



## Call for Quotations – CfQ

**THE PRODUCTION OF VIDEO CLIPS TO PUBLICISE THE EU FUNDED PROJECT FOR THE EXTENSION/REFURBISHMENT OF ST JOHN'S CO-CATHEDRAL MUSEUM: CARAVAGGIO WING**

Issued by: The St John's Co-Cathedral Foundation

CfQ#: STJCF004/23

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Response/Submission Date and Time: 6<sup>th</sup> September 2023 @12pm



Operational Programme I - European Structural and Investment Funds 2014-2020

"Fostering a competitive and sustainable economy to meet our challenges"

Project part-financed by the European Regional Development Fund

Co-financing rate: 80% EU Funds; 20% The St John's Co-Cathedral Foundation Funds



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## **Section A: Instructions**

**1) Response to this CfQ is to be submitted through e-mail on [info@stjohnscocathedral.com](mailto:info@stjohnscocathedral.com).**

All submissions will be dealt with in strictest confidence.

**2) The General Rules Governing Tendering, found on STJCF website , shall apply in principle to this Call for Quotations.**

3) The Estimated Procurement Value for this Call for Quotations has been based on comprehensive research including appropriate financial analysis. In the context of this procurement, the Estimated Procurement Value, based on market research, is that of €8,000 excluding VAT.

The purpose of this value shall be the guidance of prospective bidders when submitting their offer and is not to be considered as a binding capping price.

Therefore, the published Estimated Procurement Value is not restrictive and final on the Contracting Authority (CA). Economic Operators are free to submit financial offers above or below the Estimated Procurement Value. However, the Contracting Authority reserves the right to accept or reject Financial Offers exceeding the Estimated Procurement Value.

## **Section B: General Information**

### **1) Purpose**

The St John's Co-Cathedral Foundation is requesting a quotation for the production of Video Clips to publicise an EU Funded project which is being implemented at the St John's Co-Cathedral. The video clips shall eventually be aired on TV.

The procurement will be co-financed by the European Union/ St John's Co-Cathedral Foundation, in accordance with the rules of Operational Programme I - European Structural and Investment Funds 2014-2020.

### **2) Beneficiary**

The beneficiary, being the St. John's Co-Cathedral Foundation (*Contracting Authority - CA*) is the point of contact for this CfQ. Please refer any inquiries to:

*The St John's Co-Cathedral Foundation,  
St John's Co-Cathedral,  
St John Street, Valletta, Malta  
Telephone: 00356 21220536  
E-mail: [info@stjohnscocathedral.com](mailto:info@stjohnscocathedral.com)*

Any CfQ addenda/updates will be made available on the Contracting Authority's website: <https://www.stjohnscocathedral.com/>

### 3) Scope and Terms & Conditions

The St John's Co-Cathedral Foundation is currently implementing an EU Funded project for the extension and refurbishment of St. John's Co-Cathedral Museum comprising the Caravaggio Wing. Apart from implementing the physical project, providing information about the project and publicity is also an important factor. The video clips shall aim to increase visibility of the EU Funded Programme and the project among the general public and stakeholders.

In this regard the St. John's Co-Cathedral Foundation requires services in order to produce up to eight (8) video clips about the project. The contractor shall be required to produce **up to four (4) video clips of 30 seconds each** and **up to four (4) shorter versions of the previous videos of ten (10) seconds each**, and the clips shall be readily prepared to be aired on TV in H.264 format. The clips are required to be produced in the Maltese language. The contractor shall be responsible for the whole process of the production and shall provide:

- Onsite Filming as required by the CA
- Editing
- 2D Graphics
- Incorporation of images provided by the CA
- English Sub-Titles
- Voice Over
- Minimum of two actors (no dialogue)
- Production and Logistics
- Music Rights
- Adapted Screenplay

The Video Clips are required to include visibility requirements related to the EU Funds which the project is part-financed through. Full visibility requirements must be included at least in the closing seconds of the production.

The minimum Visibility requirements indicate the use of:

- Project part-financed by the European Union (compulsory);
- Name of Fund – European Regional Development Fund (ERDF);
- Any other information required by the Managing Authority.

Enough time for a voice over narration should be allowed, as well as a paced reading of the co-financing text by the viewer.

#### **Workflow**

Each video clip to be produced shall follow the below workflow.

##### 1. Inception Meeting

Following the awarding of the request for quotations an inception meeting shall be held at the Contracting Authority's (CA) offices whereby the St. John's Co-Cathedral Foundation representatives shall provide their requirements for the content of the clips. Production of the clips shall be completed **within a maximum of three weeks** from the signature of the contract.

The script for the clips shall be provided by the CA and this shall be adapted to the visual's/film by the contractor. The narrative of the script shall be used as a basis for the production.

## 2. Review Meeting

Following a maximum of three weeks from the signature of the contract, a meeting shall be held at the CA's offices in order to view and discuss the video clips. The contractor may be asked to carry out amendments as deemed fit by the CA and shall provide the revised video clip within one week of the review meeting.

### **Section C: Details of information requested**

When submitting their offer, bidders are expected to provide a complete and comprehensive response to this Call for Quotations. Bids should be submitted via email on the following address: [info@stjohnscocathedral.com](mailto:info@stjohnscocathedral.com).

Responses should include the following:

- 1) General Economic Operator Information using Annex I;
- 2) Technical Offer Template using Annex II;
- 3) Financial Bid using Annex III.

