



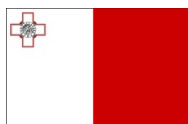
REQUEST FOR QUOTATIONS

MEAIM/EAFRD/001/2016

Request for Quotations for Content Writing in the English Language and its translation to the Maltese Language of the RDP 2014-2020, issued by the Funds and Programmes Division within the Parliamentary Secretariat for the EU Presidency 2017 and EU Funds.

February 2016

**PUBLISHED IN
GOVERNMENT GAZETTE**



The Rural Development Programme for Malta 2014-2020
Part financed by the European Union
European Agricultural Fund for Rural Development (EAFRD)
Co-financing rate: 75% EU funds; 25% National Funds



Europe Investing in Rural Areas

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Reference: MEAIM/EAFRD/001/2016

Terms of Reference

1. Scope of Services

This Request for Quotations, which is being issued by the Managing Authority (MA), for the European Agricultural Fund for Rural Development, within the Funds & Programmes Division, is for the provision of content writing in the English language, as well as for its translation to the Maltese language for a publication of two separate booklets, based on the **Rural and Development Programme 2014 -2020**. The Rural Development Programme 2014-2020 can be accessed on:

<https://eufunds.gov.mt/en/EU%20Funds%20Programmes/European%20Agricultural%20Fund/Pages/Rural%20Development%20Programme%20for%20Malta%202007-2013/The-Rural-Development-Programme-for-Malta-2014---2020.aspx>

Booklets (one in Maltese and one in the English Language) are to include pictures of projects carried out during the RDP 2007-2013; list of projects will be indicated by the MA.

The expenditure will be co-financed by the European Union from the Technical Assistance of the **European Agricultural Funds for Rural Development (EAFRD) 2014-2020**.

2. Procedure

This Request for Quotations is being issued in line with the **Public Regulations 2010 (Legal Notice 296 of 2010)**.

This is a global price contract.

The Managing Authority shall determine the award of the Published RFQ on the basis of the lowest price offered compliant with the quotation requirements.

2.1. Timetable

Date of Publication of RFQ	16/02/2016
Deadline for request for any clarifications from the MA	19/02/2016 - Noon
Last date on which clarifications are issued by the MA	22/02/2016
Deadline for submission of Quotations	24/02/2016 - Noon

2.2. Method of Submission of Quotations

- 2.2.1. 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 (Section 2.1) by email on rdd.meaim@gov.mt.
- 2.2.2. Late submissions will be rejected and will not be evaluated. No liability will be accepted for rejection of late Quotations.
- 2.2.3. Quotations submitted by any other means will not be considered.
- 2.2.4. Quotations must comply with the requirements as stated in this RFQ.
- 2.2.5. Bidders are to submit queries and questions concerning this RFQ to the following email address up to the deadline for request for any clarification by the Managing Authority as stipulated in Section 2.1 specifying the reference and RFQ title to e-mail address: rdd.meaim@gov.mt.
- 2.2.6. 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, including all charges in their rates and prices.
- 2.2.7. In submitting its Quotation, the Bidder will be submitting its best and final offer.

2.3. Validity of Quotation

- 2.3.1. Bidders are committed to retain the validity of the Quotation for a period of thirty (30) days from the closing date for the submission of the RFQ as shown in 2.1 above.
- 2.3.2. The Managing Authority may, at its own discretion, extend the deadline for submission of quotations. Parties involved would be informed of such through the submission of an e-mail.

2.4. Evaluation of Quotations and Award

- 2.4.1. The evaluation of the Quotations will be based on compliance with the requirements.
- 2.4.2. 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 Managing Authority, to provide clarifications.
- 2.4.3. 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.
- 2.4.4. 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.
- 2.4.5. Quotations that do not meet the requirements set out in this RFQ will not be considered further.
- 2.4.6. This RFQ shall be awarded on the basis of the lowest price offered compliant with the requirements.
- 2.4.7. Notification of Award shall be sent via email and published on the Managing Authority's notice board.
- 2.4.8. The Managing Authority reserves the right to cancel the whole quotation procedure and reject all quotations. The Managing Authority reserves the right to initiate a new invitation to collect quotes.
- 2.4.9. In the event of a quotation procedure's cancellation, Bidders will be notified by the Managing Authority.
- 2.4.10. In no circumstances will the Managing 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 Managing Authority has been

advised of the possibility of damages. The publication of a contract notice does not commit the Managing Authority to implement the activity announced.

