



Servizzi Ewropej f'Malta

CALL FOR QUOTATIONS

Provision of audio equipment and transportation services for two public debates

File Reference	CfQ_SEM-2022_IN3.2_Equipment
Date Published	January 10, 2022
Closing Date	January 17, 2022

Note:

Bidders are bound by their offers until at least 90 days after the deadline for submission

1. Background

Servizzi Ewropej f'Malta (SEM) - hereafter referred to as the Contracting Authority - is a government agency established by Legal Notice 445 of 2020 and in terms of the Public Administration Act (Cap.595).

The mission of SEM is to be of service to citizens by keeping them updated on the European Union (EU)'s strategies, policies, initiatives and obligations and engaging them to benefit from the rights and opportunities deriving from EU membership, including EU funding.

2. Services required

The Contracting Authority will commission a reputable firm to provide audio equipment and transportation of a backdrop during two public debates, as per details below:

Debate 1

Date: Thursday, January 27;

Time: 18:00 hrs CET to 19:30 hrs CET;

Venue: Mosta Local Council Hall, Civic Centre (Level 2), Constitution Street, Mosta.

Debate 2

Date: Thursday, February 24;

Time: 18:00 hrs CET to 19:30 hrs CET;

Venue: Gozo (exact venue to be confirmed at a later stage).

3. Timeframes

The timeframes for the completion of this Call for Quotations are:

Date Published	January 10, 2022
Closing Date	January 17, 2022 at 10:00 hrs CET
Deadline for request for any additional information from the Contracting Authority	January 12, 2022
Last date on which additional information is issued by the Contracting Authority	January 13, 2022
Delivery of services requested	January 27, 2022 between 18:00hrs and 19:30hrs February 24, 2022 between 18:00hrs and 19:30hrs Setup and testing should be carried out by 17:00 hrs

4. Deliverables

The Contracting Authority will commission a reputable firm or individual to provide audio equipment and transportation of a backdrop for two public debates to be held on Thursday, January 27, 2022 between 18:00 hrs CET and 19:30 hrs CET at the Mosta Local Council, and a second debate to be held on Thursday, February 24, 2022 between 18:00 hrs CET and 19:30 CET in Gozo (venue to be confirmed at a later stage).

The services being requested for each debate include:

Audio System

- i. An adequate PA system with two (2) speakers, able to transmit a suitable and adequate level of sound for a venue area of approximately 20m by 10m. The area to be used for the event will be approximately 10m by 10m.
- ii. One (1) head microphone for the moderator, one (1) lapel microphone and three (3) wireless roving microphones.
- iii. Provision of two (2) floodlights, fixed on two (2) stands to provide extra lighting in the hall.
- iv. The services of a technician to be present on site at the requested locations, dates and times of the events to ensure the proper functioning of the requested equipment and the smooth running of the proceedings throughout the duration of both events.

Transportation Services

- v. Transportation and setting up of a backdrop in a safe and secure manner on the days and locations indicated above. The backdrop consists of five (5) corrugated cardboard panels of 20mm thickness as follows:
 - a. Three (3) panels are 140cm X 200cm, one (1) panel is 120cm X 140cm and another panel is 60cm by 100cm;
 - b. Five (5) cardboard supports are affixed to the base of the panels by means of hook-and-loop fasteners (velcro).

Images below refer:



- c. The panels and supports shall be picked up from Contracting Authority's premises at 280, Republic Street, Valletta and delivered to the locations on the days indicated above. Panels shall be delivered and set up by 15:00 hrs and dismantled at 20:00 hrs on the day and location of each of the events.
- d. After each event, the panels are to be delivered back to the Contracting Authority's premises at 280, Republic Street, Valletta.

General Provisions

- vi. All equipment must be set up and tested by 17:00 hrs CET of the same day of each event. Equipment shall be dismantled just after the event by 20.00 hrs CET on the same day. The winning bidder shall be responsible to obtain at own expense any accessibility and/or parking permits.
- vii. The technicians' desk will be placed at a distance of approximately five (5) metres from the discussion area.
- viii. Expenses for transportation, safe handling, setting up and dismantling on the indicated site are to be borne by the winning bidder. The personnel involved must present a valid national or EU Covid vaccine certificate for entry on site.
- ix. Expenses for the provision of the requested services in Gozo shall be borne by the selected bidder.

