

Call for Quotations



**(BOOKING OF ADVERTS WITH RELEVANT MEDIA
HOUSES)**

Issued by: *Environment and Resources Authority*
CfQ#: *ERA_QT05/2018*
Issue Date: *Wednesday 25th April 2018*
Response/Submission Date and Time: *Friday 4th May 2018 by noon*

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Section A: Instructions

1) Response to this Call for Quotations are to be submitted solely through the following e-mail address: *procurement.era@era.org.mt*

All submissions will be dealt with in strictest confidence.

Section B:

General Information

1) Purpose

The purpose of this Call for Quotations is for Environment and Resources Authority (ERA) to obtain a service for the multiple booking of different types of adverts with relevant media houses over a two (2) year period.

2) Beneficiary

The beneficiary, being Environment and Resources Authority (ERA) is the point of contact for this Call for Quotations. Please refer any inquiries to:

*Environment and Resources Authority
Hexagon House,
Spencer Hill,
Marsa
Telephone: 22923500
E-mail: *procurement.era@era.org.mt**

Any Call for Quotations addenda/updates will be made available on the Contracting Authority's website: www.era.org.mt

3) Scope and Terms & Conditions

The service required involves the booking of adverts with the relevant media houses. These bookings are mostly necessary for adverts on newspapers, but also involve TV and radio stations to a lesser extent. Discounts of **not less than** the following bookings are required as part of the service:

- 5% discount on rate card on all newspapers;
- 15% discount on Rate card with all TV bookings on TVM (TVM1/2);
- 10% discount on rate card with all TV bookings on ONE TV & NET TV;
- 5% discount on all radio stations.

The service provider, shall act as an intermediary and shall invoice ERA for each booking, which can comprise multiple newspapers or stations, with the costs incurred for the booking of the adverts. Details on the contents of the invoice to facilitate its processing shall follow guidance provided by ERA. The costs of the adverts are separate to the booking costs; the latter cost, if any, being subject to the terms of this Call for Quotations.

Due to the nature of ERA's work, most of the adverts would need to be published within a short timeframe. As a result, expediency from the service provider's end is of utmost importance at all times, ensuring that this booking service is provided to ERA from Monday to Friday and arrangements are made to replace staff involved in these bookings when these will not be available.

Deadlines for the submission of artwork and confirmation of booking shall be agreed upon with ERA and shall be as late as possible, allowing for flexibility of late bookings in exceptional circumstances.

Section C

Details of information requested

1) General Economic Operator Information

The Contracting Authority is asking interested Economic Operators to submit a response containing, the following information:

- 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

- Declaration concerning Selection Criteria

(Not Applicable)

2) Specific Project Overview

ERA is required from time to time to issue adverts, mostly on newspapers but also on TV or radio stations. Newspaper adverts, which are the most regular, are published in line with requirements of relevant environmental regulations such as those related to Environmental Impact Assessment and Integrated Pollution Prevention and Control, and also to advertise amongst others vacancies with ERA.

Adverts, whether on newspapers, TV or radio stations, may sometimes need to be published on a very small spectrum of available media, while at other times an advert may need to be published on a wide range of media.

In order for ERA not to process the booking of a single advert with multiple media houses concurrently, ERA requires the service of a provider who undertakes the booking of adverts with the relevant media house on behalf of ERA. Discounts of **not less than** the following bookings are also required as part of the service:

- 5% discount on rate card on all newspapers
- 15% discount on Rate card with all TV bookings on TVM (TVM1/2)
- 10% discount on rate card with all TV bookings on ONE TV & NET TV
- 5% discount on all radio stations.

The number of estimated bookings required over a two (2) year period are as follows:

Service	Estimated quantity for two (2) years
Booking of newspaper adverts	100 bookings on an average of 4 different newspapers per booking
Booking of TV adverts	1 to 3 bookings
Booking of radio adverts	3 to 6 bookings

When an advert will need to be published, ERA will prepare the advert and forward the necessary documentation to the service provider.

Due to the nature of ERA's work, most of the adverts would need to be published within a short timeframe. As a result, expediency from the service provider's end is of utmost importance at all times, ensuring that this booking service is provided to ERA from Monday to Friday. Necessary arrangements should be made to replace staff involved in these bookings when these will not be available.

Deadlines for submission of the advert and confirmation of booking shall be agreed with ERA and shall be as late as possible, allowing for flexibility of late bookings in exceptional circumstances.

2.1) Payment Terms

The service provider shall be requested to submit an itemised quote for the adverts in question. Upon approval of the quotation by ERA, booking by the service provider can be effected. The adverts will be paid for by the service provider, who will in turn bill ERA. The service provider shall invoice ERA for each booking, which can comprise of multiple newspapers or stations, with the respective costs incurred for the booking for the adverts.

Details of the contents of the invoice to facilitate its processing shall follow guidance as provided by ERA.

The costs of the actual adverts are separate from the booking costs; the latter cost, if any, being subject to the terms of this Call for Quotations.

3) Response Format

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.

Section D

Additional Information

Not applicable.

Section E

Financial Bid Form

The Economic Operators are kindly requested to provide the price of the booking of adverts in various media according to the requested specifications in the respective Financial Bid Form.

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

Signature

Name of Company