



REFERENCE NUMBER: MGOZ Q 7/2019

Quotation for the Services of a Social Media Manager to Organise and Manage the 'Easter in Gozo' and 'Christmas in Gozo' Facebook Page

Date Published: Tuesday 22nd January 2019

Quotation Opening: Tuesday 5th February 2019 At 10:00am CET

Participation is free of charge

IMPORTANT

Clarifications shall be uploaded and will be available to view/download from <http://mgoz.gov.mt>

Ministry for Gozo

Tourism and Economic Development Directorate, St. Francis Square, Victoria, Gozo VCT 1335
Tel: 22100222 Email: procurement.mgoz@gov.mt

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# SECTION 1 - INSTRUCTIONS TO BIDDERS

## 1. General Instructions

- 1.1 In submitting a quotation, the bidder accepts in full and in its entirety, the content of this quotation document, including subsequent Clarifications issued by the Contracting Authority (CA), whatever his own corresponding conditions may be, which he hereby waives. Bidders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this quotation document. No account can be taken of any reservation in the quotation as regards the quotation document; any disagreement, contradiction, alteration or deviation shall lead to the quotation offer not being considered any further.
- 1.2 The subject of this quotation is the provision of services of a Social Media Manager to Organise and Manage the 'Easter in Gozo' and 'Christmas in Gozo' Facebook page.
- 1.3 The place of acceptance of the services shall be at the Tourism and Economic Development Directorate, the time-limits for the execution of the contract of the:
- **Easter in Gozo Facebook Page Manager** shall start on the 1<sup>st</sup> of March 2019 until the 28<sup>th</sup> April 2019
  - **Christmas in Gozo Facebook Page Manager** shall start on the 1<sup>st</sup> October 2019 until the 10<sup>th</sup> January 2020
- and the INCOTERM<sup>2000</sup> applicable shall be **Delivery (Duty Paid)**.
- 1.4 This is a global price services contract.
- 1.5 This call for quotations is being issued under an open procedure.

## 2. Timetable

|                                                                                                                                                                                                   | DATE       | TIME*   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------|
| Clarification Meeting/Site Visit<br>(Refer to Clause 6.1)                                                                                                                                         | N/A        | N/A     |
| Deadline for request for any additional information from the Contracting Authority<br>Clarifications to be sent via email on <a href="mailto:procurement.mgoz@gov.mt">procurement.mgoz@gov.mt</a> | 28/01/2019 | Noon    |
| Last date on which additional information are issued by the Contracting Authority                                                                                                                 | 01/02/2019 | Noon    |
| Deadline for submission of quotations<br>(unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering)                                                             | 05/02/2019 | 10:00am |

\* All times Central European Time (CET) as applicable

## 3. Lots

- 3.1 This quotation is divided into lots. Bidders may submit a quotation for one lot only or all of the lots.
- 3.2 The quotation must offer the whole of the quantity or quantities indicated for each lot. Under no circumstances will quotations for part of the quantities required be taken into consideration. Each lot may form a separate contract and the quantities indicated for different lots will be indivisible.
- 3.3 Contracts will be awarded lot by lot, in accordance with the award criteria at Article 9.

#### **4. Variant Solutions**

- 4.1 No variant solutions will be accepted. Bidders must submit a quotation in accordance with the requirements of the quotation document.

#### **5. Financing**

- 5.1 The project is financed from local budget funds.

#### **6. Clarification Meeting/Site Visit**

- 6.1 No clarification meeting/site visit is planned.

#### **7. Selection and Award Requirements**

- 7.1 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.

##### **(A) Eligibility Criteria**

- (i) No Bid Bond is required. <sup>(Note 1)</sup>
- (ii) Declare agreement, conformity and compliance with the General Rules Governing Tendering (included as part of the Bidder's Declaration). <sup>(Note 3)</sup>
- (iii) Declare agreement, conformity and compliance with the provisions of the Bidder's Declaration. <sup>(Note 3)</sup>
- (iv) Declare agreement, conformity and compliance with the provisions of the Statement on Conditions of Employment. <sup>(Note 2A)</sup>
- (v) Data on Joint Venture/Consortium (if applicable) <sup>(Note 2A)</sup>
- (vi) Power of Attorney (if applicable) <sup>(Note 2A)</sup>

