

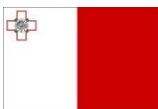
REQUEST FOR QUOTATIONS

MEAE/FPD/054/2018

**Request for Quotations for the Services of
Technical Support for Drafting of the Terms of Reference
of the Interim Evaluation for the
European Maritime and Fisheries Fund 2014-2020**

May 2018

EMFF Managing Authority, Funds and Programmes Division, MEAE, Malta



Maritime and Fisheries Operational Programme 2014-2020
Part-financed by the European Union
European Maritime Fisheries Fund [EMFF]
Co-financing rate: 75% EU Funds; 25% National Funds



Investing in sustainable fisheries and aquaculture

Terms of Reference

1. Scope of Services

This Request for Quotations, which is being issued by the Managing Authority (MA), for the European Maritime and Fisheries Fund, within the Funds & Programmes Division, is for the *Services of Technical Support for Drafting the Terms of Reference (ToRs) of the Interim Evaluation for the EMFF Operational Programme*.

The expenditure will be co-financed by the European Union from the Technical Assistance of the **European Maritime and Fisheries Fund (EMFF) 2014-2020**.

2. Procedure

This Request for Quotations is being issued in line with the **Public Procurement Regulations 2016 (Legal Notice 352 of 2016)**.

This is a unit price contract. The Managing Authority shall determine the award of the RFQ on the basis of the lowest price offered (rate per hour) compliant with the quotation requirements.

2.1. Timetable

<i>Date of Publication of RFQ</i>	31 st May 2018
<i>Deadline for requests by the suppliers for any clarifications from the MA</i>	8 th June 2018
<i>Deadline for clarifications issued by the MA</i>	15 th June 2018
<i>Deadline for submission of Quotations</i>	22 nd June 2018 (by noon)

2.2. Method of Submission of Quotations

- 2.2.1. Signed and Scanned Quotations including Annex I, II and III can be submitted before the deadline for submission of Quotations as indicated in the Timetable (Section 2.1) by email only at fpd.meae@gov.mt
- 2.2.2. Late submissions will be rejected and will not be evaluated. No liability will be accepted for rejection of late Quotations.
- 2.2.3. Quotations submitted by any other means will not be considered.
- 2.2.4. Quotations must comply with the requirements as stated in this RFQ.
- 2.2.5. Bidders are to submit queries and questions concerning this RFQ to the following email address up to the deadline for request for any clarification by the Managing Authority as

stipulated in Section 2.1 **specifying the reference and RFQ title** to e-mail address: fpd.meae@gov.mt.

- 2.2.6. Bidders will be deemed to have satisfied themselves, before submitting their quotation, as to its correctness and completeness, to have taken account of all that is required for the full and proper performance of the contract, including all charges in their rates and prices.
- 2.2.7. In submitting its Quotation, the bidder will be submitting its best and final offer.

2.3. Validity of Quotation

- 2.3.1. Bidders are committed to retain the validity of the Quotation for a period of sixty (60) days from the closing date for the submission of the RFQ as shown in 2.1 above.
- 2.3.2. The Managing Authority may, at its own discretion, extend the deadline for submission of quotations. The Managing Authority may extend the deadline at its sole discretion.

2.4. Evaluation of Quotations and Award

- 2.4.1. The evaluation of the Quotations will be based on compliance with the requirements.
- 2.4.2. In the interest of transparency and equal treatment and without being able to modify their Quotations, bidders may be required, at the sole written request of the Managing Authority, to provide clarifications.
- 2.4.3. When arithmetical errors are identified, such errors will be corrected.
- 2.4.4. In the event that an arithmetical error is identified, the amount stated in the Quotation will be adjusted and the bidder will be bound by that adjusted amount. The revised price will be communicated to the bidder.
- 2.4.5. Quotations that do not meet the requirements set out in this RFQ will not be considered further.
- 2.4.6. This RFQ shall be awarded on the basis of the lowest hourly rate offered subject that it is compliant with the requirements.
- 2.4.7. Notification of Award shall be sent via email and published on the Managing Authority's notice board.
- 2.4.8. The Managing Authority reserves the right to cancel the whole quotation procedure and reject all quotations. The Managing Authority reserves the right to initiate a new invitation to collect quotes.
- 2.4.9. In the event of a quotation procedure's cancellation, any bidders will be notified by the Managing Authority.
- 2.4.10. In no circumstances will the Managing 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 Managing Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Managing Authority to implement the activity announced.
- 2.4.11. If the MA completes the process and signs an agreement with the cheapest compliant bidder, the MA may eventually terminate the agreement at any time at its sole discretion. In such cases, the MA reserves the right to initiate a new invitation to collect quotes for the same or similar RFQ (objectives).

