Call for Quotations for Turning the Tables Researcher and Publication Writer

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S)

Official name: Ministry for Justice Equality and Governance
Postal address: 30 Old Treasury Street
Town: VALLETTA
Country: Malta

Contact point(s):
For the attention of:
Email: tenders.mjcl@gov.mt
Telephone: +356 22479931/39
Fax: 

Internet address(es) (if applicable)
General address of the contracting authority (URL): www.mjcl.gov.mt
Address of the buyer profile (URL): https://www.etenders.gov.mt/epps
Electronic access to information (URL): https://www.etenders.gov.mt/epps
Electronic submission of tenders and requests to participate (URL): https://www.etenders.gov.mt/epps

Further information can be obtained at:
☐ As in above-mentioned contact point(s)
☐ Other: please complete Annex A.I

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:
☐ As in above-mentioned contact point(s)
☐ Other: please complete Annex A.II

Tenders or requests to participate must be sent to:
☐ As in above-mentioned contact point(s)
☐ Other: please complete Annex A.III

I.2) TYPE OF THE CONTRACTING AUTHORITY

☐ Ministry or any other national or federal authority, including their regional or local subdivisions
☐ National or federal agency/office
☐ Regional or local authority
☐ Regional or local agency/office
☐ Body governed by public law
☐ European institution/agency or international organisation
☐ Other (please specify):

☐ General public services
☐ Defence
☐ Public order and safety
☐ Environment
☐ Economic and financial affairs
☐ Health
☐ Housing and community amenities
☐ Social protection
☐ Recreation, culture and religion
☐ Education
I.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities:

- [ ] yes
- [x] no

(If yes, information on those contracting authorities can be provided in Annex A)

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting authority

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II.1.2) Type of contract and location of works, place of delivery or of performance

(Choose one category only - works, supplies or services - which corresponds most to the specific object of your contract or purchase(s))

<table>
<thead>
<tr>
<th>(a) Works</th>
<th>(b) Supplies</th>
<th>(c) Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Purchase</td>
<td>Service category No 8</td>
</tr>
<tr>
<td></td>
<td>Lease</td>
<td>Please see Annex C3 for service categories</td>
</tr>
<tr>
<td></td>
<td>Rental</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hire purchase</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A combination of these</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Main site or location of works</th>
<th>Main place of delivery</th>
<th>Main place of performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTS code MT00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II.1.3) The notice involves

- [x] A public contract
- [ ] The establishment of a framework agreement
- [ ] The setting up of a dynamic purchasing system (DPS)

II.1.3) Information on framework agreement (if applicable)

<table>
<thead>
<tr>
<th>Framework agreement with several operators</th>
<th>Framework agreement with a single operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>OR, if applicable, maximum number of participants to the framework agreement envisaged</td>
<td></td>
</tr>
</tbody>
</table>

Duration of the framework agreement:

<table>
<thead>
<tr>
<th>Duration in year(s):</th>
<th>or month(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Justification for a framework agreement, the duration of which exceeds four years:

<table>
<thead>
<tr>
<th>Estimated total value of purchases for the entire duration of the framework agreement (if applicable; give figures only):</th>
<th>Estimated value excluding VAT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Currency: | |
|-----------|
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II.1.5) Short description of the contract or purchase(s)

II.1.6) Common procurement vocabulary (CPV)

<table>
<thead>
<tr>
<th>Main object</th>
<th>Main vocabulary</th>
<th>Supplementary vocabulary <em>(if applicable)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>73110000</td>
<td></td>
</tr>
</tbody>
</table>

II.1.7) Contract covered by the Government Procurement Agreement (GPA)

- [ ] yes
- [ ] no

II.1.8) Division into lots *(for information about lots, use Annex B as many times as there are lots)*

- [ ] yes
- [ ] no

If yes, tenders should be submitted for *(tick one box only)*

- [ ] one lot only
- [ ] one or more lots
- [ ] all lots

II.1.9) Variants will be accepted

- [ ] yes
- [ ] no

II.2) QUANTITY OR SCOPE OF THE CONTRACT

II.2.1) Total quantity or scope *(including all lots and options, if applicable)*

If applicable, estimated value excluding VAT *(give figures only)*:

| OR Range: between | and | Currency: |

II.2.2) Options *(if applicable)*

- [ ] yes
- [ ] no

If yes, description of these options:

II.2.3) Information about renewals *(if applicable)*

- This contract is subject to renewal

- [ ] yes
- [ ] no

Number of possible renewals *(if any)*:

If known, in the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

| in months: | in days: | (from the award of the contract) |
II.3) DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION

