



MINISTRY FOR FOREIGN AND  
EUROPEAN AFFAIRS  
PARLIAMENTARY SECRETARIAT  
FOR EUROPEAN FUNDS

## REQUEST FOR QUOTATIONS

### MFAE/FPD/036/2020

**Request for Quotations for the Provision of Technical and Professional Support Services to the Managing Authority of the European Maritime and Fisheries Fund 2014 – 2020**

**April 2020**

PUBLISHED ON THE  
MALTA GOVERNMENT GAZETTE  
ON 21/04/2020



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



*Investing in sustainable fisheries and aquaculture*

# Request for Quotations for the Provision of Technical and Professional Support Services to the Managing Authority of the European Maritime and Fisheries Fund 2014 – 2020

## Reference: MFEA/FPD/036/2020

### 1. Scope of Services

- 1.1. The Funds and Programmes Division within the Ministry for Foreign and European Affairs (MFEA) is requesting quotations for the *Provision of Technical and Professional Support Services to the Managing Authority of the European Maritime and Fisheries Fund 2014 – 2020*.

### 2. Procedure

- 2.1. This request for quotations is being issued in line with the **Public Procurement Regulations, 2016 (Legal Notice 352 of 2016)**.
- 2.2. This is a fee-based contract. The services shall be requested on an ad hoc basis. The awarded contract will be valid either till the end of December 2022 or until the allocated funds of €5,000.00 (excl. VAT) are exhausted.

#### 2.3. *Timetable*

	DATE	TIME
<i>Date of Publication</i>	Tuesday, 21 <sup>st</sup> April 2020	-
<i>Deadline for requesting any clarifications from the Contracting Authority</i>	Tuesday, 28 <sup>th</sup> April 2020	17:00hrs
<i>Last date on which clarifications can be issued by the Contracting Authority</i>	Wednesday, 6 <sup>th</sup> May 2020	17:00hrs
<i>Deadline for the submission of quotations</i>	Tuesday, 12 <sup>th</sup> May 2020	17:00hrs

#### 2.4. *Method of Submission of Quotations*

- 2.4.1. 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 under section 2.3. All quotations must be submitted by electronic mail on [fpd.mfea@gov.mt](mailto:fpd.mfea@gov.mt).
- 2.4.2. Late submissions will not be considered during the evaluation of quotations. No liability will be accepted for the rejection of late quotations.
- 2.4.3. Quotations submitted by any other means will not be considered.
- 2.4.4. Quotations must comply with the requirements as stated in this request for quotations.
- 2.4.5. Bidders are to request any clarifications by electronic mail on [fpd.mfea@gov.mt](mailto:fpd.mfea@gov.mt) **specifying the reference and RFQ title**. Clarification requests should respect the deadline indicated in the Timetable under section 2.3.
- 2.4.6. 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 and to have included all charges in their rates and prices.

2.4.7. In submitting its quotation, the bidder will be submitting its best and final offer.

## 2.5. *Validity of Quotation*

2.5.1. 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 quotations as shown in Section 2.3 above.

2.5.2. The Contracting Authority may, at its own discretion, extend the deadline for submission of quotations. The Contracting Authority will upload a notice in this regard on its website [www.eufunds.gov.mt](http://www.eufunds.gov.mt).

## 2.6. *Evaluation of Quotations and Award Criteria*

2.6.1. The award criteria is the cheapest technically compliant bidder who abides to the requirements.

2.6.2. 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 Contracting Authority, to provide clarifications.

2.6.3. In the case of arithmetical errors in the quotations received, the hourly rate (excl. VAT) shall be taken as the correct amount. The bidder will be bound by the adjusted amounts. The revised price will be communicated to the bidder.

2.6.4. Quotations that do not meet the requirements set out in this request for quotations will not be considered any further.

2.6.5. Notification of award shall be published on the Contracting Authority's notice board and bidders will also be informed of the outcome of the call for quotations.

