



PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS



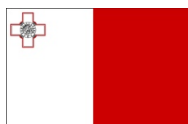
REQUEST FOR QUOTATIONS

MEAIM/EAFRD/023/2017

Request for Quotations (RFQ) for the services of Technical Support (focus on Agriculture and Rural Development) for the Managing Authority within the Funds and Programmes Division for the European Agricultural Fund for Rural Development (2014-2020)

February 2017

**PUBLISHED IN GOVERNMENT
GAZETTE ON 09/07/2017**



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 the services of Technical Support (focus on Agriculture and Rural Development) for the Managing Authority within the Funds and Programmes Division for the European Agricultural Fund for Rural Development (2014-2020)

Reference: MEAIM/EAFRD/023/2017

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 services of Technical Support (focus on Agriculture and Rural Development) for the Managing Authority.

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 Procurement Regulations 2016 (Legal Notice 352 of 2016).

This is a unit price contract. The Managing Authority shall determine the award of the RFQ on the basis of the lowest price offered (rate per hour) compliant with the quotation requirements.

2.1. Timetable

Date of Publication of RFQ	Thursday 9th Feb 2017
Deadline for request for any clarifications from the MA	Wednesday 15th Feb 2017
Last date on which clarifications are issued by the MA	Friday 17th Feb 2017
Deadline for submission of Quotations	Monday 20th Feb 2017

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 only at 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 sixty (60) 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. The Managing Authority will upload a notice in this regard on its website www.eufunds.gov.mt and will also issue a notice on the Government Gazette.

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. Subject to the calculations being correct, 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 hourly rate offered subject that it is 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, any 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.
- 2.4.11. If the MA completes the process and signs an agreement with the cheapest compliant bidder, the MA may eventually terminate the agreement at any time at its sole discretion. In such cases, the MA reserves the right to initiate a new invitation to collect quotes for the same or similar RFQ (objectives).

3. Objectives

The prospective bidder is required to provide the services of Technical Support (focus on Agriculture and Rural Development) for the Managing Authority. Service delivery may be requested from any premises/venue/location as directed by the MA.

Service deliverables may include:

1. Drafting of guidelines and application forms linked to the RDP 2014-2020;
2. Offering expert advice on adherence to ESIF (mainly EAFRD) and State Aid regulations and fiches;
3. Offering expert agricultural advice, including advice to a Project Selection Committee;
4. Drafting of reports linked to the RDP 14-20;
5. Facilitation of networking/meeting events;
6. Delivering of presentations and information sessions that may be organised by the MA from time to time;
7. Attend the meetings as directed by the MA;
8. Assist the MA in the drafting of the tender document for the services of an evaluator.

The above is not an exhaustive list and the MA may request other and different services.

It is being specified that hours covered for familiarisation with the RDP 14-20 and ESIF (including EAFRD regulations and relevant documentation) are not to be claimed by service provider. Only effective hours are to be charged to the Managing Authority.

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.
- d. **A CV of officer/s that will be engaged on this job is/are to be submitted including a copy of the certificates as referred to in section '6' hereunder (including MQRIC equivalence certificate if applicable) are to be attached with the submission of quotation.**

5. Requirements for Award

The Managing Authority (MA) requires that interested Bidders should quote **a unit price cost per hour 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. If it is deemed that, following the signing of the agreement, the service provider is not in a position to provide the necessary service within the stipulated deadline/s established by the MA, service provider will be deemed to have abandoned the contract. In such cases, the MA will terminate the service contract with immediate effect.

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 deliver the service as a Technical Support (focus on Agriculture and Rural Development) for the Managing Authority. The selected service provider shall agree to the following requirements/terms:

1. Total number of man-hours below €5,000 excluding VAT in man hours value. Timesheets to be presented to the Managing Authority together with each invoice (covering minimum of forty – 40 - hours of service delivered);
2. For the scope of each invoice, bidder will be agreeing to charge the MA on a pro-rata basis (according to the hours of service provided- depending on the time sheet to be presented with the invoice). Only hours approved by the MA will be eligible for payment;
3. The MA may require services to be rendered after regular office hours on weekdays;
4. The MA can require minimum service of 2 hours at a time, when work requires bidder to travel to meetings (otherwise the minimum 2 hours block does not apply, in particular when bidder carries out work from private office);
5. The service provider, or a person enrolled with the service provider and who will be working on this task, must possess a minimum of a degree in an Agriculture related area awarded by the University of Malta or equivalent (Level 6 MQF). Same or other officer engaged with the bidder and working on this bid must have experience in EU funding regimes (to be included in CV to be presented). If, in

- order to satisfy both the Agricultural and EU funding criteria, more than one officer is engaged on the job, no double payment per man hour can be claimed;
6. If the degree mentioned above is not in an Agriculture related area, then bidder, or a person enrolled with the service provider and who will be working on this task, is to possess a degree awarded by the University of Malta or equivalent (Level 6 MQF) AND a Diploma in an area related to Agriculture (Level 5 MQF). Same or other officer engaged with the bidder and working on this bid must have experience in EU funding regimes (to be included in CV to be presented). If, in order to satisfy both the Agricultural and EU funding criteria, more than one officer is engaged on the job, no double payment per man hour can be claimed;
 7. A copy of the certificates (including MQRIC certificate if applicable) are to be attached with the submission of quotation;
 8. MA may terminate agreement at any time after the signing of the agreement without providing justification for same;
 9. Periodic request for payments after every forty (40) hours of service delivered are to be submitted for MA verification and forwarded to the Paying Agency for payment. Such requests are to include an invoice as well as proof of tasks performed - timesheet (a template of record of works will be provided by the MA);
 10. All officers engaged on this service must be able to speak and write in Maltese and English;
 11. Bidders are expected to be strongly familiar with the Malta RDP 2014-2020 and Measure Fiches as well as ESIF (mainly EAFRD) regulations.

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 (EAFRD) 2014-2020.

8. Method of Payment

Payment will be affected by the Paying Agency after the production of a valid invoice and time sheet, certified correct by the Managing Authority (as per section 6 (9) of this RFQ).

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

Name of Person submitting the bid	
Firm – (if applicable)	
Address	
E-mail Address	
Tel. Nos.	
Mobile Phone No.	
Company/Bidder Registration No. (if applicable)	
VAT Registration No.	
Signature	
ID. Card No.	
Date	
<p>Confirmation (please include Yes/No in the adjacent column) by bidder that officer/s have the necessary Qualification Certificates (including MQC recognition statement if applicable). A CV of officer/s that will be engaged on this job is/are to be submitted including a copy of the certificates (including MQRIC equivalence certificate if applicable) are to be attached with the submission of quotation.</p>	

ANNEX II: Technical Offer Template

Service	Specifications	Yes / No (please confirm by writing down Yes/No next to each statement)	Comments (only if required, not necessary)
<p>Technical Support (focus on Agriculture and Rural Development)</p>	<p>Service deliverables may include:</p> <ol style="list-style-type: none"> 1. Drafting of guidelines and application forms linked to the RDP 2014-2020; 2. Offering expert advice on adherence to ESIF (mainly EAFRD) and State Aid regulations and fiches; 3. Offering expert agricultural advice, including advice to a Project Selection Committee; 4. Drafting of reports linked to the RDP 14-20; 5. Facilitation of networking/meeting events; 6. Delivering of presentations and information sessions that may be organised by the MA from time to time; 7. Attend the meetings as directed by the MA; 8. Assist the MA in the drafting of a tender for the provision of an evaluator. <p>It is to be specified that hours covered for familiarisation with the RDP 14-20 and ESIF (including EAFRD regulations and relevant documentation) are not to be claimed by service provider. Only effective hours are to be charged to the Managing Authority.</p> <p>The above is not an exhaustive list and the MA may request other and different services.</p>		

Service Requirements may include:

1. Total number of man-hours below €5,000 excluding VAT in man hours value. Timesheets to be presented to the Managing Authority together with each invoice (covering minimum of forty – 40 - hours of service delivered);
2. For the scope of each invoice, bidder will be agreeing to charge the MA on a pro-rata basis (according to the hours of service provided- depending on the time sheet to be presented with the invoice). Only hours approved by the MA will be eligible for payment;
3. The MA may require services to be rendered after regular office hours on weekdays;
4. The MA can require minimum service of 2 hours at a time, when work requires bidder to travel to meetings (otherwise the minimum 2 hours block does not apply, in particular when bidder carries out work from private office);
5. The service provider, or a person enrolled with the service provider and who will be working on this task, must possess a minimum of a degree in an Agriculture related area awarded by the University of Malta or equivalent (Level 6 MQF). Same or other officer engaged with the bidder and working on this bid must have experience in EU funding regimes (to be included in CV to be presented). If, in order to satisfy both the Agricultural and EU funding criteria, more than one officer is engaged on the job, no double payment per man hour can be claimed;

	<ol style="list-style-type: none">6. If the degree mentioned above is not in an Agriculture related area, then bidder, or a person enrolled with the service provider and who will be working on this task, is to possess a degree awarded by the University of Malta or equivalent (Level 6 MQF) AND a Diploma in an area related to Agriculture (Level 5 MQF). Same or other officer engaged with the bidder and working on this bid must have experience in EU funding regimes (to be included in CV to be presented). If, in order to satisfy both the Agricultural and EU funding criteria, more than one officer is engaged on the job, no double payment per man hour can be claimed;7. A copy of the certificates (including MQRIC certificate if applicable) are to be attached with the submission of quotation;8. MA may terminate agreement at any time after the signing of the agreement without providing justification for same;9. Periodic request for payments after every forty (40) hours of service delivered are to be submitted and paid by the Managing Authority. Such requests are to include an invoice as well as proof of tasks performed - timesheet (a template of record of works will be provided by the MA);10. All officers engaged on this service must be able to speak and write in Maltese and English;11. Bidders are expected to be strongly familiar with the Malta RDP 2014-2020 and Measure Fiches as well as ESIF (mainly EAFRD) regulations.		
--	---	--	--

ANNEX III: FINANCIAL BID

Quantity	Service Required	Price Per hour	VAT (if applicable)	Total price per hour (inc VAT)
1	Services of Technical Support (focus on Agriculture and Rural Development)			

Name:

Signed:

Representing Company (if applicable):

Date:

Please submit the completed three Annexes including CV's and Certificates by email to rdd.meaim@gov.mt