

Call for Quotations



**PROVISION OF PUBLIC RELATIONS AND
COMMUNICATIONS FOR THE ENVIRONMENT AND
RESOURCES AUTHORITY**

Issued by: *The Environment and Resources Authority (ERA)*

CfQ#: *ERA_QT15/2017*

Issue Date: *(Date Issued)*

Response/Submission Date and Time: Monday 15th January 2018 by
noon (CET).

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Section A: Instructions

1) Response to this CfQ are 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 Quotation (CfQ) is to provide Public Relations and marketing services for the Environment and Resources Authority.

2) Beneficiary

The beneficiary, being the 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 website: www.era.org.mt by not later **than noon of Monday 15th January 2018** (CET).

3) Scope and Terms & Conditions

ERA is hereby inviting applications for the provision of Public Relations and Communication Services for three (3) months, starting from 1st February 2018 till 30th April 2018 for the following services:

1. Consultation on the development of PR and Communication campaigns;
2. Daily Media Monitoring Service and Press Clips, to be sent till 10am of the same day (this service is also required during shut down periods and festive seasons);
3. Daily coverage report of media monitoring results, including recommendations on replies that may be required;
4. Communication with the media;
5. Provision of logistical support for communication obligations, such as achieving target sets for various media (e.g. Facebook);

6. Press distribution;
7. Sparring Sessions/Consulting meetings;
8. Translation to Maltese and English;
9. Proofreading;
10. Press kit collateral;
11. Coordination and logistical organisational support of Events and Press Conferences;
12. Design, layout and creation of artwork for both printed and digital publications, including but not restricted to: adverts, brochures, pamphlets, posters, signage, reports, booklets and similar material;
13. Provision of artwork in required formats;
14. Booking of adverts; and
15. Discounts (**of not less**) than the following on newspaper, TV and radio advert bookings:
 - 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 above services shall be carried out with continuous discussions and under the supervision of the Authority.

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

Through this service, ERA will be made aware of articles in the media that concern the environment and the Authority's functions and will be able to be proactively and reactively responsive in a manner to maintain and ameliorate its current reputation with its stakeholders.

In so doing, the Authority expects that in providing the services requested under Article 3: Scope and Terms and Conditions of this document, the selected bidder will:

1. Provide a high level business acumen and service;
2. Maintain security requirements and privacy at all times;
3. Provide a superior performance requirements;
4. Provide a high degree of availability to guide the authority accordingly;and
5. Remain in line with legislation in the field.

3) Response Format

It is thereby being requested that interested bidders are to provide a two (2) page summary confirming their ability to provide the aforementioned services in an effective and efficient manner.

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.

Bidders who do not submit the above documentation will be automatically disqualified and considered ineligible.

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