



Request for Quotations (RFQ)

TITLE

Website Content Management – Enerscapes project

Reference: Enerscapes 1208/01

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MED Operational Programme – Cohesion Policy 2007-2013
Europe in the Mediterranean

This project is part-financed by the European Union
European Regional Development Fund (ERDF)
Co-financing rate: 85% EU Funds; 15% National Funds



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1 MIEMA Profile

The Malta Intelligent Energy Management Agency (MIEMA) was set up with the support of the Intelligent Energy – Europe (IEE) programme and a number of public institutions to conduct research and promote energy efficiency and renewable energy sources. It operates on a national level and collaborates closely with the University of Malta’s Industrial Electrical Power Conversion Department and the Mediterranean Institute, the Ministry for Resources and Rural Affairs and various municipalities. Its research activities have focused on the local context, such as the energy practices of the tourism industry and the performance of PV installations in Malta. MIEMA is presently participating in a number of EU funded projects under different programmes.

2 Procurement Details

2.1 Background

2.1.1 *The Enerscapes Project*

Enerscapes – Territory, landscape and renewable energies is an EU funded project under the MED Programme. The project will investigate the effect of renewable energy sources on landscape.

2.1.2 *Theme of the project*

The growing use of Renewable Energy Sources (RES) is leading to a new awareness about their compatibility with landscape and heritage preservation policies. Enerscapes aims at avoiding the negative effects that a non-regulated diffusion of RES could cause on Mediterranean territories and landscapes. By connecting energy planning and territorial planning, partners will identify strategies for considering ecological, landscape and heritage aspects while setting up RES promotion policies. From the construction of a common basis on best practices and normative solutions, the goals of the project are the definition of an assessment method and common rules with the perspective of environmental-landscape safeguard for RES introduction in the MED area.

2.1.3 *General and specific objectives of the project*

The general objective of Enerscapes is a shared assessment of the “historic”, “social” and “environmental” value of landscapes within the process of the introduction of RES systems into MED territories and their landscape. The project’s main specific objective is to define and test



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an energy planning method able to assess and minimise territorial impacts deriving from the use of RES, and to take into account landscape and the environment in the development of the RES market that is one of the main actions introduced to reach the 20-20-20 objective in the EU. Another specific objective is to assess the local governance processes in place and their impact on the involvement of local stakeholders as part of the decision and planning processes.

With regards to the project communications component, the objectives are to:

- Ensure visibility of the project in the partners' regions, highlighting its objectives and activities; and
- Dissemination of the project results.

2.2 Service Requirements

2.2.1 Details of the service

As part of the Enerscapes project, MIEMA has developed a website to disseminate project material and results. The website is the main deliverable for the project dissemination. The project website is also used for internal communication between the project partners through the intranet area. The project website is available at <http://www.enerscapes.eu>.

MIEMA would like to engage a subcontractor to provide the required management of the content of the website till the end of the project. The selected subcontractor will be responsible for basic website administration, updating and upkeep of the website, uploading of data provided by the project partners and the provision of services of a webmaster.

2.2.2 List of deliverables

Necessary website updates will be done as indicated by MIEMA.

2.3 Timeframes

The successful bidder will be expected to respect the pre-determined deadlines as listed in the schedule hereunder. Extensions beyond the deadlines may only be granted if the project is not negatively affected, following an agreement between both parties. Should the expected deliverables not be submitted on time, MIEMA may withhold part of the payment due, after informing the service provider of this course of action.



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<i>Required Deliverable</i>	<i>Deadline</i>
Submission of offers	10/August/2012 at 12:00
Evaluation of offers and contracting	22/August/2012
Delivery of service	As agreed by both parties.

2.4 Response Format

The Bidder shall submit a financial schedule to cover the deliverables (all prices should be inclusive of VAT):

1. The cost for the service
2. Any foreseeable additional costs that may be incurred by MIEMA

3 Conditions

3.1 General Conditions

1. The contractual relationship between parties will be a supplier-customer relationship, based on a professional and reliable customer service.
2. MIEMA may terminate the contract should any of the deliverables not be of the required level and quality matching the standards of MIEMA.
3. Authorship of the work contracted in this RFQ may or may not be credited at the discretion of MIEMA. Additionally, MIEMA remains the sole and exclusive owner of all IPR for all of the deliverables.
4. The selected supplier will not issue any press releases, publicity or any form of communication that relates to this agreement or suppliers relationship with MIEMA.
5. The selected supplier is expected to act correctly in all its dealings with MIEMA, avoid conflict of interest, protect MIEMA property and information, commit to Health and Safety Regulations, Security Standards and Environmental Protection.
6. All information submitted as part of the Offer will be treated in strictest confidence. Any attempt by a bidder to obtain confidential information, or influence MIEMA during the process of examining, clarifying, evaluating and comparing the RFQ documents will lead to the automatic rejection of the relevant proposal.



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7. MIEMA reserves the right to cancel this process without it incurring any penalty or cost or any liability however so described.
8. MIEMA may, at its own discretion, decide not to select any proposal even the most advantageous offer.
9. MIEMA may, at its own discretion, decide to select a subset of the proposal or conduct the implementation of the proposal in stages over a period of time.
10. MIEMA reserves the right not to consider offers that have missing mandatory information.
11. MIEMA may disqualify the bidder completely if it does not abide with the above instructions.
12. The information collected shall be processed in accordance to the Data Protection Act (Chapter 440 of the Laws of Malta). The submissions to this RFQ are confidential and intended solely for the use of this RFQ process, and will not be disclosed or copied without the consent of the applicant to anyone outside MIEMA unless the law permits us to.

3.2 Submission of Offers

Responses must be received by MIEMA by not later than the date and time specified in the timeframe for the completion of the RFQ.