

MINISTERU GHALL-AFFARIJJIET EWROPEJ  
U L-UGWALJANZA



MALTA

MINISTRY FOR EUROPEAN AFFAIRS AND  
EQUALITY

SEGRETARJAT PARLAMENTARI GHALL-  
FONDI EWROPEJ U D-DJALOGU SOĊJALI

PARLIAMENTARY SECRETARIAT FOR EU  
FUNDS AND SOCIAL DIALOGUE

## REQUEST FOR QUOTATIONS

Ref No: MEAE/FPD/053/2019

### Specifications:

**Production of Promotional Video Clips in connection  
with projects under the Interreg (Europe, Italia-Malta, Med)  
and ENI CBC MED Programmes 2014-2020**

***Deadline for Submission: Noon of Friday 31<sup>st</sup> May 2019***



INTERREG EUROPE Programme 2014-2020  
INTERREG ITALIA – MALTA Programme 2014-2020  
INTERREG MEDITERRANEAN Programme 2014-2020  
ENI CBC MED Programme 2014-2020  
Programmes part financed by the European Union  
European Regional Development Fund (ERDF)  
European Neighbourhood Instrument (ENI)  
Co-financing rate: 75%/85%/90% EU Funds; 15% National Funds;  
10% Project financing



## **Section 1: Specifications**

### **1.0 General Background**

As the national coordinator of the European Territorial Cooperation Programmes, the Territorial Cooperation Unit (TCU) within the Funds and Programmes Division (FPD) is involved in all stages of Programme / project implementation. To this end, the FPD serves as the main contact point for the following programmes in which Malta participates, namely:

#### Interreg Europe

The Interreg Europe Programme covers the whole territory of the European Union, Norway and Switzerland. The aim of the Interreg Europe Programme is to help European regions in the drafting and implementation of regional policies and Programmes, in particular the EU Structural and Investment Funds Programmes for Growth and Jobs, and also, where relevant, the Programmes under the European Territorial Cooperation (ETC) goal. The Programme aims to achieve this objective by means of exchanges of experience, knowledge and good practices amongst the relevant stakeholders in different European regions.

#### Interreg Italia-Malta

The INTERREG V-A Italy Malta Programme's implementation strategy is aimed at acquiring timely, concrete and feasible project proposals based on the specific objectives contributing to a smart, sustainable and inclusive growth at cross-border level, aiding specialization in R&I sectors, fostering the competitiveness of micro, small and medium enterprises, protecting the environment and promoting actions to mitigate climate change effects of and the natural and anthropic risks of the Sicily-Malta area.

#### Interreg Mediterranean

The MED transnational programme supports the sharing of experiences, knowledge, and the improvement of public policies between national, regional and local authorities and other territorial actors of eligible regions of the MED area. It includes 57 regions from 10 different EU countries (Malta, Italy, Spain, France, Cyprus, Greece, Croatia, Slovenia, Portugal and the United Kingdom) and 3 candidate countries (Albania, Bosnia-Herzegovina and Montenegro). Its main purpose is to contribute towards the long-term development of the Mediterranean area and to strengthen transnational cooperation between regions and participating countries.

#### ENI CBC MED

ENI CBC Med is the largest Cross-Border Cooperation (CBC) initiative implemented by the EU under the European Neighbourhood Instrument (ENI). The Programme brings

together the coastal territories of 14 EU and Mediterranean partner countries in view of fostering fair, equitable and sustainable development on both sides of the EU's external borders. Through calls for proposals, ENI CBC Med finances cooperation projects for a more competitive, innovative, inclusive and sustainable Mediterranean area.

The cost of the relevant services will be partly financed through the European Union Funds from the Technical Assistance budget and partly through National Funds.

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

## **2.0 Specific activities of the service required**

The Funds and Programmes Division (hereinafter referred to as the 'Contracting Authority') will commission a reputable firm (hereinafter referred to as 'the successful bidder') to provide services and other logistical arrangements for the production of promotional video clips on the importance of European Territorial Cooperation in respect to the programmes indicated above for the occasion of European Cooperation Day, which is celebrated in Europe around the 21<sup>st</sup> September of each year.

