Call for Quotations – CfQ

Set up of Lighting, Stage Canopy and Power at Various Locations for
Ritmu Roots Festival 2024.

Issued by: *Festivals Malta*
CfQ#: CFQ2024-049
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Response/Submission Date and Time: *26th April 2024 – 09:30am*

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Section A: Instructions

1) Response to this CfQ are to be submitted through the ePPS (electronic Public Procurement System).

All submissions will be dealt with in strictest confidence.

2) The General Rules Governing Tendering Version 4.5, found through www.etenders.gov.mt/Resources , shall apply in principle to this Call for Quotations.

3) The Estimated Procurement Value for this Call for Quotations has been based on comprehensive research including appropriate financial analysis. In the context of this procurement, the Estimated Procurement Value, based on market research, is that of €9,000 excluding VAT.

The purpose of this value shall be the guidance of prospective bidders when submitting their offer and is not to be considered as a binding capping price.

Therefore, the published Estimated Procurement Value is not restrictive and final on the Contracting Authority. Economic Operators are free to submit financial offers above or below the Estimated Procurement Value. However, the Contracting Authority reserves the right to accept or reject Financial Offers exceeding the Estimated Procurement Value.

Section B:

General Information

1) Purpose

The purpose of this Call for Quotation (CfQ) is to set up lighting at various Locations for Ritmu Roots Festival 2024.

2) Beneficiary

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

Festivals Malta
13, Europa Centre, Level 2,
Triq John Lopez,
Floriana
FRN 1400,
Malta

Any CfQ addenda/updates will be made available through the ePPS by not later than *23rd April at 12:00pm*.

(Note 2) and (Note 3) in this document mean the following:

2. Tenderers will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five (5) working days from notification.

3. No rectifications shall be allowed. Only clarifications on the submitted information may be requested. Tenderers will be requested to clarify the submitted information within five (5) working days from notification.

Requests for Clarifications and/or Rectifications concerning a previous request dealing with the same shortcoming shall not be entertained.

3) Scope and Terms & Condition

Festivals Malta are once again organising Ritmu Roots Festival around different locations in Malta. Different types of lighting and power supplies will be required for different locations.

a. Special Conditions

The General Conditions for Service Contracts v1.07 available for download from the ePPS website shall apply to this contract.

Article 13 – Insurance

13.3 – Further to Article 13 of the General Conditions, the Contractor shall have a full indemnity insurance policy in place. The amount to be insured shall be for a limit of not less than five times as much the value of the contract with unlimited number of occurrences. Contractor/Sub contractors and all related to the execution of this project must be fully insured at all times against all risks.

Article 18 – Execution of the Contract

18.1 - The setting up of Event shall be as follows:

Garaxx tal-Izgej: Set up: On Thursday 16th May, dismantle on Friday 17th May after the event or else Saturday morning.

Splendid (exhibition): Wednesday 15th May, dismantle on Monday 27th May.
Splendid (outsite): Friday 17th May, dismantle on Monday 27th May.
Splendid events: setup on the morning of each event, dismantle after the event.

Argotti gardem: Palk tent together with the truss on Monday 20th May morning.
The rest of the setup of lights on Wednesday 22nd May. First on-stage rehearsal shall be held on Friday 24th at noon. All dismantling must be done on Sunday morning.

On Thursday 23rd, after sunset there shall be a thorough check of the lights to ensure everything is in perfect order and thus stage shall need to be set up by 6pm.

Article 24 – Reports

24.1 - Further to the provision of the General Conditions, the supplier must provide the following certifications:
For the Argotti Garden events :

1. a certificate by a licensed electrician or an electrical engineer re-installation of any electrical fittings/lightings as per main electricity regulation by Thursday 23rd May 2024 at 6pm.
2. A certified true copy of the risk assessment report and the Certification of the structure by a health and safety officer will be forwarded to the Contracting Authority by not later than 18:00hrs of the 23rd May 2024.

Article 26 – Payments and Interest on Late Payment

26.1 - This is a global-price contract. Payments will be effected upon completion of the entire services including dismantling and subject that a valid invoice is submitted to the Contracting Authority.

b. Terms of Reference / Technical Specifications(Note 3)

1. Background Information

1.1 - Beneficiary Country

Malta.

1.2 - Central Government Authority

Department of Contracts.

1.3 - Contracting Authority

Festivals Malta

1.4 - Current State of Affairs in the Relevant Sector

- Festivals Malta shall be hosting Ritmu Roots Festival from the 17th to the 25th May 2024.

2. Contract Objectives and Expected Results

2.1 - Overall Objectives

The overall objectives of the project of which this contract will be a part are the setting up of the lights of the various locations for Ritmu Roots Festival 2024.

2.2 - Specific Objectives

The objectives of this contract are as follows:

- To set up the lighting of the various locations for Ritmu Roots Festival 2024 as specified in the technical specifications below.

2.3 - Results to be achieved by the Consultant

The successful setting up and smooth running of the event within the parameters as established within the contract awarded and as agreed upon with Festivals Malta.

3. Assumptions and Risks

3.1 - Assumptions Underlying the Project Intervention

All works carried out will be according to OHSA regulations and any relevant articles of Maltese Law.

3.2 – Risks

The contractor is to ensure that all services provided are to be made within the context of the area in which the service is required. Thus care is to be taken to safeguard the flooring and surroundings in all areas were the service is to be provided.
Any trucks accessing Argotti Gardens must have oil guards

4. Logistics and Timing

4.1 – Location

Times of the set up and dismantling shall be as follows

Garaxx tal-Izgej, Zejtun, 57, Minżel E.Attard Bezzina, Żejtun: Set up: On Thursday 16th May, dismantle on Friday 17th May after the event or else Saturday morning.

