

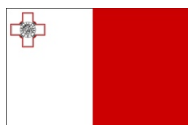


## REQUEST FOR QUOTATIONS

**MEAIM/PPCD/022/2016**

**Request for Quotations for Translation Services For the Managing Authority within the Funds and Programmes Division for the European Agricultural Fund for Rural Development (2014-2020)**

March 2016



**Rural Development Programme for Malta 2014-2020**

Part financed by the European Union  
Co-financing Rate:  
75% European Union; 25% Government of Malta



***The European Agricultural Fund for Rural Development:  
Europe investing in rural areas***

# Request for Quotations for Translation Services For the Managing Authority within the Funds and Programmes Division for the European Agricultural Fund for Rural Development (2014-2020)

*Reference: MEAIM/PPCD/022/2016*

## 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 a service provider to carry out translation of documentation pertaining to the Rural Development Programme 2014-2020.

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 unit 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	<b>04/03/2016</b>
Deadline for request for any clarifications from the MA	<b>08/03/2016 – 12:00pm Noon</b>
Last date on which clarifications are issued by the MA	<b>09/03/2016</b>
Deadline for submission of Quotations	<b>11/03/2016 – 12:00pm Noon</b>

## **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](mailto: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](mailto: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 interest 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 translation of documentation from Maltese to English and English to Maltese.

### **4. 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.

## **5. Requirements for Award**

The Managing Authority (MA) requires that interested Bidders should quote a unit price (per word – i.e. excluding spaces) 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

## **6. Service Requirements**

The selected service provider that will be chosen on the basis of the lowest price offered compliant with the quotation requirements, will be required to translate documents from Maltese to English and English to Maltese. The documents concerned are of a technical nature. The service provider must be in a position to furnish each translated document within the time period established by the Division. The time period may vary from one document to another; in establishing such time period, the Division will take into consideration the size of the document as well as the urgency attached to it.

It is being envisaged that the amount of words that are to be translated is between the range of 20,000-25,000 words. This amount of words is for indicative purposes only and may be increased/decreased as per the requirements of the MA. The document/s forwarded to the successful bidder may include more than one document handed over a period of time.

Payment will be affected once all requested documents are certified and an invoice issued. Upon each job completed, the bidder is to issue a job sheet which the MA will certify as completed, pending quality of work is accepted by the MA.

Bidders might receive documents to be translated at short notice due to work exigencies. The service provider should note that the MA may request samples of the work before the final submission. Should the MA not be satisfied with the work presented, the MA can request a revision of text, at no extra charges. The MA will only reimburse the contractor for the documents certified by it.

The MA can request regular office meetings ( i.e. not via web-conferencing) at the MA offices in St Venera Malta, on a regular basis as required by the MA.

The personnel to be engaged on the translation of such documents must be in possession of a qualification at MQF Level 6 in Translation.

The MA can terminate the agreement before the 20,000-25,000 words target is reached.

## **7. Financing**

This quotation is being co-financed through the European Union from the Technical Assistance of the European Agricultural Funds for Rural Development (EAFRD) 2014-2020.

## **8. Method of Payment**

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

## **9. 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.

## **10. 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.

## **11. 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**

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

**ANNEX II: Technical Offer Template**

<b>Service</b>	<b>Specifications</b>	<b>Maltese to English (YES/NO)</b>	<b>English To Maltese (YES/NO)</b>
Translation	Translation of documentation related to the Rural Development Programme 2014-2020		

Signed: .....

Representing Company: .....



**ANNEX III: FINANCIAL BID**

<b>Quantity</b>	<b>Service Required</b>	<b>Price Per Word (for a total of 25,000 words)</b> <small>(The MA can terminate the agreement before the 20,000-25,000 words target is reached.)</small>
1	Translation of documentation broadly related to the Rural Development Programme 2014-2020  From English to Maltese and Maltese To English	
	<b>Sub TOTAL excl VAT</b>	
	<b>VAT</b>	
	<b>Total incl. VAT</b>	