



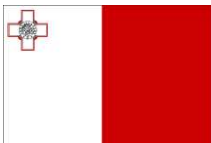
OFFICE OF THE DEPUTY PRIME MINISTER
MINISTRY FOR EUROPEAN AFFAIRS

PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS

ADVERT REFERENCE No: MEAIM/FPD/001/2015

**REQUEST FOR QUOTATIONS
FOR THE PROVISION OF PHOTOGRAPHIC SERVICES IN CONNECTION WITH
PROJECTS FINANCED UNDER THE TERRITORIAL COOPERATION
PROGRAMMES AND THE ENPI CBC MED PROGRAMME (2007-2013)**

**CLOSING DATE:
4th August 2015 noon**



**ITALIA – MALTA PROGRAMME – Cohesion Policy 2007-2013
INTERREG MED PROGRAMME – Cohesion Policy 2007 -2013
INTERREG IVC PROGRAMME - Cohesion Policy 2007-2013
European Regional Development Fund (ERDF)**



**ENPI CBC Mediterranean Sea Basin PROGRAMME
EuropeAid Development and Cooperation**

**Programmes part financed by the European Union
Co-financing rate: 85%/75%/90% EU Funds;
15%/25%/10% National Funds**

Investing in your future

SECTION 1: SPECIFICATIONS

The Funds and Programmes Division (FPD), within the Parliamentary Secretariat for the EU Presidency 2017 and EU Funds, is the National Contact Point of four Programmes financed under the Territorial Cooperation Objective (2007-2013), namely the Italia-Malta Programme, the Med Programme, the Interreg IVC Programme and the Interact II Programme. In addition to such Programmes, the FPD is also responsible for the local coordination of the ENPI CBC Med Programme.

In preparation for an event entitled 'European Cooperation Day'(EC Day), which is envisaged to be celebrated on the 21st of September 2015 all across Europe, the FPD is currently seeking the services of a professional photographer to take high resolution photographs of a number of projects co-financed under the Italia-Malta Programme, the Med Programme, the Interreg IVC Programme and the ENPI CBC Med Programme.

The selection of the successful bidder will take place in line with the Public Procurement Regulations (LN296 of 2010) and the cheapest technically compliant offer will be selected. The cost of the service provided will be part-financed by the European Union under the Italia-Malta programme and the Med Programme.

2.0 SPECIFIC ACTIVITIES AND TIMEFRAMES

2.1 Preliminary meeting with the FPD

Once the Photographer is selected, an initial meeting, to be held not later than one week of award letter, is to be arranged between the service provider and the client (FPD) so that the latter will provide him / her with the necessary project details and contacts. A detailed action plan shall be decided upon between the client and service provider;

2.2 Photographic and related activities

The following is a detailed list of tasks to be undertaken by the Photographer in order to achieve the objectives of this Request for Quotations:

- The Photographer is expected to visit at least 8 projects co-financed under the Italia-Malta Programme, the Med Programme, the Interreg IVC Programme and the ENPI CBC Med Programme, i.e. 32 projects in total, which are located around Malta and Gozo (including both indoor and outdoor projects). Prospective bidders should note that in view of the nature of some projects, the FPD reserves the right to change the number of projects per Programme, however the total amount of projects shall remain the same, i.e. 32 as outlined above. The Photographer is requested to produce at least 10 different high-resolution photographs per project. More information on the projects funded in this regard may be accessed from the EU Territorial Programmes Section of the Division's website:
<http://eufunds.gov.mt/en/EU%20Funds%20Programmes/EU%20Territorial%20Programmes/Pages/Eu-Territorial-Programmes.aspx>;

- All photographs may be taken during daytime and/or during office hours, unless otherwise required by the nature of the project concerned. The general outlook of these photographs should be natural and artistic since the ultimate objective is to utilize some of these photographs for dissemination purposes in publicity material;
- The photographs are to be taken in full-colour by digital photography, with an image resolution of 4928 x 3264 pixels as a minimum (approx measuring 40cm x 27cm each) and saved as 'jpeg', preferably in CMYK format. The Photographer shall also provide for any necessary basic digital retouching required, such as red-eye removal, colour balance, and filtering, also in view of any requests from the Funds and Programmes Division;
- The period of execution for this assignment will be from the date of award to 31st August 2015; all photos should be passed on to the FPD by not later than the 31st of August 2015. In view of the fact that EC Day will be celebrated on 21st September 2015, no extensions are foreseen, unless unforeseen circumstances arise. In such cases the approval of the FPD in this regard would be necessary.
- The Photographer will liaise principally with the FPD, who shall be kept updated with the progress of this task and copied-in in all correspondence with the project's partners;
- In the case of on-site photo-shoots, the Photographer will arrange his/her own appointments with the relevant project partner (or delegate), who will direct/accompany the Photographer to the project's site, to ensure the right site/equipment/feature in relation to the project is shot. The FPD is to be copied-in in any written correspondence between the Photographer and Project Partners (or delegate). This is to be carried out for all projects. Furthermore, the FPD may also accompany the Photographer on site where necessary. The contact details of the respective entities shall be provided by the FPD;
- As outlined above, the Photographer will provide and arrange for his/her own transport to reach all destinations; all transport expenses (including Gozo ferry costs if necessary) are to be incurred by the Photographer him/herself;
- The Photographer is to ensure that consent forms (to be drafted by the FPD) are signed by all persons or project participants featuring in any of the photos. Pictures without such consent will not be accepted. Copies of the signed Consent Forms are to be forwarded to the FPD together with the photographs;
- All photographs are to be provided to the FPD on a series of USBs accompanied with a printed sheet which identifies the contents of each USB as follows: PROJECTNAME_Location_Description. In addition, a printed list in the form of thumbnails of the images should be forwarded with the USBs so as to provide a preview of the list of images available in each USB;
- The Photographer should note that the FPD will have the absolute copyright of the images and no image can be used by the photographer for any other purpose without the written consent of FPD. Hence, no watermarks, signatures or branding of any other sort shall be permitted;
- The FPD shall not accept any images which do not follow these terms of reference and which are not up to the FPD's satisfaction in terms of quality, clarity and scope. The

Photographer might also be requested to re-shoot these photographs and all extra costs will be incurred by the Photographer.

3.0 PHOTOGRAPHERS' PROFESSIONAL REQUIREMENTS

- Good practical knowledge in photography and use of photographic software required for the execution of the activities specified in point 2.

These requirements are to be attested by means of the provision of a Europass¹ Curriculum Vitae (CV).

4.0 SUBMISSION AND CONTACT DETAILS

It is important to note that the submission of quotations will only be accepted directly from service providers and not through intermediaries. For the avoidance of any doubts all the services referred to in this Request for Quotations are expected to be carried out by the nominated persons whose CV and details are referred to in the offer. The services cannot under any circumstances be delegated to any other person or, in the case of firms, to any other junior members of the firm without the prior written approval of the FPD.

Interested service providers are to fill in and submit Section 2 of the specifications in order to provide:

- A complete quotation indicating total contract price (as per Financial Bid)
- A Europass Curriculum Vitae;

All prices must quote VAT separately and in full. VAT must not be added to the price or shown as a percentage.

Clarifications and further information are to be sought by sending an email on fpd.meaim@gov.mt, clearly indicating the advert reference number of this Request for Quotations in the subject line, by noon on 31st July 2015. Any requests for clarifications received after this deadline will not be considered.

Sealed quotations, clearly indicating the advert reference number of this Request for Quotations, are to be submitted by noon of 4th August 2015 at the following address:

Tender Box
Funds and Programmes Division
Parliamentary Secretariat for the EU Presidency 2017 and EU Funds
Triq il-Kukkanja
Santa Venera SVR1411, Malta

¹ <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

6. PAYMENT TERMS

The Photographer shall be paid on the presentation of relevant invoice, provided that no invoice is dated beyond 31st December 2015. Separate invoices (according to the number of photos) shall be required in view of the different reimbursement procedures under each Programme. More details will be given by the Funds and Programmes Division.

Section 2: To be filled in by interested service providers

Quotation date: _____

Suppliers/Contractor's details

Company's Name (<i>if applicable</i>):	
Contact Person's Name and Surname:	
Company's Address:	
VAT Number (indicate if exempt)	
Telephone Number:	
Mobile Number:	
Fax Number:	
E-mail address:	

Financial bid

Description of Service	Unit Rate per photo (excluding VAT)	Total Cost inclusive of all taxes (excluding VAT) for the 320 photos	VAT	Total (including VAT)
	Euro (€)	Euro (€)	Euro (€)	Euro (€)
Price of photographic service (including preparation, setting appointments with the beneficiary and operation of photographic sessions, finishings and final products – not exceeding 320 photos) as per terms of reference				

Signature: _____

Name and Surname: _____

Company Rubber Stamp (*if applicable*):