



**TENDER FOR THE PROVISION OF VIDEOS PRODUCTION, CREATION OF
E-NEWSLETTER, CREATION OF BLOG POSTS, MANAGEMENT AND CREATION OF FB
POSTS AND PROMOTIONAL ROLL UPS**

Families for Christ Community
c/o Springtime
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Mqabba
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SECTION 1 - INSTRUCTIONS TO TENDERERS

General Instructions

1. The subject of this tender is the provision of Videos Production for use on FB, creation of e-newsletter issues, creation of blog posts, management and creation of FB posts and production of promotional roll ups for Families for Christ Community.
2. Tender details are as follows:
Reference Number:
Date Published:
Deadline for Submissions:
3. In submitting a tender, the tenderer accepts in full and in its entirety, the content of this tender document, including subsequent Clarifications issued by the Non Governmental Organisation (NGO), whatever the economic operator's own corresponding conditions may be, which through the submission of the tender is waived. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender document. These Instructions to Tenderers complement the General Rules Governing Tenders for NGOs Version 1.0.
4. No account can be taken of any reservation in the tender in respect of the procurement documents; any disagreement, contradiction, alteration or deviation shall lead to the tender offer not being considered any further.
5. Prospective tenderers must submit their offer by depositing it in the tender box, located at Volunteer Centre, 181 Melita Str Valletta VLT 1129 by the 17th April, 2019, at noon 12pm. The tender reference number and tender title must be clearly indicated on a sealed envelope. Tenderers must submit one original tender offer as well as a soft copy on a USB or CD placed inside the sealed envelope.
6. Prospective tenders take full responsible for submitting their offer by the set tender submission deadline.
7. The cost of producing the tender reply is to be borne completely by the tenderer.

Note:

Where in this tender document a standard is quoted, it is to be understood that Families for Christ Community will accept equivalent standards. However, it will be responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Families for Christ Community.

Variant Solutions

Variant solutions are not permissible.

Financing

This project is partly financed through the Voluntary Organizations Scheme which is an initiative that falls under the Ministry for Education and Employment (MEDE), and is managed and administered on its behalf by the Malta Council for the Voluntary Sector (MCVS).

Tenderer's Technical Offer in response to specifications.

The Tenderer's Key Personnel engaged in the project is the Project Manager whose name, position in the organization, telephone number and email address must be submitted with the tender documents. The Project Manager has the overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and closure of project. Project manager must have a MQF Level 7 in Management.

Sub-contracting

Sub-contracting is not allowed.

Financial Offer

A filled-in Financial Bid Form is to be submitted as per document attached at the end of this tender document.

No rectifications shall be allowed. Only clarifications on the submitted information may be requested.

Tender Guarantee (Bid Bond)

A bid-bond guarantee for €1,000 valid for 30 days from closing date of tender submission.

Criteria for Award

The sole award criterion will be the price. The contract shall be awarded to the tenderer submitting the cheapest priced offer satisfying the administrative and technical criteria.

SECTION 2- PROCUREMENT REGULATIONS

Any tenderer or candidate concerned, or any person, having or having had an interest or who has been harmed or risks being harmed by an alleged infringement or by any decision taken including a proposed award in obtaining a contract, a rejection of a tender or a cancellation of a call for tender after the lapse of the publication period, may file an appeal by means of an objection to the Families for Christ Community Board, which shall contain in a very clear manner the reasons for their complaints.

The objection shall be filed within ten calendar days following the date on which the Families for Christ Community has sent by email its proposed award decision or the rejection of a tender or the cancellation of the call for tenders after the lapse of the publication period.

The objection shall only be valid if accompanied by a deposit of €2,500 which may be refunded as the Families for Christ Community in its decision.

The Families for Christ Community shall be precluded from concluding the contract during the period of ten calendar days allowed for the submission of appeals. The award process shall be completely suspended if an appeal is eventually submitted.

The procedure to be followed in submitting and determining appeals as well as the conditions under which such appeals may be filed shall be the following:

The Families for Christ Community will validate the application by checking that it meets the necessary requirements of the tender document.

The appeal of the complainant shall be published on the Families for Christ website and shall be communicated by email to all participating tenderers.

