

CALL FOR QUOTATIONS

Provision of livestreaming equipment and services during a press conference

File Reference	EV31_2021_EDValletta_Livestreaming
Date Published	April 19, 2021
Closing Date	April 26, 2021

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.

For the period May 2021 - December 2025, SEM will be hosting and managing Europe Direct Valletta - an EU Information Centre, part-financed by the European Commission to provide EU citizens in Malta with information about the EU, referring them to specialised information services and signposting to other services and networks. The Centre also gives advice and assistance to queries about the EU and, in particular, about the rights of EU citizens, the EU's priorities, legislation, policies, programmes, and funding opportunities.

2. Services required

The Contracting Authority will commission a reputable firm to provide services related to the livestreaming of a press conference.

3. Timeframes

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

Date Published	April 19, 2021
Closing Date	April 26, 2021 at 10:00am CET
Deadline for request for any additional information from the Contracting Authority	April 21, 2021
Last date on which additional information is issued by the Contracting Authority	April 22, 2021
Delivery of services requested	May 4, 2021 between 12:00pm and 12:30pm CET

4. Deliverables

The Contracting Authority will commission a reputable firm or individual to provide livestreaming equipment and services at a press conference to be held on Tuesday, May 4 between 12:00pm and 12:30pm at the Contracting Authority's premises (4th floor), 280, Republic Street, Valletta.

The press conference will be held to officially launch Europe Direct Valletta for the period May 2021-December 2025.

The services being requested include:

- i. Livestreaming equipment for the duration of the press conference. Equipment includes one (1) high-quality filming camera, video mixer, audio mixer, one (1) microphone to be placed on a podium and a video playback system.
- ii. Provision of a 4G modem to ensure a secure internet connection for the smooth and high-quality livestreaming of the event.
- iii. Provision of a two (2) fixture lighting kit.
- iv. Services of an operator for the setting up of the equipment, testing and livestreaming of the press conference. Setup and testing shall be ready by 11am CET.
- v. The livestreaming will be done on the Contracting Authority's Facebook page.
- vi. The winning bidder will be requested to provide the Contracting Authority with an unedited recording of the event in MP4 format, on the same day of the event.

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 livestreaming equipment and services during a press conference' (EV31_2021_EDValletta_Livestreaming)** by not later than 10:00am CET of April 26, 2021. 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 (€)
Livestreaming equipment and services during a press conference	€..... Amount in words: