

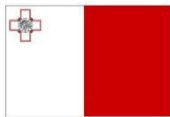


REQUEST FOR QUOTATIONS
Ref no: RFQ008/19.3/2023 GXF

Request for quotations for Videography services

Deadline: Friday 3rd February 2023, at noon

GAL XLOKK FOUNDATION



Rural Development Programme for Malta 2014-2020

Part financed by the European Union
Co-financing Rate:
75% European Union; 25% Government of Malta



***The European Agricultural Fund for Rural Development:
Europe investing in rural areas***

Section 1

1. The GAL Xlokk Foundation (GXF) is implementing the 'L'Olio di oliva nel Mediterraneo' project under M19.3 – Implementation of cooperation activities of the Local Action.
2. GXF is a foundation composed of a group of local councils and private entities operating within the south-east territory in Malta. The Foundation is responsible to implement the LEADER Programme under the Rural Development Programme for Malta (2014-2020) within its territory, amongst others. The service being procured through this request for quotes falls under Measure 19.3 of the LEADER Programme 2014-2020.
3. In relation to the above, the GAL Xlokk Foundation would like to invite you to submit a quotation for the provision of the services of a videographer. The GXF will be publishing a number of educational short video clips on its website and facebook page. All quoted prices must be inclusive of VAT. Below are all the specifications which must be taken into consideration when formulating your quotation (**refer and fill section 2 of the RFQ**).
4. The successful bidder shall assume the responsibility for producing, filming, editing and outputting five (5) high quality promotional/educational video clips, consisting of around 180 seconds each. The speakers will be using the Maltese language, whilst the successful videographer should include English subtitles. The successful bidder will be asked to film a number of persons who will be speaking on the subject (as mentioned in article 3). The following criteria should be met:
 - Providing the concepts for the clip in liaison with the Contracting Authority;
 - Integration of extracts of the filming with graphical animation;
 - Providing an appropriate music bed and sound effects;
 - Including the mandatory disclaimers and logos;
 - Proof reading of all the visual text shown on the clips;
 - Ensuring that the video clip is outputted in the proper broadcast quality (based on providing appropriate original footage files) to be aired eventually on diverse TV stations;
 - Producing and supplying a copy of the video clips (in High quality digital format version) to the Contracting Authority. Such material must be of a quality suitable for airing on TV stations, computers and websites.
5. **The filming should be implemented in February 2023; whilst editing, completion of video clips and invoicing should be submitted by the 15th March 2023.**
6. The service provider should note that GXF will have the absolute copyright of the video and no image can be used for any other purpose without the written consent of GXF. Hence, no watermarks, signatures or branding of any other sort shall be permitted;
7. The GXF will award the resulting contract on the basis of the cheapest priced technically compliant offer.
8. The Foundation will receive formal signed quotations until **Friday 3rd February 2023, at noon** The quotation must be sent by email to info@galxlokk.com. Quotations must be addressed to the GAL XLOKK Foundation, using full address above and VAT No: MT-

19407211. Each bidder is encouraged to use the financial bid form provided in Section 2 of this document to ensure comparability.

9. Bidders may submit request for clarifications concerning this Request for Quotations by sending an email to info@galxlokk.com. Reply on any clarifications submitted will be sent by email by latest Monday 30th January 2023, *at noon*.
- 10. Payment by the GXF for the provision of services requested will be made for the service requested, once complete and approved.**
- 11. Law** - By submitting their bid, bidders are accepting that this procedure is regulated by Maltese Law, and are deemed to know to all relevant laws, acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the bid and resulting contract.
- 12. Data protection** - Any personal data submitted in the framework of the procurement process shall be processed pursuant to the General Data Protection Regulation (2018). It shall be processed solely for the purposes of the management and follow up of the procurement procedure and/or subsequent contract without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community Law.
- 13. Gender Equality** - In carrying out his/her obligations, the bidder shall ensure the application of the principle of gender equality and shall thus 'inter alia' refrain from discriminating on the ground of gender, marital status or family responsibilities. In this document words importing one gender shall also include the other gender.

(Section 2) - FINANCIAL BID FORM - To be filled by the bidder

Request for quotations for the Services of a Videographer as indicated in SECTION 1 of this document - RFQ008/19.3/2023 GXF

M19.3 – 'L'olio di oliva nel Mediterraneo' project

Quotation to:

GAL XLOKK Foundation, 269, Main Street, Qormi. QRM 1107

VAT: MT 1940-7211

Quotation Reference No:	
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Applicant Details

Name and Surname of representative	
ID number	
Company Name	
VAT NO	
Postal Address	
E-Mail Address	
Contact Number	
Date	
Signature	

Amount excl. VAT	
18% VAT (specify amount)	
Total incl. VAT (€)	