5. Selection and Award Requirements

In order to be considered eligible for the award of the contract, bidders must provide evidence that they meet or exceed certain minimum criteria described hereunder, by submitting the following Annexes:

(A) Eligibility Criteria

- i) Details of Bidder (Annex 1)
- ii) Bidder's Declaration (Annex 2)

(B) Financial Offer

- i) A filled-in Financial Bid Form (Annex 4)

6. Award Criteria

The contract will be awarded to the cheapest, technically compliant quotation.

7. Cancellation of the Request for Quotations Procedure

In the event of the cancellation of a Call for Quotations procedure, bidders will be notified by the Contracting Authority.

Cancellation may occur where:

- i. The Call for Quotations procedure has been unsuccessful, namely where no quotations or no suitable quotations have been submitted;
- ii. The economic or technical parameters of the project have been fundamentally altered;
- iii. The exceptional circumstances or *force majeure* render normal performance of the project impossible;
- iv. There have been irregularities in the procedure, in particular where these have prevented fair competition;
- v. All technically compliant quotations exceed the financial resources available.

In no circumstances will the Contracting 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 Contracting Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Contracting Authority to implement the project announced.

8. Formalities

Any information and/or clarifications are to be addressed to info.sem@gov.mt.

Proposals are to be addressed to info.sem@gov.mt and must be titled, 'Call for Quotations for the provision of audio equipment and transportation services for two public debates (CfQ_SEM-2022_IN3.2_Equipment)' by not later than 10:00 hrs CET of January 17, 2022. Late submissions will not be considered.

9. Payment Schedule

The payments will be made, on presentation of a final invoice. Following payment, the successful bidder must submit a fiscal receipt within 15 days.

Annex 1
Details of Bidder

Name of Company (where applicable)	
Name of Legal Representative of the Company / Bidder	
Postal Address	
E-mail Address	
Telephone Number	
Mobile Number	
VAT Registration No.	
Signature	
I.D. Card Number	
Date	

Annex 2 Bidder's Declaration

We have examined, and accept in full and in its entirety, the content of this Call for Quotations Dossier (including subsequent Clarifications Notes issued by the Contracting Authority) and we hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration or deviation shall lead to our offer not being considered any further. We also declare that neither the company submitting the bid nor any subcontractors (if applicable) fall under any of the exclusion grounds or are blacklisted under any offence listed under Part VI of the Public Procurement Regulations.

It is hereby declared that all employees engaged on this contract shall enjoy working conditions such as wages, salaries, vacation and sick leave, maternity and parental leave as provided for in the relative Employment Legislation. Furthermore, we shall comply with Chapter 424 of the Laws of Malta (Occupational Health and Safety Authority Act) as well as any other national legislation, regulations, standards and/or codes of practice or any amendment thereto in effect during the execution of the contract. In the event that it is proved otherwise during the execution of the contract it is hereby being consented that the contract is terminated with immediate effect and that no claim for damages or compensation be raised by us.

Once the provision of this service is allocated we will provide all the deliverables in Section 4 of the Call for Quotations Dossier.

In carrying out the obligations in pursuance of this contract, we will 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.

Signature:

Name of Signatory:

I.D. Card Number:

Name of bidder/contractor:

Date:

**Annex 3
Declaration Form**

TO BE COMPLETED BY EACH INDIVIDUAL WHO IS EMPLOYED
WITH THE PUBLIC ADMINISTRATION (WHERE APPLICABLE)

I, the undersigned, hereby declare that I do not have any Conflict of Interest as defined in the Public Administration Act, Chapter 497 of the Laws of Malta - First Schedule, Code of Ethics, Article 5.

I also declare that, I am not engaged in another project or in a position which may give rise to a possible private or personal interest sufficient to influence or appear to influence the objective exercise of my duties as public employee.

By making this declaration, I understand that as a public employee I shall avoid any financial or other interest or undertaking, which could directly or indirectly compromise the performance of my duties as public employee.

I am fully aware that the onus to disclose any possible conflict of interest lies solely on me and I shall be responsible to disclose any foreseen conflict of interest to my seniors/head of organisation within one week from when the need arises as well as inform the Contractor accordingly.

Furthermore, I confirm that I shall also abide by the provisions laid down in Article 21 - Ethics Clauses of the General Rules Governing Tendering.

Name:

Signature:

Date:

Annex 4
Financial Bid Form

N.B. Offers are to be submitted and will only be accepted up to two decimal points.

Global price for this bid as outlined in this document:

Description	Price inclusive of all taxes but excluding VAT Amount in Euro (€)
Audio equipment and transportation services for two public debates	€..... Amount in words: