

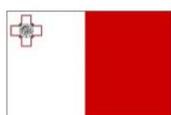


**REFERENCE NUMBER: (LADDER009)**

## **ONLINE ACCESSIBILITY PR EVENT**

ESF.04.159 - 'Leading and Delivering Dialogue Effectively, Representatively (LADDER)'

**ISSUED ON: 10/03/2023**  
**DEADLINE: 17/03/2023 (NOON)**



Operational Programme II – European Structural and Investment Funds 2014-2020  
*“Investing in human capital to create more opportunities and promote the well-being of society”*

Project part-financed by the European Social Fund  
Co-financing rate: 80% European Union Funds; 20% National Funds



## Malta Chamber for SMEs

Dar Anthony Grixti, 43/45, Triq il-Kapuccini, Floriana, FRN 1052

+356 21232881

[admin@smechamber.mt](mailto:admin@smechamber.mt)

### 1. Background information

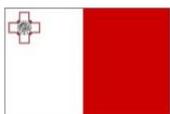
Malta Chamber of SMEs, is the main representative for micro, small and medium businesses in Malta. The SME Chamber represents a wide variety of economic sectors of different sizes. Malta Chamber of SMEs was founded 70 years ago as an organisation dedicated to defending the rights of small retailers. Nowadays, the SME Chamber has grown to include all economic operators representing all economic sectors. Throughout the years, Malta Chamber of SMEs has upgraded their status to that of a social partner, and are now recognised as an employers' body and is one of the most important and biggest interest groups in Malta. A non-political organisation, the SME Chamber works to ensure mutual cooperation with the relevant authorities.

One of the methods the SME Chamber represents its members is by organise a number of information sessions, webinars, seminars and conferences in order to inform its members and keep members up to date with new legislation and also to consult with its members on a number of matters in order to ensure that social dialogue takes place and that the majority of members are reached.

From the lessons learnt from the past year and based on the level of engagement with members, Malta Chamber of SMEs has shifted part of its outreach online and today organizes the majority of its activities online.

This call for quote was created with the intention of effectively disseminating the findings of the one accessibility survey. This survey might serve as a starting point to identify shortcomings related to online accessibility. In order to make the PR Event and the outcomes professional and understandable, this call is made for the design of the survey results.

This is being done through a project called ESF.04.159 - 'Leading and Delivering Dialogue Effectively, Representatively (LADDER)' – a project part-financed by the European Union in accordance with the rules of the European Social fund 2014 – 2020, Operational Programme II.



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## 2. Dates

Interested parties are to submit their quotation by 17th of March 2023 at 12:00pm. The project. Quotations and any supporting documentation can be received either by hand or by email. Contact details can be found under section 11 below.

The contractor is to ensure that the PR Event will be conducted by not later than end of March 2023.

## 3. Objectives of the PR Event

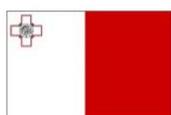
The survey is aimed at assessing the current tools businesses use in the context of accessibility, their level of awareness and understanding of the topic, as well as their level of appreciation of the changes they can implement and the return involved. After this study, it is crucial to effectively disseminate the findings in the best way possible. Through similar events, as an SME Chamber, we feel that PR Events are very strong and viewed. This event will be in partnership with the CRPD.

## 4. Specific Provisions

- The organisation of a 20-slide presentation on the main findings of the survey.
- Printing of the presentation.
  - Printed in full colour;
  - Quantity – 25 copies;
  - Includes Title page;
  - Ring binded;
  - Paper in 80 GSM +/- 10%.
- It is very important to include the EU Publicity in the presentation, since it is an EU Funded project.
- A logo for the PR Event that will be shown on the screen (ratio 16:9).
- The presentation must be provided in both powerpoint (.pptx) and PDF formats (.pdf).

## 5. Logistics and Supply

The premises of the PR Event is going to be held at the Malta Chamber of SMEs boardroom. Screens and AV will be provided, press conference might also be conducted online and/or streamed live.



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A draft of the presentation is to be provided two (2) days prior to the event.

## 6. Award Criteria

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 technical specifications, documentation, comments, observations or suggestions which potentially may assist the Contracting Authority in the call for Quotation and which are over and above the financial offer submitted.

The award criteria for this call for Quotations is the **cheapest technically compliant offer.**

## 7. Payments

Payment (100%)	Payment will be made against an invoice presented following the PR Event and delivery of the requested services. The invoice is to be presented to the contracting authority not later than 30 days following the event.
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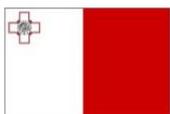
## 8. Financing

The project is part-financed by the European Union in accordance with the rules of the European Social fund 2014 – 2020, Operational Programme II.

## 9. Other terms and conditions

The Malta Chamber of SMEs reserves the right to ask for any amendments and make changes to the agreed provisions, as it deems fit. This is to ensure that the expected objectives and results are met.

The Malta Chamber of SMEs is entitled to suspend the performance of the service and supply or any part thereof for such time and in such manner as it may consider necessary, without thereby incurring any damages.



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Where the award procedure or execution of the agreement is vitiated by substantial errors or irregularities or by fraud, shall suspend execution of the agreement.

Where such errors, irregularities or fraud are attributable to the service provider, the SME Chamber may in addition refuse to make payments or may recover amounts already paid, in proportion to the seriousness of the errors, irregularities or fraud.

The suspension of the agreement is intended to allow the SME Chamber to verify whether presumed substantial errors or irregularities or fraud have actually occurred. If they are not confirmed, execution of the agreement shall resume as soon as possible.

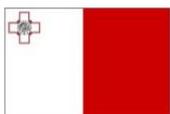
The Supplier is to ensure that all services, documentation and through this procurement process comply with the requirements of the Equal Opportunities Acts of 2000.

Should you require any additional information regarding the call for quotation, please submit your queries by 14th March 2021. Details of the contracting authority can be found below.

## 10. Details of Contracting Authority

<b>Name</b>	Abigail Mamo
<b>Designation</b>	Project Leader
<b>Address</b>	Dar Anthony Grixti 43/45 Triq il-Kappuccini Floriana FRN 1052
<b>Email</b>	admin@smechamber.mt

## 11. Financial Offer



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<b>Supplier's details:</b>	
Company's name:	
Contact person's name and surname:	
Company's Address:	
Telephone number:	
Email Address:	

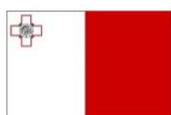
Requirements	Specify if the requirement can be met Yes / No	Please add further comments/ description	Provision Total Cost including Taxes/Charges, other Duties & Discounts but <u>Exclusive of VAT</u> (Delivered Duty Paid - DDP)
Requirements as per clause 4 – Specific Provisions			

**Total cost of service (in Euro) as per above:**

<b>Net:</b>		€
<b>Any discount: (specify rate if any)</b>	____%	€
<b>Vat (specify rate if any):</b>	____%	€
<b>Total:</b>		€

Date:

Signature:



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