<table>
<thead>
<tr>
<th>Duration in months:</th>
<th>O days:</th>
<th>(from the award of the contract)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR Starting</td>
<td>(dd/mm/yyyy)</td>
<td></td>
</tr>
<tr>
<td>Completion</td>
<td>(dd/mm/yyyy)</td>
<td></td>
</tr>
</tbody>
</table>

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

III.1.1) Deposits and guarantees required *(if applicable)*

III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded *(if applicable)*

III.1.4) Other particular conditions to which the performance of the contract is subject *(if applicable)*

☐ yes ☐ no

If yes, description of particular conditions

III.2) CONDITIONS FOR PARTICIPATION

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers

Information and formalities necessary for evaluating if requirements are met:

III.2.2) Economic and financial capacity

<table>
<thead>
<tr>
<th>Information and formalities necessary for evaluating if requirements are met:</th>
<th>Minimum level(s) of standards possibly required <em>(if applicable):</em></th>
</tr>
</thead>
</table>

III.2.3) Technical capacity

<table>
<thead>
<tr>
<th>Information and formalities necessary for evaluating if requirements are met:</th>
<th>Minimum level(s) of standards possibly required <em>(if applicable):</em></th>
</tr>
</thead>
</table>

III.2.4) Information about reserved contracts *(if applicable)*

☐ The contract is restricted to sheltered workshops

☐ The execution of the contract is restricted to the framework of sheltered employment programmes

III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS

III.3.1) Execution of the service is reserved to a particular profession

☐ yes ☐ no

If yes, reference to the relevant law, regulation or administrative provision:

III.3.2) Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service
SECTION IV: PROCEDURE

IV.1) TYPE OF PROCEDURE

IV.1.1) Type of procedure

☐ Open
☐ Accelerated open
☐ Restricted
☐ Accelerated restricted
☐ Competitive procedure with negotiation
☐ Accelerated competitive procedure with negotiation
☐ Competitive dialogue
☐ Innovation partnership

IV.2) AWARD CRITERIA

IV.2.1) Award criteria (please tick the relevant box(es))

☐ Lowest price

OR

☐ The most economically advantageous tender in terms of
  ☐ the criteria stated below (the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)
  ☐ the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>8.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>9.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>10.</td>
<td></td>
</tr>
</tbody>
</table>

IV.2.2) An electronic auction will be used

☐ yes ☐ no

If yes, additional information about electronic auction (if appropriate)

IV.3) ADMINISTRATIVE INFORMATION

IV.3.1) File reference number attributed by the contracting authority (if applicable)
CFQ IU 018

IV.3.2) Previous publication(s) concerning the same contract
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☐ yes  ☐ no

If yes,

<table>
<thead>
<tr>
<th>Prior information notice</th>
<th>Notice on a buyer profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number in OJ:</td>
<td>of</td>
</tr>
<tr>
<td>(dd/mm/yyyy)</td>
<td>(dd/mm/yyyy)</td>
</tr>
</tbody>
</table>

☐ Other previous publications (if applicable)

IV.3.3) Conditions for obtaining specifications and additional documents (except for a DPS) or descriptive document (in the case of a competitive dialogue)

| Time limit for receipt of requests for documents or for accessing documents |
|-----------------------------|-----------------------------|
| Date:                       | (dd/mm/yyyy)               |
| Time:                       |                            |

Payable documents

☐ yes  ☐ no

If yes, price (give figures only):  
Currency:  
Terms and method of payment:

IV.3.4) Time-limit for receipt of tenders or requests to participate

Date: 27/03/2020  (dd/mm/yyyy)  Time: 12:00

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up

☐ Any EU official language
☐ Official EU language(s):

ES  CS  DA  DE  ET  EL  EN  FR  IT  LV  LT  HU  MT  NL  PL  PT  SK  SL  FI  SV  BG  GA  RO

☐ Other:

IV.3.7) Minimum time frame during which the tenderer must maintain the tender (open procedure)

Until:  (dd/mm/yyyy)

OR
Duration in month(s):  OR  days:  (from the date stated for receipt of tender)

IV.3.8) Conditions for opening tenders

Date: 27/03/2020  (dd/mm/yyyy)  Time: 12:30

Place (if applicable):

Persons authorised to be present at the opening of tenders (if applicable)

☐ yes  ☐ no

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) THIS IS A RECURRENT PROCUREMENT (if applicable)

☐ yes  ☐ no

If yes, estimated timing for further notices to be published:

VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS

☐ yes  ☐ no

If yes, reference to project(s) and/or programme(s): Asylum, Migration and Integration Fund 2014-2020
VI.3) ADDITIONAL INFORMATION (if applicable)