2.6.6. The Contracting Authority reserves the right to cancel the whole quotation procedure and reject all quotations. The Contracting Authority reserves the right to initiate a new invitation for quotations.

2.6.7. In the eventuality that the quotation procedure is cancelled, Bidders shall be notified by the Contracting Authority.

2.6.8. 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 an award notice does not commit the Contracting Authority to procure the services announced.

2.6.9. If the Contracting Authority completes the process and signs an agreement with the cheapest compliant bidder, the Contracting Authority may eventually terminate the agreement at any time at its sole discretion. In such cases, the Contracting Authority reserves the right to initiative a new invitation for quotations for the same or similar services.

### 3. Requirements

- 3.1. In order to be considered eligible for the award of the contract, bidders must provide evidence that the individual/s providing the services meet or exceed the minimum qualification/skill criteria described hereunder.
- **In possession of a recognised Bachelors qualification at MQF Level 6 in relevant areas;**
  - Able to communicate in the English and Maltese languages (both written and spoken) as attested in the Curriculum Vitae.
- 3.2. With respect to any foreign qualifications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the National Commission for Further and Higher Education. A copy of such statement should be attached to the Curriculum Vitae.

### 4. Response Requirements

- 4.1. Bidders, when submitting their offer, are expected to provide a complete and comprehensive response to this request for quotations. Responses should include the following:
- Details of Bidder (**Annex I**) duly filled-in.
  - Technical Offer Template (**Annex II**) duly filled-in.
  - Financial Bid (**Annex III**) duly filled-in. The bid price shall be made up of an hourly rate inclusive of VAT and all other taxes.
  - The **Curriculum Vitae** of the individual/s providing the services showing that they possess the required qualifications listed under Section 3 of this request for quotation. A **copy of their qualification certificates** (including MQRIC recognition statement, *if applicable*) is to be submitted as proof.

### 5. Terms of Reference

- 5.1. The prospective bidder is required to provide Technical and Professional Support Services to the Managing Authority of the European Maritime and Fisheries Fund 2014 – 2020.
- 5.2. The service involves a total number of man-hours below €5,000.00 (excl. VAT) in man-hours value.
- 5.3. Service deliverables may include:
- Offering expert advice on adherence to the legal texts related to the implementation of the European Structural and Investment Funds (2014 – 2020) and the European Maritime and Fisheries Fund (2014 – 2020);
  - Drafting of application forms and guidelines linked to the European Maritime and Fisheries Fund 2014 – 2020 Operational Programme for Malta;
  - Offering expert advice to the Project Selection Committee during evaluation of project proposals;
  - Providing technical expertise to the Contracting Authority and carrying out administrative verification checks on various European Union funded

operations. The administrative verification checks are to be carried out in accordance with Article 125 (5) of Regulation (EU) № 1303/2013. The administrative verification checks will be carried out in order to ensure that expenditure is in line with the Project Grant Agreement, that the relevant procedures have been followed and that the operations and expenditure comply with Community and National Rules;