The Splendid – Strait Street, Valletta (exhibition): Wednesday 15th May, dismantle on Monday 27th May.
The Splendid (outsite): Friday 17th May, dismantle on Monday 27th May.
The Splendid events: setup on the morning of each event, dismantle after the event.

Argotti gardens, Floriana: Palk tent together with the truss on Monday 20th May morning.
The rest of the setup of lights on Wednesday 22nd May. First on-stage rehearsal shall be held on Friday 24th at noon. All dismantling must be done on Sunday morning.

On Thursday 23rd, after sunset there shall be a thorough check of the lights to ensure everything is in perfect order and thus stage shall need to be set up by 6pm.

5.Requirements

5.1 – Personnel and Key Experts

Other Experts

Not Applicable

Support Staff and Backstopping
As appropriate.

5.2 – Accommodation
No particular accommodation arrangements are deemed necessary

5.3 - Facilities to be provided by the Contractor
The Contractor shall ensure that personnel are adequately supported and equipped. In particular it shall ensure that there is sufficient administrative, secretarial staff provided to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support its activities under the contract and to ensure that its employees are paid regularly and in a timely fashion.

If the Contractor is a consortium, the arrangements should allow for the maximum flexibility in project implementation.

5.4 – Technical Specifications and Equipment

a. **Event: Għana għand l-Iżgej**
   Location: Żgej garage, 57, Minżel E.Attard Bezzina, Żejtun Żejtun
   Date: 17th May, 2024
   Time: From 1930hrs till late

   Equipment:
   100m festoon for street
   x6 LED bars
   Power extensions

b. **Event: Il-Qagħda tal-Mument (Budaj Exhibition)**
   Location: The Splendid, Strait Street, Valletta (inside)
   Date: 19th - 25th May, 2024
   Time: Open everyday from 1100hrs - 1900hrs

   Equipment:
   x3 projectors
   DMX lighting
   Spot lighting
   x4 battery operated LED uplighters
   Basic lighting for mood setting
   Lights desk for mood changes
   Line out from Laptop/player (Tracks to be played/cued during the performance).
   x2 standard spot/fresnel + stands
   10m festoon (indoor) + 100m festoon (outside)

c. **Event: Niftakar Fik, Frans Baldacchino l-Budaj (1st Night)**
   Location: The Splendid, Strait Street, Valletta (outside)
   Date: 19th May, 2024

Time: From 2030hrs - 2100hrs

Equipment:
Projector for wall projection (exterior)
Basic lighting for mood setting
Lights desk for mood changes
Line out from Laptop/player (Tracks to be played/cued during the performance).

d. Event: Workshops
Location: The Splendid, Strait Street, Valletta
Date: 20th - 21st May, 2024
Time: From 1700hrs - 2100hrs (both days)

Equipment:
Power Supply

e. Event: Niftakar Fik, Frans Baldacchino l-Budaj (2nd Night)
Location: The Splendid, Strait Street, Valletta (outside)
Date: 22nd May, 2024
Time: From 2030hrs - 2100hrs

Equipment:
Projector for wall projection exterior
Basic lighting for mood setting
Lights desk for mood changes
Line out from Laptop/player (Tracks to be played/cued during the performance).

f. Event: Workshop, Ballo Siciliano
Location: The Splendid, Strait Street, Valletta (outside)
Date: 23rd May, 2024
Time: From 1700hrs - 2300hrs

Equipment:
Mood lighting

g. Event: Argotti (both days)
Location: Argotti Gardens, Floriana (outside)
Date: 24th & 25th May, 2024
Time: From 1900hrs - 0000hrs

Equipment:
Power supply for backstage

Backstage
x4 extensions (one of which powerful to plug in a fridge)
x4 lights (to light up backstage 4 2x2 pop ups)
x6 lights (to light 6 stalls)
Power supply for 6 stalls

On Stage *(Refer to pic one (end of document))*
Truss 1: X8 Fresnels (White Light), X4 LED Tiltable Wash (pannels)
Truss 2:X4 LED Moving head Wash, X2 Moving Head Beam

Truss 3:X4 LED Moving Head Wash, X2 Moving Head Beam
Truss Left: X2 Fresnels (White light), X4 LED pars
Truss Right: X2 Fresnels (White Light), X4 LED pars
General: X1 – Outdoor Haze/Smoke machine, X1 – Lighting desk + Operator
X 3 led bars

Entrance
Power supply
37 x 3.5m warm white Fairy lights (entrance hall)
x2 extensions
2 Lights (that can change brightness)

Around Argotti
20 uplighters
aprox. 15m warm white rope light
200 m festoon

Supplier to also provide a Tent + truss to cover 8m x 6m stage

Drawing 1:



b. No equipment is to be purchased on behalf of the Contracting Authority/beneficiary country as part of this service contract or transferred to the Contracting Authority/beneficiary country at the end of this contract. Any equipment related to this contract which is to be acquired by the beneficiary country must be purchased by means of a separate supply tender procedure.

6. Reports

6.1 - Reporting Requirements

1. a certificate by a licensed electrician or an electrical engineer re-installation of any electrical fittings/lightings as per main electricity regulation by Thursday 23rd May 2024 at 6pm.

2. A certified true copy of the risk assessment report and the Certification of the structure by a health and safety officer will be forwarded to the Contracting Authority by not later than 18:00hrs of the 23rd May 2024.

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 **(Note 2)** as follows:-

By submitting your offer you are hereby declaring that you do not fall under any of the grounds listed under Part VI of LN352/2016 (S.L.601.03

- Declaration concerning Selection Criteria **(Note 2)**

3) Response Format and Award Criteria (Note 3)

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 award criteria for this Call for Quotations is the Price.