

## CALL FOR QUOTATIONS

**for the provision of services related to the design of a digital newsletter**

<b>File Reference</b>	<b>EDIC35-286-2019-Digital-Newsletter</b>
<b>Date Published</b>	15 October 2019
<b>Closing Date</b>	22 October 2019

*Note:*

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



## **1. Background**

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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.

For the period 2018-2020, MEUSAC (the Malta-EU Steering and Action Committee) was designated as one of three Europe Direct Information Centres (EDIC) in Malta to provide services as EDIC Valletta.

## **2. Services required**

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MEUSAC (hereafter referred to as the Contracting Authority), will commission a reputable firm or individual to provide services related to the design of a digital newsletter. The objective of the digital newsletter is to inform the public and stakeholders on the actions carried out and the services offered by EDIC Valletta in 2019.

## **3. Time frames**

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

<b>Date Published</b>	15 October 2019
<b>Closing Date</b>	22 October 2019 at 10.00 hrs CET
<b>Deadline for request for any additional information from the Contracting Authority</b>	17 October 2019 at 10.00 hrs CET
<b>Last date on which additional information are issued by the Contracting Authority</b>	18 October 2019 at 10.00 hrs CET
<b>Delivery of services requested</b>	05 December 2019

#### **4. Deliverables**

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The following services are being requested:

- i. The design of a 16-page, A4-size, full colour, high-resolution newsletter in English.
- ii. The format of the design is to be discussed with and approved by the Contracting Authority's project leader.
- iii. The content of the newsletter will consist of logos, photos and text with hyperlinks, and up to four (4) embedded video clips. The selected service provider will be expected to come up with a creative and innovative page layout for the newsletter.
- iv. The text, photos and video clips will be provided by the Contracting Authority. The service provider will be expected to provide an attractive design and layout throughout the newsletter. Any rights in relation to Intellectual Property are to be fully respected.
- v. During the development of the newsletter, the selected service provider will be expected to make the necessary changes to the artwork as much as is requested by the Contracting Authority. The final design and content of the newsletter must be approved by and forwarded to the Contracting Authority in high-resolution, .pdf format.
- vi. The selected service provider shall also provide an attractive design to be used as a cover image and for posting on social media channels for the Contracting Authority to promote the newsletter.

## **5. Selection and Award Requirements**

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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) Proof of Technical Capacity**

- i) Details of key expert for the execution of the contract as per Annex 3 marked 'Key Expert'.

#### **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 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 Bid Form**

- i) A filled-in Financial Bid Form (Annex 5).

## **6. Award Criteria**

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

Proposals are to be addressed to [info.meusac@gov.mt](mailto:info.meusac@gov.mt) and must be titled, 'Call for Quotations: EDIC35-286-2019-Digital-Newsletter' by not later than 10.00 hrs CET of 22 October 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**

<b>Name of Company (where applicable)</b>	
<b>Name of Legal Representative of the Company / Bidder</b>	
<b>Postal Address</b>	
<b>E-mail Address</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>VAT Registration No.</b>	
<b>Signature</b>	
<b>I.D. Card Number</b>	
<b>Date</b>	

## 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  
Key Expert**

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

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

**Kindly fill in the Statement on Exclusivity and Availability (Page 9)  
and the Declaration for Key Experts that are Public Officers (if any) (Page 10)**

**Statement on Exclusivity and Availability**

**TO BE COMPLETED BY 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 in the event that this quotation is successful, namely:

<b>From</b>	<b>To</b>
<b>October 2019</b>	<b>December 2019</b>

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 KEY EXPERT/PERSONNEL  
WHO IS EMPLOYED WITH THE PUBLIC ADMINISTRATION (WHERE APPLICABLE)

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 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:**

<b>Description</b>	<b>Price inclusive of all taxes but excluding VAT Amount in Euro (€)</b>
<p align="center"><b>Provision of services related to the design of a digital newsletter</b></p>	<p align="center">€.....</p> <p align="center"><b>Amount in words:</b></p> <p align="center">.....</p> <p align="center">.....</p>