VI.4) PROCEDURES FOR APPEAL

VI.4.1) Body responsible for appeal procedures

Official name: Public Contracts Review Board
Postal address: Notre Dame Ditch
Town: Floriana
Country: Malta
Email: 
Fax: 
Telephone: +356 21239095
Postal code: FRN 1601

Body responsible for mediation procedures (if applicable)

Official name: 
Postal address: 
Town: 
Country: 
Email: 
Fax: 
Telephone: 
Postal code: 
Internet address (URL): 

VI.4.2) Lodging of appeals (please fill heading VI.4.2 OR if need be, heading VI.4.3)

Precise information on deadline(s) for lodging appeals:

VI.4.3) Service from which information about the lodging of appeals may be obtained

Official name: 
Postal address: 
Town: 
Country: 
Email: 
Fax: 
Telephone: 
Postal code: 
Internet address (URL): 

VI.5) DATE OF DISPATCH OF THIS NOTICE:

13/03/2020 (dd/mm/yyyy)

Annex C1 – General procurement
SERVICE CATEGORIES REFERRED TO IN SECTION II: OBJECT OF THE CONTRACT
Directive 2004/18/EC

<table>
<thead>
<tr>
<th>Category No</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Maintenance and repair services</td>
</tr>
<tr>
<td>2</td>
<td>Land transport services [2], including armoured car services, and courier services, except transport of mail</td>
</tr>
<tr>
<td>3</td>
<td>Air transport services of passengers and freight, except transport of mail</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Category No [1]</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Transport of mail by land [3] and by air</td>
</tr>
<tr>
<td>5</td>
<td>Telecommunications services</td>
</tr>
<tr>
<td>6</td>
<td>Financial services: (a) Insurance services; (b) Banking and investment services [4]</td>
</tr>
<tr>
<td>7</td>
<td>Computer and related services</td>
</tr>
<tr>
<td>8</td>
<td>Research and development services [5]</td>
</tr>
<tr>
<td>9</td>
<td>Accounting, auditing and bookkeeping services</td>
</tr>
<tr>
<td>10</td>
<td>Market research and public opinion polling services</td>
</tr>
<tr>
<td>11</td>
<td>Management consulting services [6] and related services</td>
</tr>
<tr>
<td>12</td>
<td>Architectural services; engineering services and integrated engineering services; urban planning and landscape engineering services; related scientific and technical consulting services; technical testing and analysis services</td>
</tr>
<tr>
<td>13</td>
<td>Advertising services</td>
</tr>
<tr>
<td>14</td>
<td>Building-cleaning services and property management services</td>
</tr>
<tr>
<td>15</td>
<td>Publishing and printing services on a fee or contract basis</td>
</tr>
<tr>
<td>16</td>
<td>Sewage and refuse disposal services; sanitation and similar services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category No [7]</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Hotel and restaurant services</td>
</tr>
<tr>
<td>18</td>
<td>Rail transport services</td>
</tr>
<tr>
<td>19</td>
<td>Water transport services</td>
</tr>
<tr>
<td>20</td>
<td>Supporting and auxiliary transport services</td>
</tr>
<tr>
<td>21</td>
<td>Legal services</td>
</tr>
<tr>
<td>22</td>
<td>Personnel placement and supply services [8]</td>
</tr>
<tr>
<td>23</td>
<td>Investigation and security services, except armoured car services</td>
</tr>
<tr>
<td>24</td>
<td>Education and vocational education services</td>
</tr>
<tr>
<td>25</td>
<td>Health and social services</td>
</tr>
<tr>
<td>26</td>
<td>Recreational, cultural and sporting services [9]</td>
</tr>
<tr>
<td>27</td>
<td>Other services</td>
</tr>
</tbody>
</table>

1. Service categories within the meaning of Article 20 and Annex IIA to Directive 2004/18/EC
2. Except for rail transport services covered by category 18.
3. Except for rail transport services covered by category 18.
4. Except financial services in connection with the issue, sale, purchase or transfer of securities or other financial instruments, and central bank services.

Also excluded: services involving the acquisition or rental, by whatever financial procedures, of land, existing buildings, or other immovable property or concerning rights thereon; nevertheless, financial services supplied at the same time as, before or after the contract of acquisition or rental, in whatever form, shall be subject to this Directive.

5. Except research and development services other than those where the benefits accrue exclusively to the contracting authority for its use in the conduct of its own affairs on condition that the service provided is wholly remunerated by the contracting authority.
6. Except arbitration and conciliation services
7. Service categories within the meaning of Article 21 and Annex IIB of Directive 2004/18/EC
8. Except employment contracts.
9. Except contracts for the acquisition, development, production or co-production of program material by broadcasters and contracts for broadcasting time.