

REFERENCE NUMBER: MOT /UNWTO /CFQ/01/2016

CALL FOR QUOTES FOR DESIGN CONSULTANCY AND DESIGN RELATED WORK IN RELATION TO THE UNWTO CONFERENCE

Date Published: [11 November 2016]

Deadline for Submission: [30 November 2016] at 10:00am
CET/CEST

Quotes Opening: [30 November 2016] At 10:30am
CET/CEST

Ministry for Tourism

233, Merchants Street, Valletta, VLT 1170

Contents

INSTRUCTIONS TO TENDERERS	3
1. General Instructions.....	3
2. Timetable.....	3
3. Lots.....	4
4. Variant Solutions.....	4
5. Financing.....	4
6. Clarification Meeting/Site Visit/Workshop.....	4
7. Selection and Award Requirements.....	4
8. Criteria for Award.....	4
9. Currencies of Tender and Payments.....	5
10. Sealing and Marking of Tenders.....	5
11. Communication.....	5
Terms of Reference	6
1.0 Background Information.....	6
1.1 - Beneficiary Country.....	6
1.2 - Central Government Authority.....	6
1.3 - Contracting Authority.....	6
1.4 - Relevant Country Background.....	6
2.0 Contract Objectives and Expected Results.....	7
2.1 - Overall Objectives.....	7
2.2 - Specific Objectives.....	7
2.3 - Results to be achieved by the Consultant.....	7
3.0 - Project Management.....	8
3.1 - Responsible Body.....	8
3.2 - Management Structure.....	8
4. Logistics and Timing.....	8
4.1 - Location.....	8
4.2 - Commencement Date & Period of Execution.....	8
Forms	9
Declaration Form.....	9
Statement on Exclusivity and Availability.....	10

INSTRUCTIONS TO TENDERERS

1. General Instructions

- 1.1 In submitting a quote, the bidder accepts in full and in its entirety, the content of this document, including subsequent Clarifications issued by the Central Government Authority/Contracting Authority (CGA/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 document.

No account can be taken of any reservation in the call for quotes as regards the document; any disagreement, contradiction, alteration or deviation shall lead to the particular offer not being considered any further.

Prospective bidders take full responsibility to submit their response (offer) well before the tender submission deadline in order to avoid last minute restrictions.

- 1.2 The subject of this call is for **DESIGN CONSULTANCY AND DESIGN WORK IN RELATION TO THE UNWTO CONFERENCE**
- 1.3 The place of acceptance of the services shall be Malta, the time-limits for delivery shall be 4 weeks from the order to start works, and the INCOTERM²⁰¹⁰ applicable shall be **Delivery Duty Paid (DDP)**.
- 1.4 This is a unit-price contract.
- 1.5 This call for quotes is being issued under an open procedure.

2. Timetable

	Date	Time
Deadline for the submission of Call for Quotes	30 October 2016	10.00hrs
Call for Quotes - Opening Session	30 October 2016	10.30hrs

3. Lots

- 3.1 This call for quotes is not divided into lots, and tenders must be for the whole of quantities indicated. Tenders will not be accepted for incomplete quantities.

4. Variant Solutions

- 4.1 No variant solutions will be accepted. Call for quotes must submit an offer in accordance with the requirements of the document.
- 4.2 The rates and prices inserted in the bill of quantities must tally with the conditions laid down in the document.

5. Financing

- 5.1 The project is financed from local budget funds.

6. Clarification Meeting/Site Visit/Workshop

- 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 list of the key experts and other staff proposed for the execution of the contract as per Form marked Key Experts to be submitted online through the prescribed tender response format (tender structure

Public employees may be recruited as experts as long as it is ascertained through the attached self-declaration; 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 is to be endorsed by all Key Experts (who are also Public Employees).

CVs of key staff, signed Declarations of Exclusivity and Availability and signed Self-Declaration (relating to conflict of interest) forms are to be filled and included in the submission.

Key Expert - Graphic Designer:

The Designer will be responsible for the coordination of all the work and to produce and present a brand image for the UNWTO conference. He will need to liaise with the MOT representative to ensure that all material is delivered on time and in accordance with all the specifications listed in this document and as indicated by the Contracting Authority.

Qualifications and Skills

The Graphic Designer should have a recognised and appropriate qualification in Graphic Design

8. Criteria for Award

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

9. Currencies of Tender and Payments

- 9.1 The currency of the quote must be the Euro (€).

10. Sealing and Marking of Tenders

- 10.1 The quotes must be submitted in English and deposited in the Ministry for Tourism's tender box **before** the deadline specified above at the below address

**Ministry for Tourism
233, Republic Street,
Valletta, VLT 1170**

Quotes submitted by any other means will not be considered.

