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**CALL FOR QUOTATION FOR PHOTOGRAPHY
SERVICES FOR THE DEPARTMENT OF
INFORMATION**

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Date Published: 25 October 2016

Deadline for Submission: 8 November 2016 at 10h00 CET

RFQ Opening Session: 8 November 2016 at 10h00 CET

**Department of Information
3, Castille Place
Valletta**

1. Scope

This call for quotation invites providers of photographic services, hereon referred to as the interested bidders, to provide their services to the Department of Information, hereon referred to as the Department, in Malta and Gozo.

2. Duration of Assignment and Time Frames

The service is to be provided on a twenty four hour basis, seven days a week, throughout a twelve calendar month period starting from the first day of the provision of this service.

Interested bidders will be required to work in liaison with the Department within the Office of the Prime Minister in order to co-ordinate the requested photographic services.

3. Instructions to bidders

Assignments will be given to the providers at least one hour prior to the event. Although in most cases providers will be given assignments on the eve of the event, providers will also be contacted as and when the need arises due to the nature of work.

Providers are to submit the following photos electronically to the Department:

- * A **SELECTION** of photos in JPEG format of the highlights of the assigned event(s) in an edited and resized version [JPEG size: 325 to 650KB. Resolution: 2048 pixels/72.23cm on the longer side; 72dpi] by means of professional photo editing software. The photo(s) must be forwarded to the Department **within one hour after the end of the event** on the email addresses provided according to the assignment. Each selected photo is to include a template (provided by the Department) crediting “DOI” and the photographer’s name;
- * A JPEG format of **ALL** the edited **non-resized** photo(s) [Resolution: 4256 pixels/ 36.03cms on the longer side; 300 dpi] is/are to be forwarded to the Department **within one day after the end of the event** on the ftp site provided by DOI. The provider shall create and name a folder with the full details of the assignment and date. All the images must contain the full coverage detail in the metadata (description). The Department will instruct the provider on how to operate this task.

The provider will be duly credited by the Department for the photos eventually issued in the “*Photo - DOI - Name of Photographer*” format currently used by the Department, subject to this being included on the photograph itself as instructed (black, Arial font on a white background appended to the bottom of the picture).

The provider automatically renounces any right to claim any royalties and will waive all copyright provisions to the Department. The Department will have the right to use the photos at its discretion.

Providers are to cater for their own transportation to cover the event(s) in Malta and/or Gozo. Any parking charges incurred by the provider are to be borne by the provider. The Department will however reimburse Gozo ferry tickets when Gozo will be the venue for the event(s) on presentation of said tickets.

Only bidders who provide a quote for the whole service requested will be considered. Partial bids will not be considered.

4. Submission of Quotes

Interested bidders are to submit a financial proposal in Euro (inclusive of all taxes but **EXCLUDING** VAT) indicating an all-inclusive sum for the services listed in Annex 1 to cover all the requirements of this assignment.

Proposals are to be submitted in the format as shown in Annex 1 and are to be presented at the:

Department of Information
3, Castille Place,
Valletta, VLT1062,
Malta

by no later than 10.00am of 8 November 2016.

Proposals submitted in any other way will not be considered.

Late submissions will not be considered.

The Department of Information reserves the right to refuse even the most advantageous offer.

Quotations shall be valid for a period of twelve months.

Annex 1

CALL FOR QUOTATION FOR PHOTOGRAPHY SERVICES FOR THE DEPARTMENT OF INFORMATION

Quotation Ref: DOI Quot 03/2016

Quotations will ONLY be considered if submitted in the stipulated format

SUPPLIERS/CONTRACTOR'S DETAILS	
Company Name:	
VAT number:	
Contact Person's Name and Surname:	
Company Address:	
Telephone Number:	
Mobile Number:	
E-mail Address:	
Fax Number:	
Website:	

SERVICE REQUIRED FOR A TWELVE MONTH PERIOD
<ol style="list-style-type: none">1. Photographic services in Malta and Gozo for the Department of Information.2. Due notice to the provider for each assignment will be given by the Department. The provider is to be aware that the notice time can be as short as one hour.3. Service by the provider is to be provided on a 24 hours basis, seven days a week for a period of twelve calendar months.4. Three consecutive refusals by the provider to cover an assignment can lead to the suspension of the contract.5. Duration of each assignment may vary from one to four hours including commute time and photo(s) enhancing/editing period.6. Two events taking place at the same venue within one hour of each other are to be considered as one coverage/assignment.7. Payment will be made once photo(s) images are deposited for archiving purposes as instructed to the Department.8. Providers are to submit their VAT number. VAT exempt providers should ensure to be registered with the VAT Department at the time of signing of the contract.9. Fiscal receipts are to be provided in a timely manner following receipt of payment.10. Quotations submitted are to indicate cost per hour AND additional subsequent cost per hour.
<p>* The quoted price is to include parking tariffs. The cost of Gozo ferry tickets will be borne by the Department. The Department will not be liable for any traffic contraventions incurred by the provider.</p>

COST PER FIRST HOUR AND SUBSEQUENT HOUR AS PER ABOVE REQUIREMENTS		
	FIRST HOUR Price per assignment inclusive of all taxes but EXCLUDING VAT	SUBSEQUENT HOUR Price per assignment inclusive of all taxes but EXCLUDING VAT
Net:		
VAT (specify rate): _____%		
Total:		

Signature: _____

Date: _____