Responses are to be straightforward, clear, concise and specific to the information requested. In order for submissions to be considered complete, Economic Operators must provide all the requested information mentioned in this document as well as any other comments, observations or suggestions which potentially may assist the Contracting Authority in the Call for Quotations.

The award criteria for this Call for Quotations is the price.

### **Section D: Additional Information**

#### **1) Method of Payment**

Payment shall be made upon conclusion of the video clips assigned by the St. John's Co-Cathedral Foundation which shall be considered final upon acceptance by the Contracting Authority and against invoices presented by the bidder.

#### **2) Contract Duration**

Performance of the contract shall commence upon the date of the last signature on the contract agreement.

The period of execution of the contract will be 6 weeks from the signature on the contract agreement.

### **3) 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.

### **4) 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 - General Economic Operator Information

Full Name of the Bidder			
Address			
Full Name of Contact Person for the contract		Position in Organisation	
Phone Number		Mobile Number	
ID Number or Organisation Registration Number		VAT Reg. Number	
E-Mail Address			

Declaration concerning exclusion grounds as follows:-

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

**I confirm the above (please tick)**

Signature .....

Date.....

## ANNEX II: Technical Offer Template

Service	Specifications	YES/NO  (Please confirm by writing down Yes)	Comments  (only if required, not necessary)
<p>The Production of Video Clips to Publicise the EU Funded Project for the Extension/ Refurbishment of St. John's Co-Cathedral Museum: Caravaggio Wing</p>	<p>The contractor shall be required to produce up to four <b>(4) video clips of 30 seconds each</b> and up to four <b>(4) shorter versions of the previous videos of ten (10) seconds each</b>, and the clips shall be readily prepared to be aired on TV in H.264 format. The clips are required to be produced in the Maltese language. The contractor shall be responsible for the whole process of the production and shall provide:</p> <ul style="list-style-type: none"> <li>• Onsite Filming as required by the CA</li> <li>• Editing</li> <li>• 2D Graphics</li> <li>• Incorporation of images provided by the CA</li> <li>• English Sub-Titles</li> <li>• Voice Over</li> <li>• Minimum of two actors (no dialogue)</li> <li>• Production and Logistics</li> <li>• Music Rights</li> <li>• Adapted Screenplay</li> </ul> <p>The Video Clips are required to include visibility requirements related to the EU Funds which the project is part-financed through. Full visibility requirements must be included at least in the closing seconds of the production.</p> <p>The minimum Visibility requirements indicate the use of:</p> <ul style="list-style-type: none"> <li>• Project part-financed by the European Union (compulsory);</li> <li>• Name of Fund – European Regional Development Fund (ERDF);</li> <li>• Any other information required by the Managing Authority.</li> </ul> <p>Enough time for a voice over narration should be allowed, as well as a paced reading of the co-financing text by the viewer.</p>		

By submitting this document we are confirming to abide by all the specifications and requirements of this Call for Quotations document.

Signature .....

Date.....



### Annex III - Financial Bid Form

*Quotations are to be submitted and shall be awarded including taxes/charges and any import duties applicable but excluding VAT.*

Description of Service	Total Including Taxes, Other Duties, & Discounts <u>but</u> Exclusive of VAT <i>Amount in EURO (€)</i>
<b>Fee</b> for the production of <b>one</b> Video Clip of 30 seconds	€ 0.00
<b>Fee</b> for the production of <b>one</b> Video Clip of 10 seconds	€ 0.00

*The Contracting Authority shall request the contractor to produce up to eight video clips (four (4) of 30 seconds each and four (4) of 10 seconds each).*

Signature .....

Date.....

## SECTION 2 – EXTRACTS FROM THE PUBLIC PROCUREMENT REGULATIONS

### *Part IX of the Public Procurement Regulations – S.L. 601.03*

#### ***Appeals from decisions taken after the closing date for the submissions of an offer (applicable to procurement where the estimated value meets or exceeds Euro5K)***

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 NGO 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 NGO of the whole tender or if the tender is divided into lots according to the estimated value of the tender set by the NGO 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 Review Board shall immediately notify the Director and/or the NGO as the case maybe that an objection had been filed with his authority thereby immediately suspending the award procedure.

275. The NGO involved, as the case may be, shall be precluded from concluding the contract during the period of ten 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 or the Special Contracts Committee or by the NGO shall be made public by affixing it to the notice-board of the same NGO 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 quotations is administered by the NGO;
- (b) the appeal of the complainant shall also be affixed to the notice-board of the Review Board and shall be communicated by fax or by other electronic means to all participating tenderers;
- (c) the NGO and any interested party may, within ten calendar days from the day on which the appeal is affixed to the notice-board of the NGO and uploaded if/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 it shall also be uploaded on the Government's e-procurement platform;
- (d) within three working days of the publication of the replies, the Secretary of the Review Board shall prepare a report (the Analysis Report) analysing the appeal and any reply to it. This report shall be circulated to the persons who file an appeal and to all parties who submitted a reply to the appeal;
- (e) after the preparatory process is duly completed, the Director or the Head of the NGO shall forward to the Chairman of the Review Board all documentation pertaining to the call for tenders in question including files, tenders submitted, copies of deposit receipts and any motivated letter;
- (f) The secretary of the board shall inform all the participants of the call for quotations of the date or dates as the case maybe when the appeal will be heard;
- (g) When the oral hearing is concluded, the 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 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.

- (h) The secretary of the board shall keep a record of the grounds of each adjournment and of everything done in each sitting;
- (i) After evaluating all the evidence and after considering all submissions put forward by the parties, the 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.