

CALL FOR QUOTATIONS

for the provision of audio-visual equipment for a webinar

File Reference	MEUSAC_EV07-02_2020_R&I_Webinar_Equipment
Date Published	September 09, 2020
Closing Date	September 16, 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 to provide audio-visual equipment and services during a webinar on the Research and Innovation landscape in the EU and in Malta to be held on Friday, September 25, 2020, between 10.00am and 12.00pm. The panel for the event will be hosted at Esplora Interactive Science Centre, Bigħi, Kalkara and participants will be hosted on the Zoom online platform.

The proceedings of the webinar will consist of introductory speeches from a podium and a panel of five (5) speakers seated on armchairs. The podium and panel will be captured through a web camera, while participants are projected on a comfort monitor in front of the panel. A back monitor will display a branded image of the webinar. Participants will also be able to intervene during the webinar.

The full specifications are found in section 4 below.

3. Timeframes

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

Date Published	September 09, 2020
Closing Date	September 16, 2020 at 10.00 hrs CET
Deadline for request for any additional information from the Contracting Authority	September 11, 2020 at 10.00 hrs CET
Last date on which additional information is issued by the Contracting Authority	September 14, 2020 at 10.00 hrs CET
Delivery of services requested	Setting up and testing: September 25, 2020 between 08.00 hrs CET and 10.00 hrs CET Event: September 25, 2020 between 10.00 hrs CET and 12.00 hrs CET

4. Deliverables

The Contracting Authority will commission a reputable firm or individual to provide the following audio-visual services for the webinar to be transmitted on the Zoom platform:

- i. An adequate PA system with two (2) speakers, able to transmit a suitable and adequate level of sound for the venue hosting a panel of five (5) members.
- ii. Five (5) lapel microphones for the panel members and one (1) fixed microphone for the podium.
- iii. One (1) 65" FHD LCD monitor and one (1) 75" FHD LCD monitor, one to serve as a comfort screen and the other to serve as a backdrop behind the panel respectively.
- iv. One (1) appropriate stand riser to eye-level height for the monitor behind the panel.
- v. One (1) appropriate stand for the comfort monitor in front of the panel.
- vi. One (1) web camera to capture the panel members, seated in line at a width of approximately five (5) metres. The camera must have preset settings to capture the panel and the individual speakers during the webinar and shall be placed on an appropriate stand just above the comfort monitor. The camera must also have a preset setting to capture keynote addresses from a podium that will be set-up next to panel.
- vii. The provision of a 4G modem to ensure a secure internet connection for the smooth running of the webinar.
- viii. Suitable laptop computer/s connected to the web camera, the comfort monitor and the monitor behind the panel to transmit the webinar proceedings.
- ix. The PA system, web camera, comfort monitor and back monitor must all be connected simultaneously to the technician's desk. It is envisaged that the equipment gives the facility of switching between different software sources (digital backdrop, Zoom and a PowerPoint presentation). The technician will be expected to handle all the technical aspects for the smooth running of the webinar and all throughout its duration.

General Provisions

- x. The winning bidder will be expected to perform a site visit at the hosting venue within three (3) days from award of the contract.
- xi. All equipment must be set up and tested by 09.30 hrs on Friday, September 25, 2020.

- xii. The services of a technician/s to be present on site to ensure the proper functioning of the requested equipment and the smooth running of the proceedings throughout the duration of the event.
- xiii. The technician's desk will be placed at a distance of approximately five (5) metres from the panel.
- xiv. The service provider will be granted the rights to use the Contracting Authority's Zoom account.

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:

- i. The Call 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.

Proposals are to be addressed to info.meusac@gov.mt and must be titled, '**Call for Quotations: for the provision of audio-visual equipment for a webinar - MEUSAC_EV07-02_2020_R&I_Webinar_Equipment**' by not later than 10.00 hrs CET of September 16, 2020. 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 (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:

Signature:

Date:

**Annex 4
Financial Bid Form**

N.B. Offers are to be submitted and will only be accepted 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 (€)
<p align="center">Provision of audio-visual equipment for a webinar</p>	<p align="center">€.....</p> <p align="center">Amount in words:</p> <p align="center">.....</p> <p align="center">.....</p>
<p align="center">Bidders are requested to provide a clear breakdown of expenses including all items outlined in this Call for Quotations with their Financial Bid Form.</p>	