##### **(B) Exclusion (including Blacklisting) and Selection Criteria - information to be submitted through the tender response format (available from [www.etenders.gov.mt](http://www.etenders.gov.mt)). <sup>(Note 2A)</sup>**

- (i) Declaration concerning exclusion grounds - Blacklisting and Exclusion Form
- (ii) **Selection Criteria Declaration Form - Not Applicable**

##### **(C) Technical Specifications**

- (i) Bidder's Technical Offer in response to specifications that the bidder will comply with all terms and conditions of the quotation <sup>(Note 3)</sup>
- (ii) **Literature** as per Form marked 'Literature List' is to be submitted with the technical offer at tendering stage. Alternatively, an Economic Operator can quote a reference number under which he/she has already supplied items so that there would be no need to submit literature. **No changes to the information provided in the Literature submitted will be allowed. Literature submitted shall be rectifiable only in respect of any missing information.** <sup>(Note 2B)</sup>
- (iii) A list of Key experts, as detailed in the Terms of Reference, as per Key Experts Form to be duly filled in. <sup>(Note 2A)</sup>

Public employees may be recruited as experts as long as it is ascertained through the self declaration form that they do not fall in any of the provisions laid down in the Public Administration act - Chapter 497 of the Laws of Malta -First Schedule, Code of Ethics, Article 5. This self declaration form must be endorsed by any of the Key Experts who is also an employee within the Public Administration.

The following documents should be submitted with the Key Experts form: CVs and copies of qualifications and certificates, signed Declarations of Exclusivity and Availability and signed Self-Declaration (relating to conflict of interest) of the proposed key staff. All documentation is to be submitted with the bidder's offer.

#### **(D) Financial Offer**

- (ii) A filled-in Financial Bid Form<sup>(Note 3)</sup>

#### **Notes to Clause 7:**

1. Not applicable for departmental quotations.
2. A) Bidders will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five (5) working days from notification.  
  
B) Bidders will be requested to rectify/submit only missing documents within five (5) working days from notification. No changes to the information provided in the Literature submitted will be allowed. Literature submitted shall be rectifiable only in respect of any missing information.  
All Rectifications are free of charge.
3. No rectification shall be allowed. Only clarifications on the submitted information may be requested.

### **8. Criteria for Award**

- 8.1 The sole award criterion will be the price. The contract will be awarded to the cheapest priced quotation satisfying the administrative and technical criteria.

### **9. Submission of Quotation**

The quotation must comprise the following duly completed documents, inserted in a single, sealed envelope:

- (i) Statement on Conditions of Employment
- (ii) Blacklisting and Exclusion Form
- (iii) Bidders' Details
- (iv) Bidder's Declaration
- (v) Technical Offer Form
- (vi) Financial Offer
- (vii) Key experts Form
- (viii) Literature List

All quotations must be received by date and time indicated in the timetable at Clause 2 and deposited in the tender box.

All packages must bear only:

- (i) the reference of the invitation to quotation concerned;
- (ii) the name of the bidder.

The quotations must be submitted in English and deposited in the tender box **before** the deadline. Late submissions will not be accepted. They must be submitted:

EITHER by recorded delivery (courier service) or hand delivered to:

**Procurement Unit  
Corporate Services Directorate  
Ministry for Gozo  
St. Francis Square  
Victoria, Gozo**

Quotations submitted by any other means will not be considered.

No liability can be accepted for late delivery of quotations. Late quotations will be rejected and will not be evaluated.

Bidders may alter or withdraw their quotations by written notification prior to the above deadline. No quotation may be altered after the deadline for submission.

Any notification of alteration or withdrawal must be prepared, sealed, marked and submitted in the same manner as the quotation submission explained above, and the envelope must also be marked with "alteration" or "withdrawal".

Quotations will be opened in a public session on the date and time indicated in the timetable at **Clause 2** at the Procurement Unit, Ministry for Gozo, St. Francis Square, Victoria, Gozo. A 'Summary of Quotations Received' will be drawn up and affixed on the Contracts notice board at the Ministry for Gozo and shall also be available to view on the Ministry's website, <http://mgoz.gov.mt/en/Pages/Procurement/Notice%20Board/Notice-Board.aspx>

Reductions or alterations to quotation prices made by bidders after submission will not be taken into consideration during the analysis and evaluation of the quotations.

