



Innovation
Norway

Iceland
Liechtenstein
Norway grants

The logo for the EFTA (European Free Trade Association) region, consisting of a stylized line graph with several peaks and valleys, representing the member states: Iceland, Liechtenstein, Norway, and Switzerland.

Norway
grants

Malta Chamber of
sme^s

The logo for the Malta Chamber of SMEs, featuring the text 'Malta Chamber of sme^s' in a bold, sans-serif font, with a stylized graphic of blue and red horizontal lines to the right.

REFERENCE NUMBER: NORWAY001

AWARENESS CAMPAIGN

Project Name: 2022/348124 'Encouraging better working conditions within SMEs'

Programme: SDDW – PA05

ISSUED ON: 26/05/2023

DEADLINE: 07/06/2023 (NOON)

Malta Chamber for SMEs

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

In this project, the Malta Chamber of SMEs intends to provide a very accessible solution to employers wanting to ensure they are abiding by the laws and experiencing difficulties at the workplace. By using this service, problems between the involved parties can be resolved without being escalated.

The awareness will be improved through an online campaign on the social media platforms of the Malta Chamber of SMEs. The campaign will consist of several infographics that will be split into educating the employee and employer and also promoting the advisory and consultancy services that the Malta Chamber of SMEs can give to the business sector.

This is being done through a project called SDDW – PA05 – ‘Encouraging better working conditions within SMEs’.

2. Dates

Interested parties are to submit their quotation by the 7th of June 2023 at 12:00 pm. 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 infographics need to start being disseminated by the end of June 2023.

3. Objectives of the Awareness Campaign

The project's key goals are to give greater visibility to the importance and practical use of social dialogue, help increase the level of preparedness at a national level for labour market issues, establish fair work practices, and enhance the implementation of laws and policies related to decent work and social dialogue. This will be accomplished by developing an outreach initiative targeting local SMEs and employees by communicating key aspects of employment regulations and also how to acquire further information.

Additionally, the outreach will be directed at increasing awareness among business owners of the advisory services the Malta Chamber of SMEs provides in relation to employment law.

4. Specific Provisions

- The creation of 15 infographics that will represent 15 mini campaigns spread on a 6-month period.
 - Size: 1080 px X 1080 px (Instagram size).
 - The infographic will include text and pictures.
- The contractor must adhere to the Norway Grants publicity requirements on all printed and published material. This includes (but not limited to); Infographics and any relevant posts text.
- Social media management – the posting of the 15 infographics on all the social media platforms. The management of post will be required for 6 months from the date of signing of the contract. The Service provider will be given editor right to be able to post on behalf of the Malta Chamber of SMEs. Editor rights will be automatically terminated on termination of the contract. Such rights are to be used solely for the purpose of this contract unless otherwise advised.
- Each infographic needs to reach 15,000 average views (within the Maltese territory), mainly targeting both employers and employees.

- The infographics must be provided in (.png) format.

5. Logistics and Supply

The Malta Chamber of SMEs will pass the information for all the 15 infographics and a design will be made according to the topic. The Malta Chamber of SMEs in discussion with the service provider will agree on a plan on how and when the infographics will be published.

The intellectual property remains the sole right of the Malta Chamber of SMEs.

A draft of each infographic is to be provided two (2) days prior to being published.

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 (50%)	Payment will be made against an invoice on signing of the contract. An invoice is to be provided within 30 days following signing.
Final Payment (50%)	Payment will be made against an invoice presented following the completion of the service provided. The contractor is to present evidence of the targets mentioned under section four (4). The invoice is to be

	presented to the contracting authority not later than 30 days following supply .
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8. Financing

The project is part-financed by Norway Grants under the EEA and Norway Grants 2014 – 2021.

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.

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 18th May 2023. Details of the contracting authority can be found below.

10. Details of Contracting Authority

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

11. Financial Offer

Supplier's details:	
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:

Net:		€
Any discount: (specify rate if any)	___ %	€
Vat (specify rate if any):	___ %	€
Total:		€

Date:

Signature: