

Call for Quotations



Production of four (4) - two (2) minute info-slots



The LIFE BaħAR for N2K (LIFE12 NAT/MT/000845)
Project is 50% co-financed by the
EU LIFE+ Funding Programme



Issued by: *Environment and Resources Authority*
CfQ#: *ERA_QT03/2018*
Issue Date: *Thursday 5th April 2018*
Response/Submission Date and Time: *Friday 13th April 2018 by noon*

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Section A: Instructions

1) Response to this Call for Quotations is 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 (CfQ) is the creation of four (4) short video recordings (info-slots) of approximately two (2) minutes each containing information on the pressures and threats on the marine environment.

2) Beneficiary

The beneficiary, being the 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 under the Procurement section of the Contracting Authority's website: www.era.org.mt

3) Scope and Terms & Conditions

The scope of this Call for Quotations is the creation of four (4) short video recordings (info-slots) of approximately two (2) minutes each containing information on the pressures and threats on the marine environment.

The contractor shall be expected to provide:

- guidance and assistance on the storyboard, based on the themes highlighted; and
- voice-over, production, editing and finishing.

All footage shall be provided by the Contracting Authority. On-screen talent, if deemed necessary, shall comprise solely of ERA personnel and not actors. These info-slots are to be developed in continuous discussion with ERA throughout the whole process.

One (1) of the video recordings shall be finalised with seven (7) days from the award of the contract and the second one shall be finalised within fourteen (14) days from the award of the contract. The other two (2) video recordings shall be finalised by no later than 11th May 2018.

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

Advertising and Public relations activities that form part of a publicity campaign to inform and sensitise the public on the results obtained from the LIFE BaĦAR for N2K project.

For this aim, ERA requires the creation of four (4) short video recordings (info-slots) of approximately two (2) minutes containing information on the pressures and threats relating to the marine environment.

The following are the requested video-recording specifications:

a) Video Specifications:

- All videos shall be designed, produced and featured in both the Maltese and English languages;
- All videos must be produced in Full HD quality;
- All videos should be made compatible with all production requirements requested by local TV stations and Youtube, including, but not limited to, aspect ratios, video, sound quality, formats, encoding; and
- Video length – video shall have a length of approximately two (2) minutes.

b) **Visual Specifications:**

- The bidder shall ensure that the required expertise and personnel to produce all the required animation, visuals and montages are available and therefore confirms that one is technically capable of successfully completing all assigned tasks; and
- All visual material shall be produced by the Contractor.

c) **Audio Specifications:**

- Voice over – Shall be prepared in English and Maltese language; and
- Both male and female voices should be used.

Topics and Messages to be Conveyed

The four (4) videos shall cover the following topics:

1. Marine Litter

This video shall target the general public and focus on miscellaneous litter observed in the surveys: plastic, glass, tyres, etc., the impacts of this litter on the environment and the need for proper disposal to prevent entry into the marine environment

2. Discarded/lost fishing gear

This video shall target the fisheries sector and focus on various discarded/lost fishing gear, and the need for measures to prevent/mitigate their impacts

3. Caves

This video shall target Dive schools & clubs; spear fishers; and the general Public. It will focus on cave habitats and species, and diving best practice to avoid causing an impact.

4. Shallow coastal habitats

This video shall target the general public and focus on protected species (and other sensitive species found in shallow waters to inform on proper behaviour to avoid causing impacts.

These infomercials are to be developed in continuous discussion with ERA throughout the whole process.

Additional Requirements

The Contractor shall have the necessary setup, personnel and equipment to artistically design and produce the visual artwork of these adverts.

The copyright and any other intellectual property rights of the raw footage provided and of any outputs arising from this activity and all other activities carried out under this Call for Quotations shall remain the sole and exclusive property of the Contracting Authority.

The Contractor shall also ensure that any form of permission, copyright and rights needed to utilize either still images, video footage, music, soundtracks, voiceovers or any other form of material is rightfully acquired and in line with all legal requirements.

The Environment and Resources Authority shall hold all the video, artistic and material rights and thus be able to use the final product on whichever advertising medium it deems fit without the need of crediting any third parties.

Furthermore, the appointed Contractor shall treat all information, material and correspondence related to the execution of this contract as strictly confidential and shall not disclose any such information, materials and correspondence to any third party whatsoever without prior written consent from the Environment and Resources Authority (ERA).

One (1) of the video recordings shall be finalised within seven (7) days from the award of the contract and the second one shall be finalised within fourteen (14) days from the award of the contract. The other two (2) video recordings shall be finalised by no later than 11th May 2018.

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 total price for the four (4) 2-minute info-slots 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