

**Quotation**

**PROVISION OF PHOTOGRAPHIC SERVICES FOR  
THE DEPARTMENT OF INFORMATION.**

**Quotation Ref: DOI 02/2013**

**Issued on: 11 June 2013.**

## Quotation

### PROVISION OF PHOTOGRAPHIC SERVICES FOR THE DEPARTMENT OF INFORMATION

Quotation Ref: DOI 02/2013

#### 1. Scope

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

#### 2. Duration of Assignment and Time frames

The service is to be provided on a 24-hour basis, seven days a week, throughout a 12 calendar month period starting from the first day of the provision of the first 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 emailed to the Department within one hour after the end of the event on the email addresses provided according to the assignment.
  - a JPEG format of **ALL** the edited non-resized photo(s) [Jpeg size: 750 KB to 1.5MB. Resolution: 4256 pixels / 36.03cms on the longer side; 300dpi is/are to be emailed to the Department within 4 hours after the end of the event on the email address proved.
- 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.
- Obligation of the bidders: The full set of General Conditions for Services Contracts (Version 1.01 dated 15 March 2010) applies, and can be viewed/downloaded from: [www.contracts.gov.mt/conditions](http://www.contracts.gov.mt/conditions)

#### **4. Submission of Quotes**

Interested bidders are to submit a financial proposal in Euro (inclusive of VAT and all other applicable taxes) 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:

Tender Box,  
Department for Information,  
3 Castille Place,  
Valletta,  
Malta VLT 2000.

**by no later than 10.00am of 26 June 2013**

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**

**PROVISION OF PHOTOGRAPHIC SERVICES TO  
THE DEPARTMENT OF INFORMATION**

**Quotation Ref: DOI 02/2013**

**Quotations will ONLY be considered if submitted in the stipulated format.**

**Suppliers/Contractor's details**

<b>Company Name</b>	
<b>Contact Person's Name and Surname</b>	
<b>Company Address</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>E-mail address</b>	
<b>Fax Number</b>	

**Service Required**

**For a twelve month period**

1. Photographic services in Malta and Gozo to 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. Duration of each assignment will vary from one to four hours.

**\* 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.**

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**Total LUMP-SUM cost PER ASSIGNMENT (in Euro) as per above requirements:**

<b>Net:</b>		<b>€</b>
<b>VAT (specify rate)</b>	_____ %	<b>€</b>
<b>Total:</b>		<b>€</b>

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Annex 2

DIPARTIMENT TAL-INFORMAZZJONI,  
UFFIĊĊJU TAL-PRIM MINISTRU

DEPARTMENT OF  
INFORMATION,  
OFFICE OF THE PRIME MINISTER

Id-Direttur tal-Infommazzjoni jgħarraf illi:-

The Director of Information notifies that:-

**Sal-10:00 a.m. ta' nhar il-Erbgħa, is-26 ta' Ġunju, 2013, f'dan l-Uffiċċju jintlaqgħu kwotazzjonijiet magħluqin għal:-**

**Sealed quotations will be received at this Office until 10:00 a.m. of Wednesday, 26<sup>th</sup> June, 2013, for:-**

Kwot. Nru. DOI 02/2013. Provvediment ta' servizzi ta' fotografija għad-Dipartiment tal-Infommazzjoni.

Quot. No. DOI 02/2013. Provision of photographic services for the Department of Information.

Kwotazzjonijiet u dokumenti relatati għandhom jintefgħu fil-Kaxxa tal-Offerti tad-Dipartiment tal-Infommazzjoni, Nru. 3 Pjazza Kastilja, Il-Belt Valletta.

Quotations and related documents are to be dropped in the Tender Box at the Department of Information, 3 Castille Place, Valletta.

Il-kwotazzjonijiet jibqgħu validi għal perijodu ta' sena u għandhom jinkludu t-Taxxa fuq il-Valur Mizjud, u hlasijiet ohra jekk applikabbli.

Quotations shall be valid for a period of one year, and should be inclusive of Value Added Tax, and any other charges if applicable.

Id-Dipartiment tal-Infommazzjoni jzomm id-dritt li jirrifjuta anke l-izjed l-offerta vantaġġuża.

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

Id-dokumenti bid-dettalji u l-formola tal-kwotazzjoni jistgħu jinkisbu mill-*email* ([director.doi.opm@gov.mt](mailto:director.doi.opm@gov.mt)) jew mill-*website*: ([www.doi.gov.mt](http://www.doi.gov.mt)).

Specifications and submission forms can be obtained from: ([director.doi.opm@gov.mt](mailto:director.doi.opm@gov.mt)) or from the website: ([www.doi.gov.mt](http://www.doi.gov.mt)).

Il-kwotazzjonijiet magħmulin fuq il-formola pprovduta biss ikunu kkunsidrati.

Only submissions on the prescribed form will be considered.

Il-11 ta' Ġunju, 2013

11<sup>th</sup> June, 2013