

CALL FOR QUOTATIONS

**for the provision of services related to
high-quality filming, editing and production of six video interviews**

File Reference	CfQ_VC010205070810-2020_Video_Interviews
Date Published	05 February 2020
Closing Date	13 February 2020

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. 595) to carry out functions related to consultation on European Union (EU) policy and legislation, EU-related information and assistance on EU funding programmes.

2. Services required

MEUSAC (hereafter referred to as the 'Contracting Authority') is seeking a reputable service provider for the provision of services of high-quality filming of six (6), 90 second each, video interviews which is to include the editing and production of all mentioned six (6) video interviews.

The full specifications are found in Section 4 below.

3. Timeframes

The timeframes for the completion of this Call for Quotations are:

Date Published	05 February 2020
Closing Date	13 February 2020 at 10.00 hrs CET
Deadline for request for any additional information from the Contracting Authority	07 February 2020 at 10.00 hrs CET
Last date on which additional information is issued by the Contracting Authority	11 February 2020 at 10.00 hrs CET
Delivery of services requested	February, April, May, August, September and November 2020

4. Deliverables

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

A) Filming Services

Purpose: The general filming of six (6) different participants, identified by the Contracting Authority, will be required.

Expected Deliverables:

Filming Services using a one camera setup including a manual camera operator.

Filming is to take place in six (6) locations in Malta that are pre-determined by the Contracting Authority.

Each video interview will be up to a maximum of 90 seconds once works are finalised and agreed upon by Contracting Authority.

For the filming of every video interview, selected service provider is to provide all necessary equipment together with manual camera operator for filming at the pre-determined location.

Questions that will be asked to selected interviewees are to be prepared by Contracting Authority and both English and/or Maltese languages can be used.

Questions are to be carried out, on location, by a designated person within the Contracting Authority.

Proof reading is the Contracting Authority's sole responsibility.

Service Requirements:

- The picture must be well lit and not artificially sharp.
- Camera type is to be of high broadcast quality.
- Full HD Resolution.
- Format scale of production is to be 16x9.
- The picture must be free of excessive noise, grain and digital compression artefacts.
- The picture must be free of excessive flare, reflections, lens dirt, markings and obstructions (e.g. lens hood), and lens aberrations.
- Movement must appear smooth and continuous, and must not give rise to distortions or break-up to moving objects, or cause large changes in resolution.
- The picture must be free of excessive black crushing and highlight compression.
- The picture must be stable and continuous - i.e. no jumps, movements, shifts in level or position.
- The audio must be free of spurious signals such as clicks, noise, hum and any analogue distortion. The audio must be reasonably continuous and smoothly mixed and edited.

- When an interview is requested to be filmed, sound must be recorded with appropriately placed microphones (provided by contractor and included in quoted price), giving minimum background noise and without peak distortion.

B) Video Production Services

Purpose: Production of edited features, including video editing.

Expected Deliverables:

Six (6) edited productions of up to a maximum of 90 seconds for each production. The following link is being provided to serve as a guide to potential service providers:

<https://www.youtube.com/watch?v=BNWn3YMUf0k>.

Service Delivery:

- Format of exportation should be presented in both MXF OP1a for TV and/or Mp4 for social media.
- The MP4 format should be provided in HD High-Quality format.
- Each production is to be delivered as a single principal MXF file containing the audio and video, and as for social media as a single file MP4 containing the audio and video.
- All clips are to end with a fade or cut to silence before the intended end point. Any fade-out or reverb must be allowed for within the clip duration.
- No font can be re-scaled or starched (deformed).
- Captions and credits must be clear and legible and must be within the specified safe areas. All font sizes must be legible as HD.
- All material delivered for Maltese HD TV transmission must be 1920 x 1080 pixels in an aspect ratio of 16:9 and 25 frames per second (50 fields) interlaced (1080i/50i).
- The provision of enhanced editing, animation and royalty free music to make video interviews as interactive as possible.
- All the above requirements are to be automatically required unless confirmed by the Contracting Authority.

All Logos, Fonts, Intro and Outros, lower thirds and captions will be supplied by the Contracting Authority.

General Considerations:

- Each final video filming and production will be considered as final following the approval of the Contracting Authority.
- The six (6) video interviews are planned to be produced in the following months; February, April, May, August, September and November 2020. Final video interviews are to be delivered to the Contracting Authority not later than five (5) working days from the set date agreed to by the Contracting Authority and the Selected Service Provider.

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: for the provision of services related to filming, editing and production of six video interviews - CfQ_VC010205070810-2020_Video_Interviews**' by not later than 10.00 hrs CET of 13 February 2020. Late submissions will not be considered.

9. Payment Schedule

The payments will be made on presentation of an invoice following works conducted and finalised after every two (2) video interviews. Following payment, the selected service provider 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 services for the filming of six (6) video interviews including editing and production	€..... Amount in words:

Description	Units	Price per unit excluding VAT Amount in Euro (€)	Total price for 6 units excluding VAT Amount in Euro (€)
Filming of six (6) video interviews using a one camera setup including manual camera operator	6	€.....	€.....
Editing and production of six (6) video interviews	6	€.....	€.....