

## REQUEST FOR QUOTATIONS

### MEAE/FPD/013/2019

**Request for the provision of Simultaneous Interpretation Services for the Meetings of the Monitoring Committee of the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund for Malta 2014 – 2020**

PUBLISHED IN GOVERNMENT  
GAZETTE ON 26/02/2019



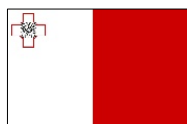
#### Rural Development Programme for Malta 2014-2020

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*



#### Maritime and Fisheries Operational Programme 2014-2020

Part-financed by the European Union  
European Maritime and Fisheries Fund

Co-financing rate: 75% European Union Funds; 25% National Funds



*Investing in sustainable fisheries and aquaculture*

# Request for the provision of Simultaneous Interpretation Services for the Meetings of the Monitoring Committee of the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund for Malta 2014 – 2020

Reference: MEAE/FPD/013/2019

## Terms of Reference

### 1. Scope of Services

This Request for Quotations, which is being issued by the Managing Authorities (MA) of the European Agricultural Fund for Rural Development (EAFRD) and the European Maritime and Fisheries Fund (EMFF), is for the provision of simultaneous interpretation services from Maltese to English (and vice-versa) for the 5<sup>th</sup> meeting of the Monitoring Committee of the Rural Development Programme and the European Maritime and Fisheries Fund 2014 – 2020 respectively.

The expenditure will be co-financed by the European Union from the Technical Assistance of the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund 2014-2020.

### 2. Procedure

This Request for Quotations is being issued in line with the **Public Procurement Regulations 2016 (Legal Notice 352 of 2016)**.

This is a unit price contract. The Managing Authorities shall determine the award of the RFQ on the basis of the lowest price offered compliant with the quotation requirements.

#### 2.1. Timetable

Date of Publication of RFQ	<b>Tuesday 26<sup>th</sup> February 2019</b>
Deadline for request for any clarifications from the MA	<b>Monday 4<sup>th</sup> March 2019, 17:00</b>
Last date on which clarifications are issued by the MA	<b>Wednesday 6<sup>th</sup> March 2019</b>
Deadline for submission of Quotations	<b>Tuesday 12<sup>th</sup> March 2019, 17:00</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 [fpd.meae@gov.mt](mailto:fpd.meae@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 Authorities as stipulated in Section 2.1 specifying the reference and RFQ title to e-mail address: [fpd.meae@gov.mt](mailto:fpd.meae@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 sixty (60) days from the closing date for the submission of the RFQ as shown in 2.1 above.
- 2.3.2. The Managing Authorities may, at its own discretion, extend the deadline for submission of quotations. The Managing Authorities will upload a notice in this regard on its website [www.eufunds.gov.mt](http://www.eufunds.gov.mt).

### 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 Authorities, 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 Authorities reserves the right to cancel the whole quotation procedure and reject all quotations. The Managing Authorities reserves the right to initiate a new invitation to collect quotes.
- 2.4.9. In the event of a quotation procedure's cancellation, any bidders will be notified by the Managing Authorities.
- 2.4.10. In no circumstances will the Managing Authorities 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 Authorities has been advised of the possibility of damages. The publication of a contract notice does not commit the Managing Authorities to implement the activity announced.

### 3. Objectives

The Managing Authorities (MA) of the European Agricultural Fund for Rural Development and the European Maritime and Fisheries fund 2014-2020 are issuing an RFQ for the provision of simultaneous interpretation services for the 5<sup>th</sup> meeting of the Monitoring Committee of the Rural Development Programme and the Maritime and Fisheries Operational Programme for Malta 2014 – 2020. These meetings will be held on the 15<sup>th</sup> and 17<sup>th</sup> May 2019 from 09:00-12:00 (the duration of the meetings, date and time are subject to change by the MAs).

Estimated meeting timings:

Meeting	16th May 2018
Registration and welcome coffee	08:15hrs – 09:00hrs
Introduction, Presentation and Q&A time	09:00hrs – 12:00hrs (Approx)

### 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 service provider is expected to satisfy all requirements which are stipulated in the RFQ.

## 6. Service Requirements

Type	Specifications
Simultaneous interpretation services	Simultaneous interpretation services from Maltese to English (and vice-versa) from 09:00am till the end of the meeting. The MAs reserve the right to extend the duration of the timings stipulated in this RFQ.
Curriculum Vitae	Copy of Bidder's Curriculum Vitae
Relevant Qualifications	Copy of Bidder's qualifications related to services being requested. MQF Level 6 or better.

The selected bidder may be required to attend a briefing meeting prior to the planned Monitoring Committee Meetings. Such briefing meeting shall be held at the Funds and Programmes Division, Triq il-Kukkanja, Santa Venera, at a date and time convenient to both parties.

## 7. Financing

This quotation is being co-financed through the European Union Funds from the Technical Assistance of the European Agricultural Funds for Rural Development and the European Maritime and Fisheries Fund 2014-2020.

## 8. Method of Payment

Payment will be affected within 60 days following the issuing of two valid invoices (one for each meeting), certified correct by the Managing Authorities.

## 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 General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 586). 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 Authorities without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or EU 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

Type	Requirements	Specify if requirement can be met	Please add further comments/description (if any)
Simultaneous interpretation services	Simultaneous interpretation services from Maltese to English (and vice-versa) from 09:00am till the end of the meeting. The MAs reserve the right to extend the duration of the timings stipulated in this RFQ.		
Curriculum Vitae	Copy of Bidder's Curriculum Vitae		
Relevant Qualifications	Copy of Bidder's qualifications related to services being requested. MQF Level 6 or better.		



**ANNEX III: FINANCIAL BID**

**Cost per hour for services listed in this Request for Quotation.**

<b>ITEM</b>	<b>Hourly Rate (Excl. VAT)</b>	<b>VAT (18%)</b>	<b>Hourl Rate (Incl. VAT)</b>
Interpretation Services during the 5 <sup>th</sup> Monitoring committee Meetings of the EAFRD and the EMFF 2014-2020	€	€	€
Briefing Session	€	€	€

**Invoice to be charged pro-rata.**

**Supplier's Rubber Stamp (If available):**

**Signature:** \_\_\_\_\_

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