

CALL FOR QUOTATIONS

for the provision of audio-visual equipment for three online events

File Reference	CfQ_EV272930_2020_EDIC_Public_Debates
Date Published	October 06, 2020
Closing Date	October 14, 2020

Note:

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



1. Background

MEUSAC (Malta-EU Steering and Action Committee) is a government 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, the dissemination of EU-related information and assistance on EU funding programmes.

For the period 2018-2020, MEUSAC hosts and manages Europe Direct Valletta - an EU Information Centre, part-financed by the European Commission to provide EU citizens in Malta with information about the EU, referring them to specialised information services and signposting to other services and networks. The Centre also gives advice and assistance to queries about the EU and, in particular, about the rights of EU citizens, the EU's priorities, legislation, policies, programmes, and funding opportunities.

2. Services required

The Contracting Authority will commission a reputable service provider to provide audio-visual equipment and services for three (3) online events.

These online events will be held at the MEUSAC main meeting room (4th floor) at 280, Republic Street, Valletta, as follows:

1. Wednesday, November 11, 2020 from 14:00 hrs to 15:30 hrs (CET);
2. Wednesday, November 18, 2020 from 14:00 hrs to 15:30 hrs (CET);
3. Wednesday, November 25, 2020 from 14:00 hrs to 15:30 hrs (CET).

3. Timeframes

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

Date Published	October 06, 2020
Closing Date	October 14, 2020 at 10.00 hrs CET
Deadline for request for any additional information from the Contracting Authority	October 08, 2020 at 10.00 hrs CET
Last date on which additional information is issued by the Contracting Authority	October 09, 2020 at 10.00 hrs CET
Delivery of services requested	November 11, 2020 November 18, 2020 November 25, 2020

4. Deliverables

The Contracting Authority will commission a reputable firm or individual to provide the following audio-visual services for the three (3) online events 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 a maximum of four (4) members.
- ii. Four (4) lapel microphones for the panel members, one (1) wireless microphone for the podium and one (1) wireless roving microphone with stand.
- iii. Two (2) 65" FHD LCD monitors, 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 online events and shall be placed on an appropriate stand just above the comfort monitor. The camera must also have a preset setting to capture keynote speakers from a podium that will be set-up next to panel.
- vii. Provision of two (2) flood-lights, fixed on two (2) stands to provide extra lighting in the panel area, with approximate dimensions of six (6) metres width, two (2) metres height and three (3) metres depth.
- viii. The provision of a 4G modem to ensure a secure internet connection for the smooth running of the online events.
- ix. Suitable laptop computer/s connected to the web camera, the comfort monitor and the monitor behind the panel to transmit the proceedings of the online events.
- x. The services of two (2) technicians to be present on site at the requested dates and times as stipulated in Section 2 to ensure the proper functioning of the requested equipment and the smooth running of the proceedings throughout the duration of the events.
- xi. During each of the events, 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 technicians will be expected to handle all the technical aspects for the smooth running of the events and all throughout their duration.

General Provisions

- xii. The winning bidder will be expected to perform a site visit at the hosting venue within one (1) week from award of the contract.
- xiii. All equipment must be set up and tested by noon CET on each day, i.e. Wednesday, November 11, 2020; Wednesday, November 18, 2020 and Wednesday, November 25, 2020. Equipment shall be dismantled by 09.30 hrs CET on Thursday, November 12, 2020; Thursday, November 19, 2020 and Thursday, November 26, 2020. Republic Street is accessible daily for vehicles till 09.30 hrs CET.
- xiv. The technicians' desk will be placed at a distance of approximately five (5) metres from the panel.
- xv. 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 by submitting these requested Annexes.

(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 breakdown of costs.

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 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 three online events' (CfQ_EV272930_2020_EDIC_Public_Debates)** by not later than 10.00 hrs CET of October 14, 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 and technical assistance for three online events</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 together with their Financial Bid Form, a clear breakdown of expenses including all items outlined in this Call for Quotations.</p>	