

MINISTERU GĦALL-AFFARIJJIET EWROPEJ
U L-UGWALJANZA



MALTA

MINISTRY FOR EUROPEAN AFFAIRS AND
EQUALITY

SEGRETARJAT PARLAMENTARI GĦALL-
FONDI EWROPEJ U D-DJALOGU SOĊJALI

PARLIAMENTARY SECRETARIAT FOR EU
FUNDS AND SOCIAL DIALOGUE

REQUEST FOR QUOTATIONS

Ref No: MEAE/FPD/039/2019

Specifications:

Production of Promotional Video Clips in connection

with the Interreg Programmes

(Med, Europe, Italy-Malta) and ENI CBC MED

Deadline for Submission: Close of business (17:15hrs) of Friday 10th May 2019



INTERREG ITALIA – MALTA Programme
INTERREG EUROPE Programme
INTERREG MEDITERRANEAN Programme
ENI CBC MED Programme
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 Territorial Cooperation Programmes, the Territorial Cooperation Unit (TCU) within the 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 Technical Assistance 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 (Hereafter 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 clips on the importance of Cooperation in respect to the programmes indicated above for the occasion of European Cooperation Day, which is celebrated in Europe around the 21st 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 for each programme (Interreg Europe, Interreg Italy-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 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 in all):

- 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;
- 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>

The final versions of the 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 **1st August 2019**.

3.0 Other information

It is the prerogative of the service provider to organise an initial meeting, as and if required, so as to confirm and ensure the specific activities required.

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.

4.0 Submission and Contact Details

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

Negotiations will be conducted directly with the service providers.

Interested service providers are to fill-in and submit Section 2 of the specifications within the stipulated deadline.

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.

Clarifications and further information are to be sought through the contact details mentioned hereunder by close of business (17:15hrs), Friday, 3rd May 2019. Any clarifications received after this deadline will not be considered.

Quotations are to be submitted by *Friday, 10th May close of business (17:15hrs)* by email to the following contact details:

Name	Mr Carmel Vella
Tel	+356 2200 1104,
Email(s)	carmel.i.vella@gov.mt ; territorialcoop.fpd@gov.mt

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

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:

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

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

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

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

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

Company Rubber Stamp:

Signature:

Name and Surname: _____