



VICTIM SUPPORT AGENCY

Request for Quotations (RfQ) for Funds (Projects) Consultancy Services to the Victims Support Agency

Deadline for Clarifications: 10th June 2022 at noon

Closing date for submission of quotations: 24th June 2022 at noon

1. Introduction

- 1.1. The Victim Support Agency (VSA) is a public entity established under Legal Notice 418 of 2020, known as the Victim Support Agency (Establishment Order).

- 1.2. The Estimated Procurement Value for this Request for Quotation 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 €4,500 excluding VAT.

2. Objective

The VSA is seeking quotations for the provision of Consultancy Services to assist with the implementation of publicly funded projects and initiatives led by the VSA in order to:

- a. Strengthen the internal staff capacity;
- b. Develop and implement new studies, practices and methodologies in Victim Support.
- c. Lead the necessary awareness campaign and advocacy towards Victims' Rights.

3. Terms and Conditions

- a. The Consultant shall make use of his/her own equipment and shall refrain from purchasing any items/equipment on behalf of the VSA as part of this agreement or transfer any items/equipment to the VSA at the end of this agreement. Any items/equipment related to this agreement which is to be acquired by the VSA must be purchased by means of a separate tender procedure.
- b. The Consultant binds himself/herself to maintain information in strict confidence and not to divulge any such information to any third party and in addition not to communicate, indicate or suggest to any third party the existence of such Confidential Information; and not to make use of the Confidential Information for any purpose whatsoever except as deemed necessary in the performance of his/her duties or as may be required by law.
- c. Provided that for the purpose of this section “Confidential Information” means any and all information, and all records, in whatever form and of whatever nature whether disclosed orally or in writing or whether eye readable, machine readable or in any other form including, (without limitations materials) of any relevant equipment or any part thereof, the methods of operation of the Victim Support Agency, process, plans, strategies, data, know-how and any other material made available by the Victim Support Agency or gained by the Consultant.
- d. The Consultant shall, both during the term of this agreement, after its expiry or sooner to termination, keep confidential and not use or disclose or attempt to use to any person any of the information except as authorised or required for the purpose of this agreement.
- e. The Consultant shall not make use, for his/her own personal interest or that of a third party, of any information in whole or in part obtained during the conduct of his/her duties. This also includes the transmission of information for marketing purposes or for any other commercial activity.
- f. The Consultant must ensure that he/she operates within the framework of the Code of Ethics under Chapter 595 of the Public Administration Act and will not carry any form of work outside of this agreement that may interfere with the performance of the Victim Support Agency’s services.

4. Specific Activities

- a) The Consultant will be reporting to the CEO of the Victim Support Agency or to any other officer delegated by CEO for the purpose of this agreement.
- b) The Consultant is expected to provide efficient and professional services in terms of the existing and approved standards from time to time by the agency and including but not limited to:

- I. Project Design, and Submission.
- II. Technical Assistance with Project Implementation.
- III. Public Procurement, including technical assisting in the adjudication of calls for tenders.
- IV. Any related other services as may be requested by the CEO, from time to time.

5. Clarifications

- 5.1. Interested parties may submit requests for clarifications in writing to the VSA by sending an email on: vsadmin@gov.mt by not later than **24th June 2020** at noon.

6. Submissions

- 6.1. Interested parties are invited to submit their quotations (**fixed fee/hour**), by filling in Annex I and Annex II attached to this request for quotations.
- 6.2. Submissions are to reach the Victim Support Agency via email on vsadmin@gov.mt by not later than **24th June at noon**

7. Selection and Award Criteria

- 7.1. Key Experts must be
 - (a) able to communicate in the Maltese and English languages; and
 - (b) (i) in possession of a recognized qualification at MQF Level 6 in the field of public policy, management, European Studies, Communication or an equivalent recognized, comparable qualification, plus five (5) year relevant work experience. And
 - (ii) in possession of a recent and valid Police Conduct Certificate (not earlier than one (1) month from the date of application).

7.2. 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.

7.3. The cheapest technical compliant offer shall be awarded.

7.4. The VSA reserves the right not to proceed further with the RfQ process at any given time.

8. Further Information:

8.1. A commitment will come about only when a contract with the successful Service Provider will be signed. Until a contract is signed, the VSA may decide not to award a contract or to cancel the procedure, without the interested parties being entitled to claim any compensation.

8.2. This RfQ is without prejudice to VSA seeking alternative services.

ANNEX I - General Information

Request for Quotations (RfQ) for the Provision of Consultancy Services to the Victim Support Agency.

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General Details Information	
Full Name of Company:	
Company Address:	
Name & Surname of Contact Person:	
VAT Registration No.:	
Contact Telephone Number:	
Email Address:	
Website (if applicable):	
Remarks on Service Delivery (if applicable)	
Signature and Date	

ANNEX II – Technical Offer

Technical Information	
Key Expert 1: (name & role)	
Qualifications:	
Years of experience	
Key Expert 2 (If applicable)	
Qualifications:	
Years of experience	
List of previous engagements (projects)	
Any additional information (non mandatory)	
Signature and Date	

ANNEX III – Financial Offer

Description	Net Amount per Hour including Taxes/Charges, other Duties & Discounts but <u>Exclusive of VAT</u> (Delivered Duty Paid - DDP)	VAT amount €	Total Amount per hour including Taxes/Charges, other Duties, Discounts and VAT (Delivered Duty Paid - DDP)
Provision of Consultancy Services to assist with the implementation of publicly funded projects and initiatives led by the VSA			

Signature

Date

Tick if in agreement (Offer cannot be accepted if the below box is not ticked).

By signing this form I hereby declare that I have carefully read all provisions of this request for quotations and agree to make this submission in terms of the provisions expressed in this RfQ.

Annex III - DECLARATION CONCERNING EXCLUSION GROUNDS

I hereby declare that I do not fall under any of the grounds listed under Part VI of S.L.601.03.

Signature

Name of Company