- Drawing up and endorsing reports including conclusions following the carrying out of administrative verification checks. The Contracting Authority shall provide the contractor with the template used for the administrative verification checks. The report/s shall be submitted within 7 days from the verification check, unless otherwise specified by the Contracting Authority. The report/s shall be considered final upon approval of the Contracting Authority;
  - Drafting of reports linked to the European Maritime and Fisheries Fund (2014 – 2020) and to subsequent programming periods of the same fund;
  - Drafting of feasibility reports on the application of financial instruments and simplified cost options under the European Maritime and Fisheries Fund (2014 – 2020) and subsequent programming periods of the same fund;
  - Facilitating networking/meeting events; and
  - Delivering presentations and information sessions that may be organised by the Contracting Authority from time to time.
- 5.4. The above is not an exhaustive list and the Contracting Authority may request other and different services.
- 5.5. The Contracting Authority may require services to be rendered after regular office hours on weekdays.
- 5.6. Service delivery may be requested from any premises/venue/location as directed by the Contracting Authority.
- 5.7. The Contracting Authority can require a 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).
- 5.8. The Contracting Authority may terminate the contract agreement at any time after the signing of the agreement without providing justification for same.
- 5.9. By submitting their offer, bidders confirm their availability to provide the required services. If it is deemed that, following the signing of the contract, the service provider is not in a position to provide the necessary service within the stipulated deadline/s established by the Contracting Authority, the service provider will be deemed to have abandoned the contract. In such case, the Contract Authority will terminate the service contract with immediate effect.
- 5.10. Bidders are expected to be strongly familiar with the European Maritime and Fisheries Fund (2014 – 2020) Operational Programme for Malta as well as the legal texts related to the implementation of the European Structural and Investment Funds (2014 – 2020) and the European Maritime and Fisheries Fund (2014 – 2020).
- 5.11. It is being specified that hours spent familiarising with the European Maritime and Fisheries Fund (2014 – 2020) Operational Programme for Malta, the legal texts related to the implementation of the European Structural and Investment Funds (2014 – 2020) and the European Maritime and Fisheries Fund (2014 – 2020) and any other related

documentation are not to be claimed by the service provider. Only effective hours are to be charged to the Contracting Authority.

- 5.12. Periodic requests for payments after every forty (40) hours of service delivered are to be submitted to the Contracting Authority for verification and payment. Such requests are to include an invoice as well as proof of the tasks performed through a timesheet. A template of the timesheet/record of works will be provided by the Contracting Authority.
- 5.13. For the scope of each invoice, the bidder will be agreeing to charge the Contracting Authority 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 Managing Authority will be eligible for payment.

## **6. Financing**

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

## **7. Method of Payment**

- 7.1. Payment will be affected by the Managing Authority after the production of a valid invoice and time sheet, certified correct by the Managing Authority.

## **8. Law**

- 8.1. By submitting their offer, 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.

## **9. Data Protection**

- 9.1. 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 (2018). 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 Contracting Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

## **10. Gender Equality**

- 10.1. In carrying out his/her obligation 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 ground of gender, marital status or family responsibilities. In this document words importing one gender shall also include the other gender.

**ANNEX I**

(to be filled-in by interested service providers)

I. DETAILS OF BIDDER SUBMITTING QUOTE

Name of Person Submitting the Bid	
Company Postal Address	
E-mail 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	
<p>Confirmation (please include <b>YES/NO</b> in the adjacent column) by the bidder that the individual/s providing the services have the necessary Qualification Certificates (including MQRIC recognition statement, <i>if applicable</i>).</p> <p><i>The Curriculum Vitae of the individual/s providing the services including a copy of certificates and MQRIC recognition statement, if applicable, is/are to be submitted.</i></p>	

**ANNEX II**

## I. TECHNICAL OFFER TEMPLATE

Service	Specifications	Yes/No	Comments
		<i>(Please confirm by writing down Yes/No next to each statement)</i>	<i>(only if required, not necessary)</i>
Provision of Technical and Professional Support Services to the Managing Authority of the European Maritime and Fisheries Fund 2014 – 2020	The individual/s providing the services meet or exceed the minimum qualification/skill criteria described hereunder.  - <b>In possession of a recognised Bachelors qualification at MQF Level 6 in relevant areas;</b> - Able to communicate in the English and Maltese languages (both written and spoken) as attested in the Curriculum Vitae.		
	The service involves a total number of man-hours below €5,000.00 (excl. VAT) in man-hours value.		
	Service deliverables may include:  - Offering expert advice on adherence to the legal texts related to the implementation of the European Structural and Investment Funds (2014 – 2020) and the European Maritime and Fisheries Fund (2014 – 2020); - Drafting of application forms and guidelines linked to the European Maritime and Fisheries Fund 2014 – 2020 Operational Programme for Malta; - Offering expert advice to the Project Selection Committee during evaluation of project proposals; - Providing technical expertise to the Contracting Authority and carrying out administrative verification checks on various European Union funded operations. The administrative verification checks are to be carried out in		



	<p>accordance with Article 125 (5) of Regulation (EU) No 1303/2013. The administrative verification checks will be carried out in order to ensure that expenditure is in line with the Project Grant Agreement, that the relevant procedures have been followed and that the operations and expenditure comply with Community and National Rules;</p> <ul style="list-style-type: none"> <li>- Drawing up and endorsing reports including conclusions following the carrying out of administrative verification checks. The Contracting Authority shall provide the contractor with the template used for the administrative verification checks. The report/s shall be submitted within 7 days from the verification check, unless otherwise specified by the Contracting Authority. The report/s shall be considered final upon approval of the Contracting Authority;</li> <li>- Drafting of reports linked to the European Maritime and Fisheries Fund (2014 – 2020) and to subsequent programming periods of the same fund;</li> <li>- Drafting of feasibility reports on the application of financial instruments and simplified cost options under the European Maritime and Fisheries Fund (2014 – 2020) and subsequent programming periods of the same fund;</li> <li>- Facilitating networking/meeting events; and</li> <li>- Delivering presentations and information sessions that may be organised by the Contracting Authority from time to time.</li> </ul> <p>The above is not an exhaustive list and the Contracting Authority may request other and different services.</p>		
	<p>The Contracting Authority may require services to be rendered after regular office hours on weekdays.</p>		
	<p>Service delivery may be requested from any premises/venue/location as directed by the Contracting Authority.</p>		

	<p>The Contracting Authority can require a 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).</p>		
	<p>The Contracting Authority may terminate the contract agreement at any time after the signing of the agreement without providing justification for same.</p>		
	<p>By submitting their offer, bidders confirm their availability to provide the required services. If it is deemed that, following the signing of the contract, the service provider is not in a position to provide the necessary service within the stipulated deadline/s established by the Contracting Authority, the service provider will be deemed to have abandoned the contract. In such case, the Contract Authority will terminate the service contract with immediate effect.</p>		
	<p>Bidders are expected to be strongly familiar with the European Maritime and Fisheries Fund (2014 – 2020) Operational Programme for Malta as well as the legal texts related to the implementation of the European Structural and Investment Funds (2014 – 2020) and the European Maritime and Fisheries Fund (2014 – 2020).</p>		
	<p>It is being specified that hours spent familiarising with the European Maritime and Fisheries Fund (2014 – 2020) Operational Programme for Malta, the legal texts related to the implementation of the European Structural and Investment Funds (2014 – 2020) and the European Maritime and Fisheries Fund (2014 – 2020) and any other related documentation are not to be claimed by the service provider. Only effective hours are to be charged to the Contracting Authority.</p>		

	<p>Periodic requests for payments after every forty (40) hours of service delivered are to be submitted to the Contracting Authority for verification and payment. Such requests are to include an invoice as well as proof of the tasks performed through a timesheet. A template of the timesheet/record of works will be provided by the Contracting Authority.</p>		
	<p>For the scope of each invoice, the bidder will be agreeing to charge the Contracting Authority 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 Managing Authority will be eligible for payment.</p>		

**ANNEX III**

Quantity	Service Required	Price per hour	V.A.T.	Total price per hour
			<i>(if applicable)</i>	<i>(incl. V.A.T)</i>
1	Provision of Technical and Professional Support Services to the Managing Authority of the European Maritime and Fisheries Fund 2014 – 2020	€ _____	€ _____	€ _____

Name: .....

Signed: .....

Representing Company: .....  
*(if applicable)*

Date: .....

**Please submit the three completed Annexes including Curriculum Vitae and Qualification Certificates by electronic mail on [fpd.mfea@gov.mt](mailto:fpd.mfea@gov.mt).**