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**Reference KYR/QT/03/2018**  
**Project – Know Your Rights**

**Request for Quotation**

**For**

**Production of Audio Visual Features**

**Closing Date 28<sup>th</sup> September 2018**  
**Closing Time noon**

**Date Published 17<sup>th</sup> August 2018**

This project has been funded through the Voluntary Organisations Project Scheme managed by the Malta Council for the voluntary Sector on behalf of Parliamentary Secretary for Youth, Sports and Voluntary Organisations within the Ministry of Education and Employment

## GENERAL PART

### 1. General Instructions

This is a request for the production of eleven (11) audio visual features (videos) for the project 'Know Your Rights'.

This is a global-price contract.

The bidder will bear all costs associated with the preparation and submission of the quotation. The Foundation is held free and harmless under all circumstances and for whatsoever reason from any responsibility or liability for such costs, whatever the conduct or outcome of the procedure.

The Foundation retains ownership of all quotations received under this call for quotations. Consequently, bidders have no right to have their quotations returned to them.

### 2. Financing

The project is co-financed by the Voluntary Organisations Project Scheme 2018 in accordance with the rules and regulations established for such scheme.

The beneficiary of the financing is The Eden and Razzett Foundation – Inspire.

### 3. Eligibility

Participation in this call for quotation is open on equal terms to all natural and legal persons.

Interested bidders are ineligible if the legal person or any natural person involved in this call have been declared to be in violation of the national equality legislation.

### 4. Selection Criteria

In order to be considered eligible for the award of the contract, interested bidders must provide evidence of their technical capacity.

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## 5. Explanations/Clarification Notes Concerning the Call for Quotations

Bidders may submit questions in writing to the Foundation by sending an email on [therese.comodinicachia@inspire.org.mt](mailto:therese.comodinicachia@inspire.org.mt) up to six (6) working days before the deadline for submission of quotations. The Foundation will reply to all bidders' questions and amend

this call for quotations by publishing clarification notes, as well as issue corrigenda, up to at least three (3) working days before the deadline for submission of quotations. Clarification notes, corrigenda and/or addenda will constitute an integral part of the call for quotations and it is the responsibility of the bidders to register interest with the Foundation to receive the latest information made available. Clarifications issued by other means are considered irrelevant and inapplicable.

Bidders must register their interest with the Foundation by sending an email to [therese.comodinicachia@inspire.org.mt](mailto:therese.comodinicachia@inspire.org.mt) so that this call for quotation and any subsequent correspondence are sent accordingly. In registering their interest, bidders are to indicate the name and surname, telephone number, address and email of a person authorised to receive any communication from the Foundation on its behalf.

The Foundation may, at its own discretion, extend the deadline for submission of quotations to give interested bidders sufficient time to take clarification notes or any other official correspondence issued by the Foundation into account when preparing their quotation.

## 6. Applicable Law

By submitting their quotation, bidders are accepting that this procedure and any ensuing contract and provision of services are regulated by Maltese Law.

## 7. Language

The call for quotation and all correspondence and documents related to this call for quotation exchanged by the interested bidders and the Foundation must be written in English.

Supporting documents and printed literature submitted by interested bidders may be in another language.

## 8. Presentation of Quotations

All proposed quotations must be submitted together with supporting documentation in PDF version to [therese.comodinicachia@inspire.org.mt](mailto:therese.comodinicachia@inspire.org.mt) by 12:00pm (noon) of the 28<sup>th</sup> September 2018.

## 9. Prices

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The price must cover the whole of the works as described in the call for quotations document.

The bidder must provide a breakdown of the overall price in Euro (€). Offers are to be submitted up to two decimal points.

Bidders must quote all components of the prices inclusive of taxes and any discounts but excluding VAT. VAT shall be paid in accordance with the applicable VAT Regulations.

The price for the contract must include all the services to be provided and all costs relative to the provision and implementation of the services. The Price quoted is fixed and not subject to revision or escalation in costs.

## **10. Payments**

Payments will be made upon certification of services by the Foundation based on the invoice issued by the Service Provider in accordance with the timeframes, terms and conditions of the contract.

## **11. Period of Validity of Quotations**

Proposals submitted for this call for quotation must remain valid for a period of 90 days after the deadline for submission of quotations. Any interested bidder who quotes a shorter validity period will be rejected.

The Foundation may cancel the call for quotations in the event that the evaluation process has not been concluded by the end of the validity period of the submitted bids.