The deliverables for this request are:

### **Productions of Promotional Video Clips**

The successful bidder **shall assume responsibility for scripting, producing, filming, editing and outputting** four (4) different high-Quality promotional video clips (one for each programme - *Interreg Europe, Interreg Italia-Malta, Interreg Mediterranean and ENI CBC Med*), in the form of storytelling clips consisting of 30-seconds each. All clips are to be in Maltese language with English subtitles. The successful bidder should also provide a 2-minute video clip by merging the above-mentioned clips into one. The clips shall utilise an integration of footage and animated graphics. More specifically, the winning bidder will also be accountable for the following for each promotional clip (**5 Promotional Video Clips in total**):

- i) Providing the concepts for each clip in liaison with the Contracting Authority;
- ii) Creating a script and storyboard for the four (4) 30-second clips and the merged 2-minute clip (5 in total);
- iii) Creating four (4) 30-second clips and a merged 2-minute clip;
- iv) Providing actors (if necessary);
- v) Providing one (1) Maltese speaking voice-over talent and English subtitles;
- vi) Integration of extracts of the filming with graphical animation;
- vii) Graphics for the Intro and Extro of the 30-second clips and the merged 2-minute clip;
- viii) Providing an appropriate music bed and sound effects;

- ix) Including the mandatory disclaimers and logos;
- x) Proof reading of all the visual text shown on the clips (30-second clips and the merged 2-minute clip);
- xi) Ensuring that all clips (30-second clips and the merged 2-minute clip) are outputted in the proper broadcast quality (based on providing appropriate original footage files) to be aired eventually on diverse TV stations;
- xii) Ensuring that all clips (30-second clips and the merged 2-minute clip) are outputted in website and social media quality;
- xiii) Producing and supplying a copy of each 30-second clip and its merged 2-minute clip (in High Quality Digital Format Version) to the Contracting Authority. Such material must be of a quality suitable for airing on most television stations, DVD players, computers and websites.

The copyright and any other intellectual property rights arising from this activity and all other activities carried out under this project shall remain the sole and exclusive property of the Contracting Authority.

The full lists of approved projects from which the successful bidder is to choose feature in the clips can be accessed from the following links:

Interreg Europe:

<https://eufunds.gov.mt/en/EU%20Funds%20Programmes/EU%20Territorial%20Programmes/Documents/Interreg%20Europe%202014-2020/Interreg%20Europe%20-%20list%20of%20projects.pdf>

Interreg Italia-Malta:

<https://eufunds.gov.mt/en/EU%20Funds%20Programmes/EU%20Territorial%20Programmes/Documents/Italia-Malta%202014-2020/ITMT%202014-20%20Projects.pdf>

Interreg MED:

<https://eufunds.gov.mt/en/EU%20Funds%20Programmes/EU%20Territorial%20Programmes/Documents/Interreg%20Med/FULL%20list%20of%20projects%20-%20Interreg%20MED.pdf>

ENI CBC Med:

<https://eufunds.gov.mt/en/EU%20Funds%20Programmes/EU%20Territorial%20Programmes/Documents/ENI%20CBC%20MED/ENI%20projects.pdf>

### 3.0 Procedure

#### 3.1 Timetable

Date of Publication of RFQ	17/05/2019
Deadline for request for any clarifications from the Contracting Authority (CA) – FPD	24/05/2019 at noon
Last date on which clarifications are issued by the CA – FPD	27/05/2019 at noon
Deadline for submission of Quotations	31/05/2019 at noon
Submission of final versions of the promotional video clips to the CA - FPD	09/08/2019

#### 3.2 Method of Submission of Quotations

3.2.1 Quotations will only be accepted directly from the service providers. Quotations received from intermediaries will not be accepted.

3.2.2 Negotiations will be conducted directly with the service providers.

3.2.3. Signed and scanned quotations are to be submitted electronically to [territorialcoop.fpd@gov.mt](mailto:territorialcoop.fpd@gov.mt) att. Mr Carmel Vella by not later than the stipulated deadline as indicated in the Timetable (Section 3.1).

