that neither the company submitting the bid nor any subcontractors (if applicable) fall under any of the exclusion grounds or are blacklisted under any offence listed under Part VI of the Public Procurement Regulations

It is hereby declared that all employees engaged on this contract shall enjoy working conditions such as 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. In the event that it is proved otherwise during the execution of the contract it is hereby being consented that the contract is terminated with immediate effect and that no claim for damages or compensation be raised by us.

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:**

<b>Description</b>	<b>Price inclusive of all taxes but excluding VAT Amount in Euro (€)</b>
<b>Total Cost</b>	€.....  <b>Amount in words:</b>  .....  .....

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

<b><u>Items</u></b>	<b><u>Cost (€) per item</u></b>
<u>Backdrop Frame and Panels</u>	
<u>Extra Lighting</u>	
<u>Hall Set Up</u>	
<u>Photography</u>	