

CALL FOR QUOTATIONS

**for the provision of audiovisual equipment
during two MEUSAC Core Group meetings**

File Reference	MEUSAC-236-2019-CG-Equipment
Date Published	02 September 2019
Closing Date	09 September 2019

Note:

Bidders are bound by their offers until at least 90 days after the deadline for submission

1. Background

MEUSAC (the Malta-EU Steering and Action Committee) is an agency established by Legal Notice 154 of 2017 and in terms of the Public Administration Act (Cap. 497) to carry out functions related to consultation on European Union (EU) policy and legislation, EU-related information and assistance on EU funding programmes. Following its establishment as an agency, MEUSAC has assumed all functions and responsibilities in accordance with the decision taken by the government in 2008 to re-establish MEUSAC.

2. Services required

MEUSAC (hereafter referred to as the 'Contracting Authority') is seeking a reputable service provider to provide audiovisual equipment for two (2) MEUSAC Core Group meetings being held on Friday, 27 September 2019, at 10am and Friday, 1 November 2019, at 10am. Both meetings will be held at Auberge D'Aragon, Independence Square, Valletta.

The meetings will be chaired by Dr Aaron Farrugia – Parliamentary Secretary for European Funds and Social Dialogue, and Dr Edward Zammit Lewis – Minister for European Affairs and Equality.

The full specifications are found in section 4 below.

3. Timeframes

The time-frames for the completion of this Call for Quotations are:

Date Published	02 September 2019
Closing Date	09 September 2019 at 10.00 hrs CET
Deadline for request for any additional information from the Contracting Authority	04 September 2019 at 10.00 hrs CET
Last date on which additional information is issued by the Contracting Authority	05 September 2019 at 10.00 hrs CET
Delivery of services requested	Thursday, 26 September 2019, by 4pm and Thursday, 31 October 2019, by 4pm

4. Deliverables

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

- i. The provision of a suitable PA system for a 100m² hall, with technician on standby throughout the meeting. Technician table will be placed at the back of the room.
- ii. One (1) 65" LCD HD monitor for projection, with appropriate stand riser at a height of 1.5m.
- iii. Two speakers.
- iv. The provision of four (4) delegate table mics for top table and two (2) roving mics.
- v. The provision of a laptop with a clicker.
- vi. The provision of a comfort monitor for the top table.
- vii. All the setup must be in place by 4pm of Thursday, 26 September and Thursday, 31 October respectively.

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) Bidder's Declaration (Annex 2)

(B) Financial Offer

- i) A filled-in Financial Bid Form (Annex 4), including a clear breakdown of all items.

6. Award Criteria

The contract will be awarded to the cheapest technically compliant quotation.

7. Cancellation of the Call for Quotations Procedure

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

Cancellation may occur where:

- The Call 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, '**Call for Quotations: MEUSAC-236-2019-CG-Equipment**' by not later than 10.00 hrs CET of 09 September 2019. 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 Company (where applicable)	
Name of Legal Representative of the Company / Bidder	
Postal Address	
E-mail Address	
Telephone Number	
Mobile Number	
VAT Registration No.	
Signature	
I.D. Card Number	
Date	

Annex 2

Bidder's Declaration

We have examined, and accept in full and in its entirety, the content of this Call 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 Call 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. Card Number:

Name of bidder/contractor:

Date:

Annex 3

Declaration Form

TO BE COMPLETED BY EACH INDIVIDUAL
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:

Signature:

Date:

**Annex 4
Financial Bid Form**

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 (€)
Provision of audiovisual equipment for two MEUSAC Core Group meetings being held on 27 September 2019 and 01 November 2019	€..... Amount in words:

**A clear breakdown of expenses including all items outlined
in this Request for Quotations is being requested attached to this Financial Bid.**