3.2.4. Late submissions will be rejected and will not be evaluated. No liability will be accepted for rejection of late Quotations.

3.2.5. Quotations submitted by any other means will not be considered.

3.2.6. Quotations must comply with the requirements as stated in this RFQ.

3.2.7. Bidders are to submit queries and questions concerning this RFQ to

[territorialcoop.fpd@gov.mt](mailto:territorialcoop.fpd@gov.mt) up to the deadline for request for clarifications stated in Section 3.1, specifying the reference and RFQ title. Any clarifications received after this deadline will not be considered.

3.2.8. 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.

3.2.9. In submitting its Quotation, the Bidder will be submitting its best and final offer.

### **3.3. Validity of Quotation**

3.3.1. Bidders are committed to retain the validity of the Quotation for a period of ninety (90) days from the closing date for the submission of the RFQ as shown in 3.1 above.

3.3.2. The Contracting Authority may, at its own discretion, extend the deadline for submission of quotations. Interested parties would be informed of such extensions via email.

### **3.4. Evaluation of Quotations and Award**

3.4.1 The evaluation of the Quotations will be based on compliance with the specifications.

3.4.2. In the interests 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.

3.4.3. When arithmetical errors are identified, such errors will be corrected. The unit price provided by the bidders in their quotes will be deemed to be the final price and may not be altered after the submission deadline.

3.4.4. 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.

3.4.5. Quotations that do not meet the requirements set out in this RFQ will not be considered further.

3.4.6. This RFQ shall be awarded on the basis of the lowest price offered compliant with the RFQ specifications.

3.4.7. Notification of Award shall be sent via email.

3.4.8. Once a service provider is confirmed, members of staff from the service provider should be available to meet MEAE officials before starting working on the production of the promotional video clips to ensure that the deliverables for the request are clearly understood. Other meetings may be held between the Contracting Authority and the successful bidder.

3.4.9. The Contracting Authority reserves the right to request any updates/modifications until it approves the final versions of the five (5) promotional video clips.

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

3.4.11. In the event of a quotation procedure's cancellation, bidders will be notified by the Contracting Authority.

3.4.12. 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 the winning bid does not commit the Contracting Authority to implement the activity announced.

#### **4.0 Response Requirements**

Interested service providers are to fill-in, sign and submit Section 2 of the specifications in order to provide a complete quotation for the procurement and actual delivery of the items.

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 full acceptance by the Contracting Authority of the finished product, with a breakdown of the service provided. A VAT receipt should be issued by the supplier, once payment has been received.

Signed and scanned quotations are to be submitted electronically to [territorialcoop.fpd@gov.mt](mailto:territorialcoop.fpd@gov.mt) att. Mr Carmel Vella by not later than **noon of Friday 31<sup>st</sup> May 2019**.

Once approval for the procurement of the item is issued, any discussions, which need to be held on the production of the promotional video clips, need to commence immediately. The final versions of the 5 video clips (four (4) 30-second clips and a

merged 2-minute clip edits) are to be submitted to the Contracting Authority ready for upload by **9<sup>th</sup> August 2019**.

## **5.0 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.

## **6.0 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 MA without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

## **7.0 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.



**Section 2: To be filled in by interested service providers**

**Quotation Ref No:** MEAE/FPD/039/2019

**Quotation Date:** \_\_\_\_\_

**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:	

**Total cost of production of one (1) 30-second video clip (in Euro) as per above requirements:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>Vat (specify rate):</b>	____%	€
<b>Total:</b>		€

**Total cost of production of one (1) 2-minute merged video clip (in Euro) as per above requirements:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>Vat (specify rate):</b>	____%	€
<b>Total:</b>		€

**Total cost of four (4) 30-second video clips and one (1) merged 2-minute video clip (in Euro) as per above requirements:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>Vat (specify rate):</b>	____%	€
<b>Total:</b>		€

**Company Rubber Stamp:**

**Signature:**

**Name and Surname:** \_\_\_\_\_