3. Objectives

The prospective bidder is required to provide the *Services of Technical Support for Drafting the Terms of Reference (ToRs) of the Interim Evaluation for the EMFF Operational Programme*. Service delivery may be requested from any premises/venue/location as directed by the MA.

Service deliverables include:

1. **Assist the MA in the drafting of the tender document (Terms of Reference) for the services of an evaluator.**

The above is not an exhaustive list and the MA may request other and different services.

It is being specified that hours covered for familiarisation with the EMFF OP 14-20 and ESIF (including EMFF regulations and relevant documentation)¹ are **not** to be claimed by service provider. Only effective hours are to be charged to the Managing Authority.

4. Response Requirements

Bidders, when submitting their offer, are expected to provide a complete and comprehensive response to this Request for Quotation. Responses should include the following:

- a. **Annex I:** Details of Bidder;
- b. **Annex II:** Technical Offer Template duly filled;
- c. Bidder's financial offer as per **Annex III:** Financial Bid.
- d. **A CV of officer/s that will be engaged on this job is/are to be submitted including a copy of the certificates as referred to in section '6' hereunder (including MQRIC equivalence certificate if applicable) are to be attached with the submission of quotation.**

5. Requirements for Award

The Managing Authority (MA) requires that interested Bidders should quote **a unit price cost per hour for their services**. Then, the successful Service Provider will be selected on the basis of the cheapest compliant bid. By submitting their bid, candidates will confirm their availability to carry out the assignment. If it is deemed that, following the signing of the agreement, the service provider is not in a position to provide the necessary service within the stipulated deadline/s established by the MA, service provider will be deemed to have abandoned the contract. In such cases, the MA will terminate the service contract with immediate effect.

In order to promote fair selection and avoidance of conflicts of interest, the successful bidders for this RFQ will automatically be excluded from participating in the eventual publication of the Tender for the selection of an Evaluator for the EMFF OP 2014-2020 Interim Evaluation.

¹ Refer to Section 6.11 for further details

6. Service Requirements

The selected service provider that will be chosen on the basis of the lowest price offered compliant with the quotation requirements, will be required to deliver the *Services of Technical Support for Drafting the Terms of Reference (ToRs) of the Interim Evaluation for the EMFF Operational Programme*. The selected service provider shall agree to the following requirements/terms:

1. Total number of man-hours below €2,500 (excluding VAT) in man-hours value. Timesheets to be presented to the Managing Authority together with each invoice (covering minimum of forty (40) hours of service delivered);
2. For the scope of each invoice, bidder will be agreeing to charge the MA on a pro-rata basis (according to the hours of service provided – depending on the time sheet to be presented with the invoice). Only hours approved by the MA will be eligible for payment;
3. The MA may require services to be rendered after regular office hours on weekdays;
4. The MA can require minimum service of 2 hours at a time, when work requires bidder to travel to meetings (otherwise the minimum 2 hours block does not apply, in particular when bidder carries out work from private office);
5. The service provider, or a person enrolled with the service provider and who will be working on this task, must possess a minimum of a Bachelor's degree related to Maritime/Fisheries related area, EU Studies, Economics, Research and Evaluation Techniques or equivalent related area awarded by the University of Malta or equivalent (Level 6 MQF). If, in order to satisfy these criteria, more than one officer is engaged on the job, no double payment per man hour can be claimed;
6. A copy of the certificates (including MQRIC certificate if applicable) are to be attached with the submission of quotation;
7. MA may terminate agreement at any time after the signing of the agreement without providing justification for same;
8. Periodic request for payments after every forty (40) hours of service delivered are to be submitted for MA verification and payment. Such requests are to include an invoice as well as proof of tasks performed – timesheet (a template of record of works will be provided by the MA);
9. All officers engaged on this service must be able to speak and write in Maltese and English;
10. Bidders are expected to be strongly familiar with the EMFF Operational Programme, EMFF regulations, EMFF Evaluation Plan 2014-2020² and FAME Working Paper on EMFF Evaluation³.
11. Bidders are expected to liaise with entities such as the Department of Contracts, in order to ensure that the deliverable is according to all recommendations and guidelines of the Government of Malta.