Any decision by the Families for Christ Community shall be made public by publishing it on the website of the same

Any interested party may, within five calendar days from the day on which the result is published on the Families for Christ's website, file a written appeal.

Within three working days of the publication of the replies, the Families for Christ Community shall prepare a report analyzing the appeal and any reply to it. This report shall be circulated to the persons who file an appeal and to all parties who submitted a reply to the appeal.

The Families for Christ Community shall inform all the participants of the call for tenders of the date when the appeal will be heard.

When the oral hearing is concluded, the Families for Christ Community, if it does not deliver the decision on the same day, shall reserve decision for the earliest possible date to be fixed for the purpose, but not later than six weeks from the day of the oral hearing.

After evaluating all the evidence and after considering all submissions put forward by the parties, the Families for Christ Community shall decide whether to accede or reject the appeal.

Time Table

	DATE	TIME
Deadline for request for any additional information from the Families for Christ Community Clarification requests should be addressed to: familiesforchristmalta20@gmail.com	12th April 2019	12:00
Last date on which additional information can be issued by the Families for Christ Community	15th April 2019	12:00
Deadline for submission of tender/ Tender opening session	17th April 2019	12:00

Lots

This tender is not divided into lots

Variant Solutions

Variant Solutions are not permissible.

Financing

This project is partly financed through the Voluntary Organizations Scheme which is an initiative that falls under the Ministry for Education and Employment (MEDE), and is managed and administered on its behalf by the Malta Council for the Voluntary Sector (MCVS).

Clarification meeting/Site Visit

No clarification meeting will be held for this tender. Meetings between economic operators and the NGO, other than that provided in this clause during the tendering period are not permitted.

Selection and Award Criteria

In order to be considered eligible for the award of the contract, economic operators must provide evidence that they meet and exceed certain minimum criteria described hereunder.

Eligible Criteria

A bid-bond guarantee for €1,000 valid for 30 days from closing date of tender submission.

SECTION 3 - SPECIAL CONDITIONS

Law and language of the Contract

The language used shall be in English.

The Laws of Malta shall apply in all matters not covered by the provisions of the contract.

Notices and Written Communications

Families for Christ Community

c/o Springtime

14, Saint Basil Street

Mqabba

Tel: 99137373

Email: familiesforchristmalta20@gmail.com

Communications

Communications between the Families for Christ Community on one hand, and the Contractor on the other, shall be exclusively in writing and in the English language. Specific and standard procedures of communication (templates of request for information, contract submittal, site instructions, time of communication and for replies, frequency of meetings) shall be agreed between the Families for Christ Community and the winning bidder within fifteen (15) days from the Commencement Date of the Contract.

Obligations of the Contractor

The Contractor shall, within 7 calendar days of receipt of the contract, sign and date the contract and return it to the Families for Christ Community.

Medical, Insurance and Security Arrangements

The contractor shall also furnish and maintain a Public Liability Insurance cover of minimum €235,000 throughout the entire period of execution of the contract up to the issue of the Final Acceptance Certificate.

Warranty

No Warranty required

Delays in Execution

A daily penalty of Five Hundred Euros (€50) will be charged to the Contractor if the Contractor fails to satisfactorily provide the requested services as stipulated in this Contract (delay penalty). An administrative penalty of One Hundred Euros (€100) will be charged per default (infringement) to the Contractor if the service is found to be seriously lacking in quantity, quality or efficiency and if the Contractor breaches any other conditions and requirements stipulated in this Contract. In such cases, the Family for Christ Community will issue Notification Warning letters or Default Notices, notifying the Contractor of his/her breach of contract and requesting

immediate remedial action by the Contractor who shall remedy the failure within three working days from the notification, or as may be otherwise required by the Families for Christ Community. In the case of administrative penalties, the Family for Christ Community may re-apply the penalty for the same original infringement if the Contractor fails to remedy same within either the default three-day period or other timeframe requested by the Families for Christ Community.

Penalties will be charged by the Families for Christ Community up to a maximum limit of 20% of the total contract price.

Upon reaching the maximum limit for penalties, the Families for Christ Community reserves the right to terminate the contract following a one week written notice and seek the services of a third party for the completion of the services.

Moreover, the Family for Christ Community reserves the right to engage other Contractors to execute the contract or part thereof and any extra expenses incurred, further to the contract rates and prices, shall be borne by the Contractor.

