



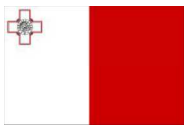
PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS

REQUEST FOR QUOTATIONS

Ref No: MEAIM/FPD/084/2017

PROVISION OF EDITING SERVICES IN RELATION TO PROMOTIONAL VIDEO IN CONNECTION WITH EEA AND NORWAY GRANTS 2009-2014

Deadline for Submission: 8 June 2017 at noon



*Supported by a grant from Iceland,
Liechtenstein and Norway through the
EEA and Norway Grants 2009-2014*



Section 1: Specifications

1.0 General Background

The Funds and Programmes Division (FPD) within the Parliamentary Secretariat for the EU Presidency 2017 and EU Funds, Ministry for European Affairs and Implementation of the Electoral Manifesto (MEAIM), as the National Focal Point/Programme Operator for the EEA and Norwegian Financial Mechanisms 2009-14, is requesting a quotation for the provision of editing services in relation to a promotional video in connection with EEA and Norway Grants 2009-2014

The expenditure will be co-financed from the Technical Assistance and Programme Operator Budget of the EEA and Norwegian Financial Mechanisms 2009-14.

The selection of the successful bidder will be decided on the overall price and will take place in line with the Public Procurement Regulations (LN352/2016) and the cheapest technically compliant will be awarded the bid.

2.0 Specifications

FPD requires the provision of editing services in relation to a promotional video in connection with EEA and Norway Grants 2009-2014. The length is to be of around 5 minutes and it should also include captions and background music. The videos and images will be provided by the contracting authority. The co-financing banner, including text, Maltese Flag and programmes' logos, will also be provided by the contracting authority and will have to be included in the final version of the video.

Product	Specifications
Editing services in relation to a promotional video	Around 5 minutes in length including captions, background music and co-financing banner.

3.0 Submission and Contact Details

Interested service providers are to fill-in and submit Section 2 of this request for quotations, in full and signed, in order to provide a complete quotation for the provision of a promotional video.

All prices must quote VAT separately and in full, which must not be added to the price or shown as a percentage. An invoice will be required after the delivery of the items for payment to be affected.

Clarifications and further information are to be sought through the contact details mentioned hereunder by 6 June 2017. Any clarifications received after this deadline will not be considered.

Complete Quotations, as well as supporting documents, signed and scanned are to be submitted by noon, 8 June 2017 by email to the following contact details:

Name: Attn: Nicholas Bugeja, copying Alison Grech
Tel: 2200 1151
Email: nicholas.bugeja@gov.mt
alison.a.grech@gov.mt

In case of quotations containing mathematical errors, the Net price (exc. VAT) will be recognised as the correct amount.

No general reference to any catalogue will be accepted.

The winning bidder must deliver the promotional material to Funds and Programmes Division, Triq Il-Kukkanja, Santa Venera SVR1411 by 20 June 2017 (noon).

The contract will be awarded to the bid providing the total lowest overall cost to the client, which is also fully compliant with the specifications and requirements above.

4.0 Method of Payment

Final Payment (100%) will be executed after delivery and based on the Invoice issued by the winning bidder. A **fiscal receipt** covering total payment must be issued thereafter.

By submitting their quotation, bidders are accepting that this procedure is regulated by Maltese law and reckoned to know all the relevant local laws, acts and regulations that may in any way affect or govern the operations and activities covered by the bid and the resultant contract.

Personal data submitted in the framework of procurement procedure and/or subsequently included in the contract shall be processed pursuant to the DATA Protection Act (2011).

Section 2: To be filled in by interested service providers

Quotation Date: _____

2.1 Suppliers/Contractor's details

Company's Name:	
Contact Person's Name and Surname:	
Company's Address:	
Telephone Number:	
Mobile Number:	
Fax Number:	
E-mail address:	

2.2 Compliance table

Product	Specifications	Specify if requirement can be met	Total Price exc. VAT
		YES/NO	
Editing services in relation to a promotional video	Around 5 minutes in length including captions, background music and co-financing banner.		

Total overall price of the video (in Euro), as per above requirements and specifications:

Net:		€
Any discount: (specify rate)	____%	€
Vat (specify rate):	____%	€
Total:		€

Company Rubber Stamp:

Signature:

Name and Surname: _____