The Contracting Authority reserves the right to accept or reject any quotation and/or to cancel the whole quotation procedure and reject all quotations. The Contracting Authority reserves the right to initiate a new invitation to quote.

In the event of a quotation procedure's cancellation, bidders will be notified by the Contracting Authority.

**In no circumstance 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 programme or project announced.**

## ***10. Data Protection and Freedom of Information***

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 Contracting 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 tenderer 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. Tenderers are to ensure that these principles are manifest in the organigram of the company where the principles aforementioned, including the selection criteria for access to all jobs or posts, at all levels of the occupation hierarchy are amply proven. In this document words importing one gender shall also include the other gender.

## SECTION 2 - EXTRACTS FROM THE PUBLIC PROCUREMENT REGULATIONS

### *Part IX of the Public Procurement Regulations*

#### Appeals from decisions taken after the closing date for the submissions of an offer

**270.** Where the estimated value of the public contract meets or exceeds five thousand euro (€5,000) any tenderer or candidate concerned, or any person, having or having had an interest or who has been harmed or risks being harmed by an alleged infringement or by any decision taken including a proposed award in obtaining a contract, a rejection of a tender or a cancellation of a call for tender after the lapse of the publication period, may file an appeal by means of an objection before the Public Contracts Review Board, which shall contain in a very clear manner the reasons for their complaints.

**271.** The objection shall be filed within ten (10) calendar days following the date on which the contracting authority or the authority responsible for the tendering process has by fax or other electronic means sent its proposed award decision or the rejection of a tender or the cancellation of the call for tenders after the lapse of the publication period.

**272.** The communication to each tenderer or candidate concerned of the proposed award or of the cancellation of the call for tenders shall be accompanied by a summary of the relevant reasons relating to the rejection of the tender as set out in regulation 242 or the reasons why the call for tenders is being cancelled after the lapse of the publication period, and by a precise statement of the exact standstill period.

**273.** The objection shall only be valid if accompanied by a deposit equivalent to 0.50 per cent of the estimated value set by the contracting authority of the whole tender or if the tender is divided into lots according to the estimated value of the tender set by the contracting authority for each lot submitted by the tenderer, provided that in no case shall the deposit be less than four hundred euro (€400) or more than fifty thousand euro (€50,000) which may be refunded as the Public Contracts Review Board may decide in its decision.

**274.** The Secretary of the Public Contracts Review Board shall immediately notify the Director, the Ministerial Procurement Unit and, or the contracting authority, as the case may be, that an objection had been filed with his authority thereby immediately suspending the award procedure.

**275.** The Department of Contracts, the Ministerial Procurement Unit or the contracting authority involved, as the case may be, shall be precluded from concluding the contract during the period of ten (10) calendar days allowed for the submission of appeals. The award process shall be completely suspended if an appeal is eventually submitted.

**276.** The procedure to be followed in submitting and determining appeals as well as the conditions under which such appeals may be filed shall be the following:

(a) any decision by the General Contracts Committee, the Ministerial Procurement Unit or the Special Contracts Committee or by the contracting authority, shall be made public by affixing it to the notice-board of the Department of Contracts, the Ministerial Procurement Unit or of the office of the contracting authority, as the case may be, or by uploading it on government's e-procurement platform prior to the award of the contract if the call for tenders is administered by the Department of Contracts;

(b) the appeal of the complainant shall also be affixed to the notice-board of the Public Contracts Review Board and shall be communicated by fax or by other electronic means to all participating tenderers;

(c) the contracting authority and any interested party may, within ten (10) calendar days from the day on which the appeal is affixed to the notice board of the Review Board and uploaded where applicable on the government's e-procurement platform, file a written reply to the appeal. These replies shall also



be affixed to the notice board of the Review Board and where applicable they shall also be uploaded on the government's eProcurement platform;

(d) the authority responsible for the tendering process shall within ten (10) days forward to the chairman of the Public Contracts Review Board all documentation pertaining to the call for tenders in question including files and tenders submitted;