Should the above be applied, the final sum due to the Contractor shall be determined upon the expiry of the notice period indicated and any penalties or extra costs shall be deducted accordingly.

Should loss of EU funds result due to delays emanating from lack of performance on the Contractor throughout the contract, Families for Christ Community reserves the right to claim compensation there from.

Revision of Prices

The revision of prices will only be considered in case of an unforeseen Statuary price increase.

SECTION 4 - REPORTING

Interim Progress Reports

An Interim progress report must be submitted after one month of the start of execution of the contract.

The progress report must include any deviations foreseen from the project deliverables and explanations how these are to be overcome as well as cost control updates.

Completion Report

The Contractor must submit a completion report for the approval of Families for Christ Community once works, snags and Provisional Acceptance certificates have been duly completed. The respective completion report shall be approved by the Families for Christ Community following which the Contractor will issue the corresponding invoice.

SECTION 5 - TECHNICAL SPECIFICATIONS

To Cover:

Activity 1: Production of videos for use on FB

Activity 2: Creation of e-newsletter issues

Activity 3: Creation of blog posts

Activity 4: Management and creation of FB posts

Activity 5: Production of Marketing Material

Activity 1: Production of videos for use on FB

Web videos - Production of 24 web videos to be used on social media, e-newsletter and blog. Contractor will be responsible for the full production of these videos which will include: topic Research, script writing, filming, actors, editing.

Notes:

- Videos must be produced in both web format as well as tv broadcast format.
- Average video length 45seconds
- Use captions as well as voiceovers
- Production to include research and scripting of video story together with a team of experts in the field 1. Phycologist, 1 Family Therapist (tenderer to submit the names and CV of professionals to be used)
- Onsite location filming of storyline (contractor must provide all the necessary lighting, makeup artist, actors, location rental)

Activity 2: Creation of e-newsletter issues

Bi monthly e-newsletter and mass emailing platform.

24 e-newsletter issues – bi monthly mass emailing platform, where subscribers are placed in different groups according to different criteria like Volunteers, Target Clients etc. Design of Personalised emails using Mail merging with the subscribers database. The design has to be possible to non technical users using WYSWYG interface. Must include inbuilt validation for SPAM checking and reports showing how many e-Mails were opened. Bi-Monthly newsletter to be sent to registered subscribers.

Noted:

To include

- Content preparation including
- Content writing
- Graphics
- Original photos to be used for each newsletter.

Activity 3: Creation of blog posts

52 articles / blog posts – 1 weekly article

To include:

- Research of topics covered by these articles
- Vetting of content by specialist
- Creation of graphics
- Purchase for stock photography.
- Uploading into wordpress backend for publications, linking to youtube videos where necessary

Activity 4: Management and creation of FB posts

FB posts – Comprehensive marketing campaign to cover a 6 month period.

To include:

- Scheduled daily posts
- Creation of graphics and videos for the page to include graphics, cover photos, profile pictures etc.
- Allocating and Managing a FB advertising budget of €3,600
- Promote boosted posts (using part of the above budget)
- Creation of FB ads.

Activity 5: Production of Marketing Material

- Design and Production of 6 promotional roll ups app 190cm x 80cm to be used during events
- Design and Production of 100 x A3 posters
- Design and production of 500 2 Gate full colour fliers printed on printed full colour on Matt 115gms paper
- Design and production of 500 bookmarks printed full colour on Matt 250gms paper
N.B. design costs to include photography wherever need.
- Organisation of a PR event for journalists and NGO friends for the launch of the project including design and printing of 100 invites, size 105mm x 148mm, full colour on 250gsm matt paper linen board (including postage to a submitted mailing list, PA system for event, rental of a projector and screen, light catering for 75 guest)

SECTION 6 - DELIVERY TIMELINES

Tender Award Signing	
Delivery of Activity 1:	
Delivery of Activity 2:	
Delivery of Activity 3:	
Delivery of Activity 4:	
Delivery of Activity 5:	

FINANCIAL BID

Item	Description	Price Ex VAT	18% Vat	Price Incl VAT
	Activity 1			
	Activity 2			
	Activity 3			
	Activity 4			
	Activity 5			
	Total			