



## Request for Quotations (RFQ)

### TITLE

Simultaneous interpretation equipment for international conference  
- MEDEEA project -

Reference: MEDEEA 1210/02

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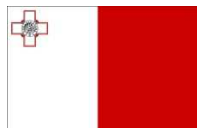
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MED Operational Programme – Cohesion Policy 2007-2013

*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

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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 (particularly the Industrial Electrical Power Conversion Department, the Institute for Sustainable Energy 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

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### 2.1 Background

#### 2.1.1 *The MEDEEA Project*

MEDEEA – Mediterranean Implementation of the European Energy Award®, is an EU funded project under the MED Programme. The project addresses one of the main weaknesses of the MED i.e. an energy sustainability level lower than the EU average.

#### 2.1.2 *Theme of the project*

The MEDEEA project applies the EEA® methodology in Mediterranean countries. Currently, more than 750 communities in 10 EU countries are successfully applying the eea®. However in the Mediterranean very few regions have implemented it so far. Mediterranean municipalities need to increase their knowhow on energy in general and to take advantage of the great Mediterranean unexploited potential for renewable energy sources and energy savings. The general objective of the project is to achieve “20-20-20” European energy targets in Med regions, through an improvement of the local governance of energy issues.

#### 2.1.3 *Coverage*

The project includes the participation of one partner from most Med countries (except for Gibraltar and France). It involves both continent located areas and islands (with their different needs and features). The project covers the following regions:

- Liguria and Cosenza (Italy)
- Murcia and Jaen (Spain)



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- Crete (Greece)
- Algarve (Portugal)
- Malta (whole country)
- Cyprus (whole country)
- Slovenia (whole country)

### 2.1.4 General and specific objectives of the project

The general objective of the project is to achieve “20-20-20” European energy targets in Med regions, through an improvement of the local governance of energy issues. Main tool to achieve this is eea®, that is, a standard methodology for municipal integrated energy planning. By promoting the achievement of energy targets we positively contribute to the environment, to money savings and therefore to sustainable development of partner regions. The latter will also gain in competitiveness, thus meeting the targets of the Lisbon agenda.

Specific objectives are:

- improve communication of energy policies at municipal levels (eg. CoM as major DG TREN's tool for reaching higher energy objectives)
- beyond 20% of emissions reductions by 2020) by involving more stakeholders: this will lead to capacity building and increased general culture on energy
- overcome the barriers that prevent municipal take up of efficient energy planning: this will lead to more energy plans and a more spread uptake of renewable energy plants and energy saving initiatives.
- promote cooperation among MED municipalities and regions on energy: this will lead to mutual learning and a better knowledge of MED general energy features, data, needs.
- feedback findings to all policy levels, in order to feed in mainstream policies and report back to the EU.

Communication Objectives:

- Ensure visibility of the project in the partners' regions, highlighting its objectives and activities.
- Dissemination of project results, in order to feedback to interested policy makers.
- Dissemination of EU energy policies and related opportunities for Mediterranean municipalities, with a special focus on the Covenant of Mayors.



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The project will lead to tangible results, such as 27 municipalities labelled eea®, thus committing for concrete energy saving (at least 10%) or renewable energy production. The same towns will also commit to go beyond the “20-20-20” targets by signing the Covenant of Mayors.

### 2.2 Service Requirements

#### 2.2.1 Details of the service

Within the context of the MEDEEA project, MIEMA will be organising on the 7-8 November 2012 an international meeting of the project partners and municipalities involved. The envisaged agenda of the event is attached herewith for reference.

The service required consist in the provision of simultaneous interpretation equipment (e.g. interpreters' booths, audio equipment) and all necessary delivery, installation, operation and dismantling services, on the basis of the following terms:

- Simultaneous interpretation is required for 4 hours (indicative time 9:00 to 13:00) on both days of the event
- The languages to be covered are Italian, Spanish, Portuguese, Greek, Slovenian and English
- The expected number of delegates is around 60-75 people, with the exact number to be confirmed just a few days before the event
- Only headphones will be needed for each delegate

#### 2.2.2 List of deliverables

Provision of simultaneous interpretation equipment at the 7-8 November 2012 conference as per the time slots of the final programme (to be provided by MEMA by not later than 5<sup>th</sup> November 2012). The bidder shall consider that the actual programme of the day might require that the simultaneous interpretation equipment is operated for another cca. 30 minutes beyond the above mentioned 4 daily hours.

### 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



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deliverable not be submitted on time, MIEMA may withhold part of the payment due, after informing the service provider of this course of action.

<b><i>Required Deliverable</i></b>	<b><i>Deadline</i></b>
Submission of offers	Extended to 12/October/2012 at 24:00 midnight
Evaluation of offers and contracting	21/October/2012
Delivery of service	7-8/November/2012 or as further agreed by both parties.

### 2.4 Response Format

The Bidder shall submit a financial schedule to cover the different equipment items involved by MIEMA's service request as detailed under point 2.2.1. If more items from the same type of equipment are needed, please quote the price per item (e.g. for each booth, for each headset). There should also be separately indicated:

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

All prices should be inclusive of VAT.

The bidder should note that MIEMA reserves the right to contract simultaneous interpretation equipment for only a part of the above mentioned languages.

## 3 Conditions

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### 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.



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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.
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.