² <https://eufunds.gov.mt/en/EU%20Funds%20Programmes/Agricultural%20Fisheries%20Fund/Documents/EMFF%202014-2020/Evaluation%20Plan%20Final%20v1.pdf>

³ FAME CT031 – EMFF Evaluation Toolbox dated October 2017; FAME CT031 – EMFF Evaluation Working Paper dated October 2017

7. Financing

This quotation is being co-financed through the European Union Funds from the Technical Assistance of the European Maritime and Fisheries Fund (EMFF) 2014-2020.

8. Method of Payment

Payment will be affected by the Managing Authority after the production of a valid invoice and time sheet, certified correct by the Managing Authority (as per section 6 (9) of this RFQ).

9. Law

By submitting their bid, Bidders are accepting that this procedure is regulated by Maltese Law, and are deemed to know all relevant laws; acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the bid and the resulting contract.

10. Data Protection

Any personal data submitted in the framework of the procurement procedure and/or subsequently included in the contract shall be processed pursuant to the Data Protection Act (2001). It shall be processed solely for the purposes of the performance, management and follow-up of the procurement procedure and/or subsequent contract by the Managing Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

11. Gender Equality

In carrying out his/her obligations in pursuance of this contract, the bidder shall 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. In this document words importing one gender shall also include the other gender.

ANNEX I: Details

(To be filled-in by interested service providers)

Name of Person Submitting Bid	
Company Postal Address	
Email Address	
Company Telephone Number	
Company/Bidder VAT Registration Number	
Contact Person's Name and Surname	
Position of Contact Person within the Company	
Contact Person's Mobile Number	
I.D. Card Number	
Confirmation (Yes/No) by the bidder that officer/s have the necessary Qualification Certificates (including MQC recognition if applicable). A CV of officer/s that will be engaged on this job is/are to be submitted including a copy of certificates (including MQRIC equivalence certificate if applicable) are to be attached with the submission of quotation.	

ANNEX II: Technical Offer Template

Service	Specifications	Yes/No	Comments
Services of Technical Support for Drafting the Terms of Reference (ToRs) of the Interim Evaluation for the EMFF Operational Programme	1. Total number of man-hours <u>below €2,500 (excluding VAT)</u> in man-hours value. <i>Timesheets to be presented to the Managing Authority together with each invoice (covering minimum of forty (40) hours of service delivered);</i>		
	2. For the scope of each invoice, bidder will be agreeing to charge the MA on a pro-rata basis <i>(according to the hours of service provided – depending on the time sheet to be presented with the invoice). Only hours approved by the MA will be eligible for payment</i>		
	3. Services to be rendered after regular office hours on weekdays;		
	4. Minimum service of 2 hours at a time, when work requires bidder to travel to meetings <i>(otherwise the minimum 2 hours block does not apply, in particular when bidder carries out work from private office)</i>		
	5. Service provider/person enrolled with the service provider and who will be working on this task, must possess a minimum of a Bachelor's degree related to Maritime/Fisheries related area, EU Studies, Economics, Research and Evaluation Techniques or equivalent related area awarded by the University of Malta or equivalent (Level 6 MQF).		
	6. A copy of the certificates (including MQRIC certificate if applicable) are to be attached with the submission of quotation;		
	7. Request for payments after every forty (40) hours of service delivered are to be submitted for MA		

	verification and payment. Such requests are to include an invoice as well as proof of tasks performed – timesheet (a template of record of works will be provided by the MA);		
	8. All officers engaged on this service must be able to speak and write in Maltese and English;		
	9. Bidders are expected to be strongly familiar with the EMFF Operational Programme, EMFF regulations, EMFF Evaluation Plan 2014-2020 and FAME Working Paper on EMFF Evaluation		
	10. Bidders are expected to liaise with entities such as the Department of Contracts, in order to ensure that the deliverable is according to all recommendations and guidelines of the Government of Malta.		

ANNEX III: Financial Bid

Quantity	Service Required	Price per hour	VAT (if applicable)	Total price per hour (incl. VAT)
1	<i>Services of Technical Support for Drafting the Terms of Reference (ToRs) of the Interim Evaluation for the EMFF Operational Programme 2014-2020</i>	€ _____	€ _____	€ _____

Name:

Signed:

Representing Company (if applicable):

Date:

Please submit the completed three Annexes including CV's and Certificates by email to fpd.meae@gov.mt