(e) the secretary of the Review Board shall inform all the participants of the call for tenders, the Department of Contracts, the Ministerial Procurement Unit and the contracting authority of the date or dates, as the case may be, when the appeal will be heard;

(f) when the oral hearing is concluded, the Public Contracts Review Board, if it does not deliver the decision on the same day, shall reserve decision for the earliest possible date to be fixed for the purpose, but not later than six (6) weeks from the day of the oral hearing:

Provided that for serious and justified reasons expressed in writing by means of an order notified to all the parties, the Public Contracts Review Board may postpone the judgment for a later period;

(g) the secretary of the Review Board shall keep a record of the grounds of each adjournment and of everything done in each sitting;

(h) after evaluating all the evidence and after considering all submissions put forward by the parties, the Public Contracts Review Board shall decide whether to accede or reject the appeal or even cancel the call if it appears to it that this is best in the circumstances of the case.

## SECTION 3 - SPECIAL CONDITIONS

These conditions amplify and supplement, if necessary, the General Conditions governing the contract. Unless the Special Conditions provide otherwise, those General Conditions remain fully applicable. The numbering of the Articles of the Special Conditions is not consecutive but follows the numbering of the Articles of the General Conditions. Other Special Conditions should be indicated afterwards.

### **Article 2: Notices and Written Communications**

- 2.2 Tourism and Economic Development Directorate  
St. Francis Square,  
Victoria,  
Gozo

### **Article 5: Supply of Information**

- 5.1 As per General Conditions.

### **Article 6: Assistance with Local Regulations**

- 6.1 As per General Conditions.

### **Article 7: Obligations of the Contractor**

- 7.8 As per General Conditions.

### **Article 13: Medical, Insurance and Security Arrangements**

- 13.3 Not Applicable.

### **Article 15: Scope of the Services**

- 15.1 The scope of the services is defined in Section 4 (Terms of Reference)

### **Article 16: Personnel and Equipment**

- 16.3 As per General Conditions.

### **Article 18: Execution of the Contract**

- 18.2 Execution of the contract shall take place as follows:
- **Easter in Gozo Facebook Page Manager** shall start on the 1<sup>st</sup> of March 2019 until the 28<sup>th</sup> April 2019
  - **Christmas in Gozo Facebook Page Manager** shall start on the 1<sup>st</sup> October 2019 until the 10<sup>th</sup> January 2020

## **Article 19: Delays in Execution**

- 19.2 Further to the general conditions, failure to comply with the timeframes set in clause 1.3 of this document will subject the contractor to a penalty of €25 per day's delay/ and or contract default up to a limit of 20% of the contract price. Such penalty shall be charged to the Contracting Authority, upon written notification to the Contractor for each and every Contract default and if the contractor fails to satisfactorily provide the requested services as stipulated in this Quotation Document, and/or the service is found to be seriously lacking in quantity, quality or efficiency and/or the Contractor breaches any of the conditions stipulated in this Quotation document. Moreover, the Contracting Authority reserves the right to engage other Contractors and any extra expenses incurred, further to the contract rates, shall be borne by the Contractor.

## **Article 20: Amendment of the Contract**

- 20.2 Further to the General Conditions, the periods shown on the Financial Bid are only indicative and where necessary may be exceeded. Moreover, the Government reserves the right to amend the dates of the duration of these services and would not by doing so be held liable to any damages or other costs whatsoever.

## **Article 24: Interim and Final Progress Reports**

- 24.1 Not applicable.

## **Article 26: Payments and Interest on Late Payment**

This is a global price services contract.

Payment will be in bulk following completion of the whole contract. The invoice will be confirmed and certified by the representative of the Contracting Authority in charge of this project prior to settlement.

No additional requests for payment will be entertained by the Contracting Authority.

## **Article 27: Pre-Financing Guarantee**

Not Applicable

## **Article 30: Revision of Prices**

Revision of Prices are not applicable for this quotation.

## SECTION 4 - TERMS OF REFERENCE (Note 3)-

### Lot No 1 - Organisation and Management of the 'Easter in Gozo' Facebook page:

1. The Manager of the Facebook Page shall create a minimum of 100 posts and upload them on the 'Easter in Gozo' Facebook page;
2. This includes the sharing of Easter themed posts from other pages. These shared posts need to be relevant to the island of Gozo;
3. The posts need to be original and must be relevant to the celebration of Easter on the island of Gozo;
4. Posts of the events listed in the Easter in Gozo booklet shall be uploaded in brief to the Easter in Gozo Facebook page in both English and Maltese;
5. Posts about events not listed in the Easter in Gozo booklet shall be communicated to the Managing Authority before being uploaded on the Easter in Gozo page;
6. Shall create and implement strategic and creative ideas to promote the activities organised as part of the Easter in Gozo programme of events. This includes:
  - The creation of call-to-actions that drive users to the events' landing pages on [www.visitgozo.com](http://www.visitgozo.com);
  - Finding ways to increase Facebook engagement and followers - this may include asking questions on posts, posting live videos, boosting posts, etc...
  - The Contractor shall also take on board suggestions/requirements from the Contracting Authority;
7. The contractor shall communicate the social media plan for the forthcoming week with the Contracting Authority - the posts in the social media plan shall only be uploaded to the 'Easter in Gozo' Facebook page upon approval by the Contracting Authority;
8. The execution of the contract shall take place between the 1st of March 2019 until the 28th April 2019;

### Lot No 2 - Organisation and Management of the 'Christmas in Gozo' Facebook page:

1. The Manager of the Facebook Page shall create a minimum of 200 posts and upload them on the 'Christmas in Gozo' Facebook page. This includes:
  - Sharing of Christmas themed posts from other pages. These shared posts need to be relevant to the island of Gozo;
  - Original posts need to be relevant to the celebration of Christmas on the island of Gozo;
  - Posts of the events listed in the Christmas in Gozo booklet shall be uploaded in brief to the 'Christmas in Gozo' Facebook page both in English and Maltese;
  - Posts about events not listed in the Christmas in Gozo booklet shall be communicated to the Managing Authority before being uploaded on the 'Christmas in Gozo' Facebook page;
2. Shall create and implement strategic and creative ideas to promote the activities organised as part of the Christmas in Gozo programme of events. This includes:
  - The creation of call-to-actions that drive users to the events' landing pages on [www.visitgozo.com](http://www.visitgozo.com);
  - Finding ways to increase Facebook engagement and followers - this may include asking questions on posts, posting live videos, boosting posts, etc...
  - The Contractor shall also take on board suggestions/requirements from the Contracting Authority;

3. The contractor shall communicate the social media plan for the forthcoming week with the Contracting Authority - the posts in the social media plan shall only be uploaded to the 'Christmas in Gozo' Facebook page upon approval by the Contracting Authority;
4. The execution of the contract shall take place between 1<sup>st</sup> October 2019 until the 10<sup>th</sup> January 2020;

**Requirements for both lots:**

Personnel and Key Experts

- The Social Media manager should hold a recognised first degree (MQF level 6 or equivalent or above) in the area of Digital Marketing, Creative Writing, and/or Arts.
- The Social Media manager shall be fluent in writing in both Maltese and English languages.

**Special Requirements for both lots:**

- The Contractor will liaise with a single point of contact, the Project Manager, from the Contracting Authority, whose details will be provided following endorsement of the contract.
- The Project Manager shall approve the work of the Contractor, within two working days from receipt, through e-mail correspondence. The Project Manager will issue the final approval to the contractor with regards to the content posted on Social Media. Any amendments to the content suggested by the Contracting Authority will be communicated by the Project Manager to the Contractor.
- The interested bidders are being requested to provide global price for the services described hereunder. The prices shall be quoted in Euro and shall include all costs as indicated, all charges paid, exclusive of VAT, but inclusive of Eco tax and any other charges as applicable. Submitted prices are fixed and not subject to revision.
- All costs for providing these services are deemed to be included in the rates, and hence no further payment will be made other than the quoted rates. The quoted rates are deemed to be inclusive of taxes, discounts, duty but **excluding** VAT.

## Technical Offer<sup>(Note 3)</sup>

**Note: Where in this quotation document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.**

This form is to be submitted by the bidders with their offer. Bidders that fail to complete, duly sign and submit the requested information will be deemed as non compliant and will not be considered further for final adjudication.

### LOT NO 1:

#### Declaration:

I / We declare that as part of our technical offer, I/we confirm that the Services of the Social Media Manager to Organise and Manage the 'Easter in Gozo' Facebook Page being requested in this document will be carried out in accordance with the Technical specifications and all conditions and standards indicated in the Technical specifications, and as detailed in the Financial Bid form.

Name of Bidder / Company: .....

Signature:.....

Date:.....

*(the person or persons authorised to sign on behalf of the bidder)*

## Technical Offer<sup>(Note 3)</sup>

**Note: Where in this quotation document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.**

This form is to be submitted by the bidders with their offer. Bidders that fail to complete, duly sign and submit the requested information will be deemed as non compliant and will not be considered further for final adjudication.

### LOT NO 2:

#### Declaration:

I / We declare that as part of our technical offer, I/we confirm that the Services of the Social Media Manager to Organise and Manage the 'Christmas in Gozo' Facebook Page being requested in this document will be carried out in accordance with the Technical specifications and all conditions and standards indicated in the Technical specifications, and as detailed in the Financial Bid form.

Name of Bidder / Company: .....

Signature:.....

Date:.....

*(the person or persons authorised to sign on behalf of the bidder)*

# FINANCIAL BID

Quotation Title: Quotation for the Services of a Social Media Manager to Organise and Manage the  
'Easter in Gozo' and 'Christmas in Gozo' Facebook Page

Reference Number: MGOZ Q 7/2019

N.B -Three decimal points do not exist as currency; therefore, such offers cannot be accepted. Offers are to be submitted up to two decimal points.

LOT NO 1 -

| Item | Description of Service                                                                                                       | Total including Duties & Other Taxes/Charges <u>but</u> exclusive of VAT (Delivered Duty Paid-DDP)<br><br>€ |
|------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 1    | Organisation and Management of the 'Easter in Gozo' Facebook page for the period 1st of March 2019 until the 28th April 2019 |                                                                                                             |

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

Date: \_\_\_\_\_

Name: \_\_\_\_\_

ID: \_\_\_\_\_



# FINANCIAL BID

Quotation Title: Quotation for the Services of a Social Media Manager to Organise and Manage the  
'Easter in Gozo' and 'Christmas in Gozo' Facebook Page

Reference Number: MGOZ Q 7/2019

N.B -Three decimal points do not exist as currency; therefore, such offers cannot be accepted. Offers are to be submitted up to two decimal points.

LOT NO 2 -

| Item | Description of Service                                                                                                                                   | Total including Duties & Other Taxes/Charges <u>but</u> exclusive of VAT (Delivered Duty Paid-DDP)<br><br>€ |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 1    | Organisation and Management of the 'Christmas in Gozo' Facebook page for the period 1 <sup>st</sup> October 2019 until the 10 <sup>th</sup> January 2020 |                                                                                                             |

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

Date: \_\_\_\_\_

Name: \_\_\_\_\_

ID: \_\_\_\_\_

## BIDDER DETAILS

(A separate, distinct Bidder Details Form must be submitted for EACH OPTION - if applicable - submitted)

|                                    |  |
|------------------------------------|--|
| Company's Name:                    |  |
| Contact Person's Name and Surname: |  |
| Business Address:                  |  |
| VAT Registration Number            |  |
| Telephone Number:                  |  |
| Mobile Number:                     |  |
| E-mail address:                    |  |

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

Date: \_\_\_\_\_

Name: \_\_\_\_\_

ID: \_\_\_\_\_

## BIDDER'S DECLARATION(S)

To be completed and signed by the bidder (including each partner in a consortium).

In response to your letter of invitation to quotation for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined, and accept in full and in its entirety, the content of this quotation document (including subsequent Clarifications Notes issued by the Contracting Authority) for invitation to quotation No MGOZ Q 7/2019 of 22/01/2019. 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 quotation offer not being considered any further. We also declare agreement, conformity and compliance with the General Rules Governing Tendering.
- 2 We offer to provide, in accordance with the terms of the quotation document and the conditions and time limits laid down, without reserve or restriction, the supplies, as per description on the Financial Bid.
- 3 The total price of our quotation (inclusive of duties, other taxes and any discounts but excluding VAT) is:  
  
Lot No 1 €: ..... Lot No 2 €: .....
- 4 This quotation is valid for a period of 90 days from the final date for submission of quotations.
- 5 If our quotation is accepted, we undertake to provide a performance guarantee of 10% of the contract value as required by the General Conditions. (Applicable for bids and quotations with value over €10,000.)
- 6 We are making this application in our own right and [as partner in the consortium led by < name of the leader / ourselves > ] for this quotation. We confirm that we are not quoting for the same contract in any other form. [We confirm, as a partner in the consortium, that all partners are jointly and severally liable by law for the performance of the contract, that the lead partner is authorised to bind, and receive instructions for and on behalf of, each member, and that all partners in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract's performance]. We are fully aware that, in the case of a consortium, the composition of the consortium cannot be modified in the course of the quotation procedure.
- 7 We are not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy. We also declare that we have not been convicted criminally, or found guilty of professional misconduct. Furthermore, we are up-to-date in the payment of social security contributions and other taxes.
- 8 We accept that we shall be excluded from participation in the award of this quotation if compliance certificates in respect of declarations made under Clause 7 of this declaration are not submitted by the indicated dates.
- 9 We agree to abide by the ethics clauses of the instructions to bidders and, in particular, have no potential conflict of interests or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application. We have no interest of any nature whatsoever in any other quotation in this procedure. We recognise that our quotation may be excluded if we propose key experts who have been involved in preparing this project or engage such personnel as advisers in the preparation of our quotation.
- 10 We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any false, inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Government of Malta and the European Communities.
- 11 Our quotation submission has been made in conformity with the Instructions to Bidders, and in this respect we confirm having included in the appropriate packages as required, the following documentation:

(a) **General Information** <sup>(Note 2)</sup>

- (i) Statement on Conditions of Employment

- (b) **Exclusion (including Blacklisting) and Selection Criteria**<sup>(Note 2A)</sup>
  - (i) Declaration concerning exclusion grounds - Blacklisting and Exclusion Form
- (c) **Evaluation Criteria/Technical Specifications**<sup>(Note 3)</sup>
  - (i) Bidder's Technical Offer Form<sup>(Note 3)</sup>
  - (ii) **Literature** as per form Literature List.<sup>(Note 2B)</sup>
  - (iii) Key Experts form and any applicable documentation and declaration<sup>(Note 2A)</sup>
- (d) **Quotation Form, and Financial Offer**<sup>(Note 3)</sup>

**Notes:**

*1. Not applicable for departmental tenders.*

*2. A) Bidders will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five (5) working days from notification.*  
*B) Bidders will be requested to rectify/submit only missing documents within five (5) working days from notification. No changes to the information provided in the Literature submitted will be allowed. Literature submitted shall be rectifiable only in respect of any missing information. All Rectifications are free of charge.*

*3. No rectification shall be allowed. Only clarifications on the submitted information may be requested..*

**12** I acknowledge that the Contracting Authority shall request rectifications in respect of incomplete/non-submitted information pertinent to the documentation listed in Clause 11(a) of this Quotation Form. We understand that such rectification/s must be submitted within five (5) working days, and that failure to comply shall result in our offer not being considered any further.

**13** We note that the Contracting Authority is not bound to proceed with this invitation to quotation and that it reserves the right to cancel or award only part of the contract. It will incur no liability towards us should it do so.

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

I.D. / Passport Number: \_\_\_\_\_

Signature of bidder: \_\_\_\_\_

Duly authorised to sign this quotation on behalf of: \_\_\_\_\_

Company/Lead Partner VAT No: \_\_\_\_\_  
*(if applicable)*

Stamp of the firm/company: \_\_\_\_\_

Place and date: \_\_\_\_\_

## Statement on Conditions of Employment

**Tenderers are to ensure that self-employed personnel are not engaged on this contract.  
Non-compliance will invalidate the contract.**

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.

Signature: .....

*(the person or persons authorised to sign on behalf of the Bidder)*

Date: .....