3. Objectives

The service provider is required to provide content writing services in the English Language and its translation to the Maltese Language for a publication. The service provider is to also include, within the appropriate context of the document, pictures of projects as indicated by the MA. The service provider is to also prepare graphical representation of important statistics included in the RDP 2014-2020. The service provider is to prepare setting in a format ready for printing in dimension as instructed by the MA. The service provider will also submit to the MA all pictures including unpublished pictures in high quality format. All rights of pictures shall be exclusively of the MA.

4. Background

The Funds & Programmes Division, as the Managing Authority for the European Agriculture and Rural Development Funds allocated to Malta has recently launched the 2014 – 2020 Programme.

Over €97 Million worth of EU Funds are allocated to Malta in order to continue to develop on local capacity, as well as to continue to improve competitiveness of the agricultural sector, the environment, the countryside and the quality of life in rural areas.

5. Response Requirements

Bidders, when submitting their offer, are expected to provide a complete and comprehensive response to this Request for Quotation. Responses should include the following:

- a. Details of Bidder using **Annex I**;
- b. **Annex II**: Technical Offer Template duly filled;
- c. Bidder's financial offer as per **Annex III**: Financial Bid.

6. Requirements for Award

The Managing Authority (EAFRD) requires that interested Bidders should quote a global price for their services. Then, the successful Service Provider will be selected on the basis of the cheapest compliant bid.

By submitting their bid, Candidates will confirm their availability to carry out the assignment by Wednesday 30th March 2016 should successful bidder be informed with the award by end February 2016

7. Service Requirements

The successful Service Provider, chosen on the basis of the lowest price offered compliant with the quotation requirements, will be required to draw up factual descriptions of the published Rural Development Programme for the period 2014 -2020. This will have to include pictures, tables and charts relevant to the selected content.

The final products related to the content writing in the English Language and its translation to the Maltese Language are expected to be presented in grammatically correct, flowing and easy understandable languages that is attractive to a target audience that may be unfamiliar with the nature of the subject matter and the terminology associated with European Union funding.

The successful bidder is also required to submit weekly updates of work to the MA, so that the latter will be in a position to provide the necessary feedback. Any feedback will have to be taken into consideration and resubmitted to the MA for further evaluation. This may include changes to settings, pictures, style of writing etc. Other requirements/changes not listed here can also be requested and accommodated. Moreover, the MA reserves the right to request updated versions of work at any time, with the intent to monitor quality and progress. The MA can request regular office based meetings (i.e. not via web-conferencing) at the MA offices in St Venera on a regular basis as instructed by the MA; the scope of these meetings would be to bring together MA officials and officers working directly on this project. Rights of all the work; including unpublished pictures which are to be forwarded to the MA, shall be retained exclusively by the MA. The service provider shall make his/her own arrangements for access to project areas and landscape if required.

8. Financing

This quotation is being co-financed through the European Union from the Technical Assistance of the European Agricultural Funds for Rural Development (EAFRD) 2007-2013.

9. Method of Payment

Payments will be made within 90 days of receipt of the invoice following certification by the Managing Authority.

10. 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.

11. 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 Managing Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

12. 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.

ANNEX I: DETAILS OF BIDDER SUBMITTING QUOTE

Name of Person submitting the bid	
Firm	
Address	
E-mail Address	
Tel. Nos.	
Mobile Phone No.	
Company/Bidder Registration No.	
VAT Registration No.	
Signature	
ID. Card No.	
Date	

ANNEX II: Technical Offer Template

Service	Specifications	Estimated Number of Words	English description YES/NO	Maltese description YES/NO
Content Writing and Translation, including pictures and graphical representation of statistics. Setting to be prepared for printing purposes.	Provision of a factual description of <i>the Rural Development Programme for the period 2014 - 2020</i> and its Translation to the Maltese Language, including pictures and document setting for printing.	3,000 to 3,500 ¹ for each language/publication		

We _____ hereby agree to provide the Managing Authority with the factual description of the Rural Development Programme for the period 2014 -2020 by not later than ***30th March 2016***

Signed:

Representing Company:.....

¹ The Managing Authority reserves the right to vary the range of word count, as it deems appropriate.

ANNEX III: FINANCIAL BID

Quantity	Service Required	Total Excl VAT
1	Factual Description of the Rural Development Programme 2014 – 2020 (English Language), including pictures and print setting.	
1	Translation of the same Factual Description (Maltese Language), including pictures and print setting.	
	Sub TOTAL excl VAT	
	VAT	
	Total incl. VAT	