11. Communication

- 11.1 Clarifications deadline date is 23 November 2016 till noon and are to be made through the following email:

tenders.mot@gov.mt

- 11.2 Any clarifications concerning all economic operators will be visible on the Ministry for Tourism Official Website

Terms of Reference

Note:

Where in this Call for Quotes 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.

1.0 Background Information

1.1 - Beneficiary Country

Malta

1.2 - Central Government Authority

Ministry for Tourism

1.3 - Contracting Authority

Ministry for Tourism

1.4 - Relevant Country Background

Tourism is vital for the Maltese economy as it accounts for 15% of the Gross National Product and creates approximately 17% of full time equivalent employment, creating a certain dependency on the tourism sector (*Carrying Capacity Assessment for Tourism in the Maltese Islands 2000-2010*).

Maltese tourism developed on the basis of the island being a sun and sea destination. However, through recent years, efforts had been collectively enforced to instigate market diversification in Malta's tourism sector by widening Malta's offering and shifting the perception of 'sun and sea' destination to other niche areas and to mitigate the problem of seasonality. Such niches include:

- English Foreign Language Teaching & English for Professionals
- Diving
- Sports
- MICE
- Cruise tourism
- History and Culture

Further potential was identified in other particular interests such as:

- Gastronomy
- Tourism for all including social tourism
- Adventure sports tourism
- Nature tourism
- Rural and Eco-tourism

- Religious travel tourism
- Yachting tourism
- Film enthusiasts' tourism
- Crafts tourism
- Dark tourism

The latest tourism policies underlines certain aspects and policy decisions in ensuring sustainable growth in Malta and also its vision to the coming years always keeping abreast with the continuous evolving tourism trends.

2.0 Contract Objectives and Expected Results

2.1 - Overall Objectives

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

- Creation of a brand image for the UNWTO conference which will be organised on the 24th May 2017 in the Corinthia Palace (Attard - Malta);
- Design of Stage set including technical drawings, briefing to contractors responsible for setting up stage etc.
- Liaising with Ministry officials, Destination Management Company appointed to take care of logistics and any other person involved.

2.2 - Specific Objectives

The objectives of this contract are as follows:

- Act as Design expert and consultant for the UNWTO conference giving advice to the Working team on branding, set up in the period leading to and during the conference;
- Creation of a brand image for the UNWTO conference;
 - Create event logo;
 - Design of stationary and collaterals including posters such as Media Adverts; letter heads; writing pads; pencils / biros; a 12 page booklet (A4 folded to A5);
 - Create branding look for website and social media;
 - Create design for backdrop (to be used for PR events etc).
- Design of Stage set including:
 - Creation of technical drawings. Designer is to provide the Ministry with full specs and a detailed bill of quantity which will be used for the issuance of a tender to appoint contractor to build up stage;
 - Meeting and briefing contractor, who will be responsible for the setting up of stage, supervise works and approve final look.

2.3 - Results to be achieved by the Consultant

- Give advice to the Working team set up on branding aspects in the period leading to and during the conference;
- Create event logo;
- Design of stationary and collaterals;
- Create branding look for website;
- Design of Stage set;
- Design of backdrop.

3.0 - Project Management

3.1 - Responsible Body

The Project is led by the Ministry for Tourism

3.2 - Management Structure

The Project is led by the Ministry for Tourism. A working group composed of Ministry officials and MTA officials has been set up to oversee the progress and work needed leading up to the conference. The Design consultant will work with this working group and will be answerable to the chairperson appointed to chair this working group.

4. Logistics and Timing

4.1 - Location

Corinthia Palace - Attard - Malta.

4.2 - Commencement Date & Period of Execution

The intended commencement date is one week from the order to start works and the period of execution of the contract will be till the 24th May 2017.

Designer is expected to have created the logo and general brand for the UNWTO conference in one month (4 weeks) from the order to start works. Final logo / brand must be approved by the Working committee set up to oversee the organisation of the conference. Stage set including technical drawings, specs and bill of quantities must be ready in 6 weeks from the order to start works.

Forms

Form 1 – To be submitted with Call for Quotes

Declaration Form

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

PUBLICATION REF: MOT /UNWTO /CFQ/01/2016

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.

Name of Key Expert:

Signature:

Date:

Form 2 – To be submitted with Call for Quotes

Statement on Exclusivity and Availability

TO BE COMPLETED BY KEY EXPERT

PUBLICATION REF: MOT /UNWTO /CFQ/01/2016

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
..... < start of period 1 > < end of period 1 >
..... < start of period 2 > < 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: