

Call for Quotations



(Production of five (5) TV Adverts)

Issued by: *(Environment and Resources Authority)*

CfQ#: *(ERA_QT11/2017)*

Issue Date: *(Tuesday 7th November 2017)*

Response/Submission Date and Time: *(Friday 17th November 2017 by noon)*

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Section A: Instructions

1) Response to this CfQ 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 the creation of five (5) short video recordings (info-slots) containing information on the Environment and Resources Authority's roles and legislative functions on environment.

2) Beneficiary

The beneficiary, being the Environment and Resources Authority (ERA) is the point of contact for this 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 Call for Quotations is the creation of five (5) short video recordings (info-slots) containing information on the Authority's roles and legislative functions on environment.

The contractor shall be expected to provide:

- guidance and assistance on the storyboard, based on the themes highlighted;
- the filming necessary for the advert (all filming to be filmed locally and should relate to local environment); and
- voice-over, production, editing and finishing.

Underwater footage, and drone flight with aerial view of Comino, and clean up action at Lippija, if required, shall be provided by the Authority. On screen talent, if deemed necessary, shall comprise solely of ERA personnel and not actors. These infomercials are to be developed in discussion with ERA throughout the whole process.

The five (5) video recordings shall be finalised by no later than **10th December, 2017.**

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 on local television stations and other screening opportunities form part of a publicity campaign to inform and sensitise the public on the existence of ERA as an environmental authority on the island, whilst promoting its responsibilities and roles to the general public.

For this aim, ERA requires the creation of five (5) short video recordings (info-slots) containing information on the Authority's roles and legislative functions on 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 and submitted in two formats .mxf and .mp4;
- All videos shall be made compatible with all production requirements requested by local TV stations, including, but not limited to, aspect ratios, video, sound quality, formats, encoding; and
- Video length – video shall have a length of 60 seconds.

b) **Visual Specifications:**

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

c) **Audio Specifications:**

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

Topics and Messages to be Conveyed

The five (5) videos shall cover the following topics:

1. ERA in General

ERA is the Environment & Resources Authority set up on 4th April 2016. The environment is a precious resource, especially in an island as small as ours. ERA has been set up as the national regulator on the environment with the aim of safeguarding the environment for a sustainable quality of life.

ERA is responsible for mainstreaming environmental targets and objectives across Government and society, through environmental policy-making, permitting, management, communication and awareness raising, enforcement and compliance. ERA carries out its functions under the guidance of the Environment Protection Act and related strategies and plans.

ERA Board is the main decision making body in the field of environment, providing strategic guidance within the Authority. This 10-member board includes representatives of the Government, independent members including a representative of environmental Non-Governmental Organisations (NGOs), and a member nominated by the Leader of the Opposition.

ERA is consulted on, but is not directly responsible for issues such as development permissions, health and public safety concerns, regulation of genetically modified food and feed, and neighbourhood issues. Environmental action requires the active involvement of other entities and the general public besides that of ERA. This means that ERA works closely with other government departments, NGOs, local councils and other entities and ensures that consultation with stakeholders is undertaken so as to promote and instil sound environmental management.

2. Licensing / Permitting and Compliance & Enforcement

ERA leads a licensing and permitting system:

... to control and manage activities having an impact on the environment. The system covers a wide range of activities including waste carriers and brokers, industrial installations such as fish farms, quarries, Integrated Pollution Prevention and Control (IPPC) sites and petrol stations. Nature permitting is also in place for activities within protected areas, alien species and protected species including their possession and trade.

ERA has set up an enforcement and compliance section:

...which is responsible for coordinating the Authority's efforts in promoting compliance with requirements and enforcement. Effective compliance with and enforcement of environmental legislation and requirements are essential for a healthy environment that can be safeguarded sustainably for generations to come.

3. Ambient Quality – Air, Noise, Radiation

Air Quality: ERA monitors ambient air quality through four automated air quality real time monitoring stations in Malta which are situated at fixed sites: a traffic site in Msida, an urban background site in Zejtun, an urban site in Attard and a rural background site in Gharb, Gozo. The pollutants monitored in near real time are ozone, sulphur dioxide, nitrogen oxides, carbon monoxide, volatile organic compounds, gaseous mercury, particulate matter (PM10 and PM2.5) and meteorological variables. The real time air quality monitoring network is complemented by a passive diffusive tube network.

4. Water

Water as an important medium that sustains life; the different types of water bodies and interconnections across the different types; the need to ensure good quality of water for biodiversity, but also to sustain livelihoods – hence the need for sustainable use.

5. Biodiversity

Importance of diverse species communities together with physical environment plays an important role. These ecosystems are important due to the services these offer, such as provision of essential material, (eg. Food and materials used by humans), regulation and maintenance (eg. Air quality control and water) and cultural services (places which offer recreational aspects). It is essential that we take care and ensure to safeguard our biodiversity. Our life and identity depends on it.

These infomercials are to be developed in 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 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).

The five (5) video recordings shall be finalised by no later than 10th December 2017.

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 financial bid form must be completed by the Economic Operators.

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

Signature

Name of Company