

Call for Quotations



Provision of a Practical Media Training Course

Issued by: *Environment and Resources Authority*
CfQ#: *ERA_QT09(ii)/2017*
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Response/Submission Date and Time: *Friday 20th October 2017 at 12.00pm*

Table of Contents

Section A: Instructions	2
Section B: General Information	2
Section C: Details of Information Requested	2
Section D: Additional Information	3
Section E: Financial Bid Form/BoQ	3

Section A: Instructions

1) Response to this Call for Quotations is to be submitted 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 to invite interested Economic Operators to submit quotations for the provision of a Practical Media Training Courses aimed at providing the Authority's staff with the essential skills, knowledge and techniques required to give confident and successful media interviews.

2) Beneficiary

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

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

Any CfQ 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 CFQ is the provision of a Practical Media Training course intended to equip participants with the necessary skills and techniques to handle press, radio and television interviews. This course shall be designed to fully prepare employees for the interview, deal with difficult questions, get their message across successfully and present themselves effectively on all types of media.

The Environment and Resources Authority (ERA) is hereby requesting the submission of a detailed quotation for a media training course covering the following themes:

- A. Aspects of presentation
- B. Presentation on the media
- C. Presentation Skills
- D. Practical Session

This course shall be specifically targeted for employees in Grades A - D. It is intended to cater for a group of maximum ten (10) participants for the duration of 28 hours (5-6 hours per

week). The Contracting Authority will provide the list of all participants which number may vary at the Authority's discretion.

The training shall be delivered between mid October and November 2017 and shall be concluded by Monday 11th December 2017. ERA may extend this time frame and shall give one week's notice to the training provider of such change in dates.

The Economic Operator must be an accredited training provider with the National Commission for Further and Higher Education (NCFHE) or other EU National accreditation authorities. The Economic Operator shall also declare that he/she has a valid license to conduct these media courses.

Economic Operators shall submit a draft of the training programme to be provided based on the themes highlighted. The Contracting Authority reserves the right to amend the training programme based on its exigencies.

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

The specific objectives for this Call for Quotations are the scheduling of a Practical Media Training Course for the Authority's employees. The theoretical part of this training course shall include a brief overview of media, together with techniques for controlling various interviews. The training programme shall cover the following themes:

A. Aspects of presentation

- Planning and preparation
- Presentation confidence

B. Presentation on the media

- Equating the media with organisational messages
- Differences between media
- Dealing with media interviews
- Preparing for a media interview
- Dealing with questions
- Developing a relationship with the audience
- Aspects of dealing with cameras
- Facing a television and/or radio interview
- Information over/load
- Aspects of studio awareness
- Aspects of physical presence
- Dealing with phone-ins
- Dealing with an interview that has gone wrong
- Being part of a studio panel
- Delivering the right message, effectively
- Staying on course
- Delivering complicated messages in an audience-friendly way
- Looking and sounding confident

C. Presentation Skills

- Structuring and planning persuasive presentations whilst maintaining flexibility
- Encouraging audience intervention
- Relaxing and overcoming nervous tension
- Using audio-visual material, including the development of complimentary literature
- Dealing with questions and defusing hostile situations
- Using different voice tonalities, pitch and frequency
- Obtaining confidence in front of a broadcasting camera and radio microphone
- Using body language to effectively animate the presentation
- Consolidating selling techniques by the power of the word of mouth
- Using one's own personality to the best effect

The above is not an exhaustive list and should serve as guidance when providing the draft programme for the training.

D. Practical Session

The course shall include practical sessions where each participant is filmed by at least 2 TV cameras, with his/her performance analysed. Each participant is to be provided with a copy of the interview and a critique report highlighting the key aspects that need to be ameliorated.

2.1 Contractor Obligations

- The Contractor's trainers shall deliver the training sessions in full and assist the trainees as required.
- Course notes, hand-outs and any other course material are to be created by the contractor and provided to each participant.
- In addition, the Contractor shall:
 - Abide by the Data Protection Act;
 - Accept to offer training services either during office hours or after office-hours at the same hourly rate;
 - Accept full responsibility for the proper use of any facilities and equipment used, and assume liability in case of eventual damages caused by the Contractor and/or trainers;
 - Assume full responsibility for the collection of all required course documentation, as directed by the Contracting Authority;
 - Upon completion of the training, the Contractor shall produce certificates of participation for all the participants.

2.2 Training Venues

The training venue/s shall be provided by the Contractor and must adhere to the following conditions:

- A clean environment where training can take place;
- An adequate audio-visual setup;
- Adequate restroom facilities are to be located within reasonable distance from the training room/s;
- Fully accessible as per applicable regulations;
- Adequate lighting and ventilation;
- Fully air-conditioned; and
- Compliant with norms of Health and Safety

The Contracting Authority shall exercise its right to collect feedback about the course delivery by trainers and from trainees, as its discretion.

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 full price of the course which shall include any administration and other processing fees in their quotation.

Quotations are to be submitted and shall be awarded including taxes/charges and any import duties applicable but excluding VAT. The VAT element, if requested, is to be quoted separately.

Signature

Name of Company

Date