## **12. Extension of Deadline for Submission of Quotations**

The Foundation may, at its own discretion, extend the deadline for submission of quotations to give interested bidders sufficient time to take clarification notes or any other official correspondence issued by the Foundation into account when preparing their quotations. In such cases, all rights and obligations of the Foundation and any interested bidders regarding the original date specified in the call for quotation notice will be subject to the new date.

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### **13. Late Submissions**

All quotations received after the deadline for submission specified in these instructions are ineligible for consideration, will be rejected and will not be evaluated.

### **14. Alterations and Withdrawal of Quotations**

Interested bidders may amend/replace or withdraw their quotation by written notification until the expiry of the deadline for submission. No quotation may be altered or replaced or amended after the deadline for submission.

Any notification of alteration, amendment, replacement or withdrawal must be submitted in the same manner as the proposal on email address [therese.comodinicachia@inspire.org.mt](mailto:therese.comodinicachia@inspire.org.mt) and must be clearly marked as 'alteration' or 'withdrawal'.

### **15. Criteria for Award**

The contract shall be awarded to the bidder satisfying the financial, technical and administrative criteria set out in this call for quotations.

### **16. Right of the Foundation to Accept/Reject any Quotation**

The Foundation reserves the right to accept or reject any quotation and/or to cancel the whole procedure and reject all quotations. The Foundation reserves the right to initiate a new call for quotations. In the event of cancellation, the Foundation will notify the interested bidders.

In no circumstances will the Contracting Authority be liable for damages, whatever their nature or relationship to the cancellation of the call for quotations, even if the Foundation has been advised of the possibility of damages. The publication of a contract notice does not commit the Foundation to implement the programme or project announced.

### **17. Notification of Award, Contract Clarifications**

Prior to the expiration of the period of validity of quotations, the Foundation will notify the successful bidder in writing, that his/her quotation has been recommended for award.

Unsuccessful bidders shall be notified with the outcome of the evaluation process and will be provided the name of the successful bidder and the recommended price of the successful bidder.

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## Terms of Reference

### 1. Background Information

#### 1.1 Foundation

The Eden and Razzett Foundation – Inspire  
BLB 801 Bulebel  
Zejtun ZTN 3000

#### 1.2 Project Partners

The Eden and Razzett Foundation – Inspire  
The Richmond Foundation

### 2. Contract Objectives and Expected Results

2.1 The overall objectives of the project of which this contract will be a part are as follows:

- Increase awareness and knowledge of the rights of persons with disability
- Encourage empowerment of persons with disability
- Increase access to justice and rights for persons with disability
- Support persons with disability with initial guidance on accessing rights and justice

#### 2.2 Specific Objectives

The objectives of this contract are as follows:

- To produce eleven (11) audio visual features (videos) which will reflect the conclusions of a research activity and FAQs that are currently being developed within the Project Know your Rights;

#### 2.3 Results to be achieved by the Service Provider

Activity 1 – Authoring of Scripts for eleven (11) audio visual features to reflect the conclusions of a research activity and FAQs that are currently being developed with the Project Know Your Rights

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Activity 2 - Sourcing of English Speaking Speaker for the audio visual features

Activity 3 - Production and Filming of eleven (11) audio visual features to reflect the conclusions of a research activity and FAQs that are currently being developed with the Project Know Your Rights

Activity 4 – Insertion of Maltese and English Subtitles in audio visual features

Activity 5 – Provision of two final formats of the audio visual features

Activity 6 – Filming of Sign Language Version of Script

### 3. Scope of the Work

#### 3.1 Project Description

The project 'Know Your Rights' is co-financed by the Voluntary Organisations Project Scheme 2018 and implemented by the Eden and Razzett Foundation – Inspire and Richmond Foundation.

- The project aims to empower persons with disability and their carers to know the rights of persons with disability and to enable them to seek access to such rights. It seeks to do so by establishing an online platform which can provide persons with disability and their carers with answers to their questions and initial guidance on how to access rights and procedures. The project seeks to empower all persons with disability and therefore includes persons with physical disability, mental health issues and learning difficulties.

These objectives shall be reached through the various project activities which will include:

- Comprehensive research study into the main issues, interests and obstacles faced by persons with disability
- Design and develop FAQs
- Authoring of scripts and Production of audio visual features
- Authoring of scripts, designing and printing of leaflets in Maltese, English and Braille.
- Dissemination of FAQs, audio visual features and leaflets
- Design of online platform or webpage to host all content produced in the activities of this project.
- Social Media Campaign
- Awareness raising activities

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The project commenced on the 1<sup>st</sup> April 2018 and will conclude on the 30<sup>th</sup> March 2019. The planned timetable of the abovementioned activities is as follows:

<b>Activity</b>	<b>Month</b>
Research Study & Development of FAQs	2 – 6
Authoring of scripts and Production of Audio Visual Features	5 – 7
Authoring of scripts, design, and printing of leaflets	5 – 7
Dissemination of FAQs, Audio Visual Features and Leaflets	7 – 12
Design of Online Platform	4 – 7
Social Media Campaign	7 – 12
Awareness Raising Activities	7 – 12

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### 3.2 Specific Activities

#### **Activity 1 – Authoring of Scripts for eleven (11) audio visual features to reflect the conclusions of a research activity and FAQs that are currently being developed with the Project Know Your Rights**

The Service Provider shall provide a script based on the major conclusions of a research study and the development of FAQs which are currently being developed by third parties and which are expected to be finalised by the second week of October. The Project Partners will provide the Service Provider with a confidential copy of the mentioned research report and FAQs, for the Service Provider to be able to propose relative scripts. The script must be suitable and appropriate for persons with disabilities.

#### **Activity 2 – Sourcing of English Speaking Speaker for the audio visual features**

The Service Provider shall find an English Speaking Speaker to participate in the production and filming of the audio visual features. The person proposed by the bidder must commit to being available for the filming and production of the features. The Speaker must be of good character and be fluent in English.

#### **Activity 3 – Filming and Production of eleven (11) audio visual features**

The Service Provider shall provide eleven (11) audio visual features each of between one (1) and two (2) minutes. The audio visual feature must contain:

- (a) Maltese and English subtitles;
- (b) simple opening and closing stinger with name of the project and animated logos not in 3D;
- (c) a speaker speaking filmed indoors either with two cameras or with shots taken with same camera from a different angle, and minimal stock footage or filmed footage sourced by the bidder to be edited with the speaker shots;
- (d) filming of speaker for the eleven (11) videos can take place on the same day or on any number of days as the bidder proposes in his/her technical offer;
- (e) royalty free music or music that is royalty free for use by the Project Partners to be used across all eleven (11) videos.

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#### **Activity 4 – Insertion of Maltese and English Subtitles in audio visual features**

The Service Provider is to provide Maltese and English subtitles in each of the eleven (11) audio visual features.

#### **Activity 5 – Provision of two final formats of the audio visual features**

The Service Provider is to provide the Project Partners with two final formats of the eleven (11) audio visual features, these being in broadcast quality and in low-res quality for online use.

#### **Activity 6 – Filming of Sign Language Version of Script**

The Service Provider is to provide the Project Partner with a sign language version of script interpreted by a filmed sign language interpreter and have this version included on screen. The inclusion of the sign language version may be done post-production.

### **4. Project Management**

#### **4.1 Responsible Body**

The Eden and Razzett Foundation – Inspire, BLB 801 Bulebel, Zejtun ZTN 3000

#### **4.2 Management Structure**

The management structure of the Foundation is entrusted to its CEO/ Legal Representative . All decision-making processes must be approved by the CEO/ Legal Representative. Throughout the period of execution of the project, the service provider is therefore expected to keep close contact with the CEO/ Legal Representative or with any other person delegated by the CEO/ Legal Representative for such purpose.

### **5. Logistics and Timing**

#### **5.1 Location**

Malta and Gozo

#### **5.2 Commencement Date & Period of Execution**

The intended commencement date is upon the last signature of the contract and the period of execution of the contract will be upon completion of the services described in

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this call for quotations which is to be no later than 26<sup>th</sup> November 2018, or as otherwise indicated by the Foundation.

## 6. Payment Schedule and Reporting Requirements

### 6.1 Payment Schedule

Narrative	Percentage (%)
First Payment - to be issued on completion of Activity 1 and 2	35 %
Second Payment – to be issued on completion of Activity 3 and 4	30%
Third (Final) Payment – to be issued upon completion of Activity 5 and 6	35%
Total	100%

Upon approval of corresponding documentation and invoice, payment will be processed within maximum 60 days. Every invoice issued must contain the amount in Euro net of VAT, the VAT component and the Total.

### 6.2 Reporting Requirements

The service provider is to compile and present an interim technical report and a final technical report.

The interim technical report must be prepared on completion of Activities 1 and 2 highlighting information on the progress per activity listed. This draft report must be sent to the Foundation for approval. A corresponding invoice should be issued following approval by the Foundation.

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A draft final technical report must be submitted upon completion of all Activities before the end of the period of execution of the contract. Following approval of the report by the Foundation a final invoice shall be issued by the service provider. The final technical report must explain how each Activity was carried out and how the necessary responsibilities were met. This report must be supplied in TWO (2) hard copies and one (1) soft copy version.

Every invoice issued should contain the amount in Euro net of VAT, the VAT component and the Total.

The Foundation reserves the right to request further progress reports at any stage of the execution of the contract. Such reports must be delivered within time periods as agreed with the Foundation.

### **6.3. Submission & Approval of Technical Reports**

Two (2) copies of the approved reports referred to above must be submitted to the Executive Director, or any other person delegated by the Executive Director identified in the contract. The Technical progress reports must be written in English. The Executive Director or any other person delegated by the Executive Director or as indicated by the Foundation is responsible for approving the progress reports.

Original copies in various requested soft copy formats (MS word and PDF) may also be presented as indicated by the Foundation.

The service provider is to be in possession of a VAT number.

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**ANNEXES TO BE SUBMITTED**

**Details of Bidder**

Company's Name/Name of Bidder	
Contact Person's Name and Surname	
Company's Address/Bidder's Address	
Vat No:	
Telephone Number	
Mobile Number	
Fax Number	
Email Address	

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## Quotation FORM

1. With reference to the call for quotations for Production of Audio Visual Features - KYR/QT/03/2018 and in terms of the conditions therein mentioned and those thereto attached, I/We:

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(Name of individual or firm on whose behalf this bid is being submitted)

Offer and bind myself/ourselves to provide the service in the Notice aforesaid in conformity with the Specification and Conditions relating thereto.

2. I/We hereby acknowledge that I am/we are fully cognizant of the contents of the aforesaid specification and conditions of this call for quotation.
3. I/We undertake that this bid shall not be retracted or withdrawn for a period of 90 days from the closing date for the submissions of quotations and shall remain binding and may be accepted by the Foundation at any time during the said period of 90 days, even by a verbal communication of the acceptance.

Signature

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ID Card Number

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Full Name

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Name of Company/Partnership

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Capacity to represent company/partnership

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## **SPEAKER'S CURRICULUM VITAE**

The curriculum vitae of the English Speaking Speaker proposed to be the speaker in the eleven (11) audio visual features is to be included here clearly indicating his/her experience and showing his/her suitability for this role.

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## TECHNICAL OFFER

Statements should be made to minimally include the points below.

(Please note that the size of the box is NOT indicative of the detail required in each section.

It is up to the bidder to determine the length required to successfully exhaust the topic)

### 1. RATIONALE

- **Degree of Understanding:** Any comments on the Terms of Reference of importance for the successful execution of activities, in particular its objects and expected results, thus demonstrating the degree of understanding of the contract. Any comments contradicting the Terms of Reference or falling outside their scope will not form part of the final contract.

- **Ownership: opinion on the key issues:** An opinion on the key issues related to the achievement of the contract objectives and expected results

- **Assessment of the Work: risks; assumptions and limitations:** An explanation of the risks and assumptions affecting the execution of the contract.

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## 2. STRATEGY

- **Methodology – a detailed overview of the approach proposed for contract implementation**

## 3. TIMETABLE OF ACTIVITIES

- **Coordination and Organisation of Work:** The timing, sequence and duration of the proposed activities

- **Reasonableness and feasibility of timeframes proposed:** The identification and timing of major milestones in execution of the contract.

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**FINANCIAL Quotation  
(GLOBAL PRICE CONTRACTS)**

Global price for the provision of Scripting, Designing and Printing of Leaflets for the 'Know Your Rights' Project as outlined in the Call for Quotations with Reference KYR/QT/02/2018.

Description	Total including Taxes, Other Duties and Discounts but exclusive of VAT Amount in Euro
Provision of Production of eleven (11) audio visual features	€ _____ Amount in words: _____ _____

The above amount must not be broken down further.

1. I/we further offer to provide the services specified on the attached schedule, or as otherwise directed by the Foundation throughout the execution of the services.
2. I/we undertake that this quotation will not be retracted or withdrawn for a period of 90 days from the closing date for the submission of quotations, inclusively, but shall remain binding and may be accepted by the Foundation at any time during the said period of 90 days.

Name of Bidder \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

I.D. Number \_\_\_\_\_

Date \_\_\_\_\_

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## List of Documents

List of documents to be submitted with the quotation

Item	Description
1	Details of Bidder
2	Quotation Form
3	Speaker Curriculum Vitae
4	Technical Offer
5	Financial Quotation
6	List of Documents

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