**Data on Joint Venture/Consortium (Where applicable)**

|   |                                                                                                                                            |                                                                        |
|---|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 1 | Name                                                                                                                                       | .....                                                                  |
| 2 | Managing Board's Contact Details                                                                                                           | Address: .....<br>.....<br>Telephone: ..... Fax: .....<br>Email: ..... |
| 3 | Agency in the state of the Contracting Authority, if any<br><i>(in the case of a Joint Venture/Consortium with a foreign lead partner)</i> | Address: .....<br>.....<br>Telephone: ..... Fax: .....<br>Email: ..... |
| 4 | Names of Partners                                                                                                                          | (i) .....<br>(ii) .....<br>(iii) .....<br>(iv) .....                   |
| 5 | Name of Lead Partner                                                                                                                       | .....                                                                  |
| 6 | Agreement governing the formation of the Joint Venture/Consortium<br><i>(Enclose Joint Venture/ Consortium Agreement)</i>                  |                                                                        |
|   | Place of Signature:                                                                                                                        | Date of Signature:                                                     |
|   | .....                                                                                                                                      | .....                                                                  |

Signature: .....

*(the person or persons authorised to sign on behalf of the Bidder)*

Date: .....

## POWER OF ATTORNEY

Please attach here the Power of Attorney empowering the signatory of the tender and all related documentation as per clause 2.3 of the General Rules Governing Tendering (version 2.4) and clause 7(A)(v) of Section 1 - Instructions to Bidders.

**Signature:** .....

*(the person or persons authorised to sign on behalf of the bidder)*

**Date:** .....

## DECLARATION CONCERNING EXCLUSION GROUNDS

I hereby declare that I do not fall under any of the grounds listed under Part VI of LN352/2016.

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Signature

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Name of Company



**Key Experts Form** (Note 2A)

Copy of CVs, Qualifications and Certificates, licenses or any other related documentation, are to be submitted with the Bidder's offer. Key Experts shall also submit filled-in Statement of Exclusivity and Availability (as per specimen).

| Key Expert                                                                                                        | Name of Expert | Nationality | Age | Educational Background | Specialist Area of Knowledge | Indicate details of the Qualifications, Warrants or License as applicable | Languages and Degree of Fluency (VG; G; W)* |
|-------------------------------------------------------------------------------------------------------------------|----------------|-------------|-----|------------------------|------------------------------|---------------------------------------------------------------------------|---------------------------------------------|
| First degree (MQF level 6 or equivalent or above) in the area of Digital Marketing, Creative Writing, and/or Arts |                |             |     |                        |                              |                                                                           |                                             |

\*(Very Good; Good; Weak)

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

Name in Block Capitals: \_\_\_\_\_

Position in Company/Firm: \_\_\_\_\_

Date: \_\_\_\_\_

***Declaration Form***

**TO BE COMPLETED BY EACH INDIVIDUAL KEY EXPERT/PERSONNEL WHO IS EMPLOYED WITH THE PUBLIC ADMINISTRATION**

**PUBLICATION REF: MGOZ Q 7/2019**

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 organization 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 version 1.11.

Name of Key Expert: .....

Signature: .....

Date: .....

## **Statement on Exclusivity and Availability**

**TO BE COMPLETED BY EACH INDIVIDUAL KEY EXPERT IF REQUIRED**

**PUBLICATION REF: MGOZ Q 7/2019**

I, the undersigned, hereby declare my exclusivity and availability in the above-mentioned tender procedure in case of award. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this tender is successful, namely:

| From                           | To                           |
|--------------------------------|------------------------------|
| .....<br>< start of period 1 > | .....<br>< end of period 1 > |
| .....<br>< start of period 2 > | .....<br>< end of period 2 > |
| < etc >                        | < etc >                      |

I confirm that during the above period(s) I am not engaged in another project in a position which will prevent me from providing the services for which I am being nominated for this tender.

Furthermore, should this tenderer be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other tender procedures and contracts and that the notification of award of contract to the tenderer may be rendered null and void.

Name of Key Expert: .....

Signature: .....

Name of Tenderer: .....

Date: .....

## LITERATURE LIST *(Note 2B)*

Literature list as per Form marked 'Literature List' is to be submitted with the Technical Offer

| Item | Description                                                                                                               | Reference in Technical Specifications |
|------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 1    | Copy of First degree (MQF level 6 or equivalent or above) in the area of Digital Marketing, Creative Writing, and/or Arts | As per Terms of Reference             |