



Call for Quotations – CfQ

SERVICES OF INTERNATIONAL SPEAKER FOR TRAINING SEMINAR

Issued by: *TradeMalta Ltd.*
CfQ#: *TML/ERDF.03.007/E3a*
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Response/Submission Date and Time: *27th July 2018*

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Operational Programme I – European Structural and Investment Funds 2014-2020
“Fostering a competitive and sustainable economy to meet our challenges”
Project part-financed by the European Regional and Development Fund
Co-financing rate: 80% European Union; 20% National Funds



Section A: Instructions

- i. Response to this CfQ are to be submitted to TradeMalta Limited through e-mail erdf@trademalta.org
- ii. The contract will be awarded to the cheapest offer which is fully compliant with the terms of conditions and the requirements set out in this call.
- iii. Prices are to be quoted **Duty Delivery Paid** and **EXCLUSIVE OF VAT**. If the tenderer offers a discount, the discount must be absorbed in the rates of the Bill of Quantities/Financial Statement.
- iv. This is a global price contract.
- v. Quotes should be in **Euro** currency.
- vi. Quotes must be valid for a minimum of 90 days.
- vii. Clarifications can be sought up to the 20th July 2018 at 12:00 (noon).
- viii. All submissions will be dealt with in strictest confidence.
- ix. This contract is co-financed by the European Union, in accordance with the rules of the European Regional Development Fund under Operational Programme I (2014-2020).

Section B:

General Information

1) Purpose

The purpose of this Call for Quotation (CfQ) is to procure the service of an INTERNATIONAL SPEAKER FOR A TRAINING SEMINAR. The International speaker/trainer will be the main speaker in a training seminar which TradeMalta intends organising for its clients.

2) Beneficiary

The beneficiary, being TradeMalta Ltd. is the point of contact for this CfQ. Please refer any inquiries to:

Project Leader (ERDF.03.007)
TradeMalta Ltd.
The Clock Tower
Tigne Point
Sliema, TP01 Malta
Telephone: 22472400
E-mail: erdf@trademalta.org

Any CfQ addenda/updates will be made available on the Contracting Authority's website: <https://www.trademalta.org/>.

3) Scope and Terms & Conditions

3.1 Scope

The scope is explained in Section C1. The service provider will be able to raise an invoice for services rendered once the contract terms have been fulfilled.

3.2 Execution of Contract

The contract shall be deemed to commence upon the date of the last signature on the contract or commencement to start works, whichever comes first. The period of execution is not expected to go beyond the end of 2018.

3.3 Payments

This is a global price contract.

Payment will be made at the end of the contract once the services of the speaker/trainer engaged have been provided in full. An invoice for the amount agreed is to be presented at contract completion.

3.4 Reporting

There are no reporting requirements associated with this call.

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

TradeMalta Ltd, a partnership between the Government of Malta and the Chamber of Commerce, Enterprise & Industry is committed to assist Malta-based companies achieve success in international markets. As a private-public partnership, TradeMalta Ltd carries out a public function but with direct input from the private sector. Amongst the enterprise-level services which TradeMalta Ltd needs to develop to assist enterprises (mostly SMEs) is a knowledge/information service that firms will be able to use to develop their internationalisation plans. In line with its goals, TradeMalta is currently implementing an ERDF project, to develop an internationalisation knowledge platform to be used by SMEs interested in internationalisation.

Through this Call for Quotations (CFQ), TradeMalta Ltd wishes to engage a competent service provider that will provide a qualified and experienced International expert to be the main trainer and speaker for a half day seminar which TradeMalta Ltd wishes to host in November 2018.

Probable dates for such a seminar are one of the below:

Thursday 1st November

Thursday 8th November

Thursday 15th November

2.2 The Terms of Reference of the service being procured

The scope of the training seminar is to inform and train an audience of between 30 and 50 SME owners/ managers on one of the topics listed further down in this section. The trainer/ speaker will therefore be the main guest of this event and will be expected to prepare and deliver a high-quality presentation and training session to the audience on the topic with clear learning outcomes mutually agreed with TradeMalta.

The topics of the seminar can, indicatively, be one of the following:

- 2.2.1 Starting and growing an international enterprise;*
- 2.2.2 Market intelligence & market research for international business;*
- 2.2.3 Using technology to succeed in international business;*
- 2.2.4 Sales & International relationship management for international business.*

TradeMalta is willing to accept an International speaker/trainer who commits to a topic other than the ones listed above, as long as the topic is relevant to the audience described and as long as it is approved by TradeMalta. Such topics can also be focusing on key geographical markets/ regions as a secondary option.

Bidders are to propose two or three options for speakers/trainers who would be available to provide the service requested at the same set price quoted in the Financial Bid Form. The fee for each proposed speaker/trainer should be the same. CVs/profiles of all speakers/trainers being proposed are to be submitted with the bid.

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.

The response should include:

- *The declaration concerning exclusion as requested in Section C1*
- *The CVs of the proposed speakers/trainers;*
- *A link to a video of the speaker/trainers in previous engagements;*
- *The Financial Bid Form as explained in Section E with the proposed fee, including travel, accommodation and other related expenses;*

Section D

Additional Information

TradeMalta will enter into an agreement with the selected service provide whereby the service provider will need to provide assurance that proper arrangements are in place with the speaker/trainer.

The service provider will need to provide assurance that the speaker/trainer will not be involved in any public engagement of a similar nature during the same period.

Selection will be on a cheapest compliance basis, with compliance being made up of the appropriateness of the topics suggested, the stated objectives, and the capability of the proposed speaker/trainer to deliver the services effectively.

Section E

Financial Bid Form

A separate document titled Financial Bid Form is being provided and is to be duly filled in and submitted by the Economic Operator(s).

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