

REQUEST FOR QUOTATIONS FOR THE PROVISION OF MARKETING SERVICES FOR PJAZZA TEATRU RJAL'S ARTISTIC SEASON 2025

Reference no: PTR24/2024

Publication Date: 30 October 2024

Deadline: 13 November 2024

Terms of reference

1. Scope of Services

- a. Pjazza Teatru Rjal is issuing this Request for Quotations for marketing services for Pjazza Teatru Rjal for the artistic season 2025.

2. Procedure

- a. This Request for Quotations is being issued in line with the Public Procurement Regulations 2016 (Legal Notice 352 of 2016).
- b. The place of acceptance of the service shall be Pjazza Teatru Rjal.
- c. The award of each option listed hereunder in this RfQ shall be determined on the basis of the cheapest, technically-compliant offer.

3. Timetable

Date of Publication of RfQ	30 October 2024
Deadline for Request of any Clarifications	6 November 2024
Deadline for Submission of Quotations	13 November 2024

4. Method of submission of quotations

- a. Quotations must be submitted by e-mail to admin@pjazzateatrurjal.mt before the deadline for submission of quotations as indicated in section 3.
- b. Late submissions will not be accepted. Pjazza Teatru Rjal will not be held liable for any quotations submitted after the closing date.
- c. Quotations submitted by any other means will not be considered.
- d. Quotations must comply with the requirements as stated in this RfQ.
- e. Bidders are to submit queries and questions concerning this RfQ by the deadline stipulated in Section 3, specifying the reference and RfQ title by e-mail to admin@pjazzateatrurjal.mt

- f. Bidders will be deemed to have satisfied themselves, before submitting their quotation, as to its correctness and completeness, to have taken account of all that is required for the full and proper performance of the contract and to have included all charges in their rates and prices.
- g. The offers must be submitted in the provided document in ANNEX III: Financial Bid.

5. Validity of Quotation

Bidders are committed to retain the validity of the Quotation for a period of **90 days** from the closing date for the submission of the RfQ as shown in the previous section.

6. Evaluation of the Quotations and Award

- a. Bidders may submit their quotation for one or all options listed hereunder in this RfQ.
- b. Each option listed in this RfQ will be evaluated individually and contracts are awarded (per option) to the cheapest, technically-compliant offers. However, Pjazzza Teatru Rjal does not bind itself to award a contract for all options listed hereunder and reserves the right to annul one or more options without being held liable for damages, whatever their nature (in particular damages for loss of profits) or relationship.
- c. The unit price provided by the bidders in their quotes will be deemed to be the final price and may not be altered by the bidders after the submission deadline.
- d. Quotations that do not meet the objectives set out in this RfQ will not be considered.
- e. Notification of award will be sent via e-mail.
- f. In the event that this quotation procedure is cancelled, bidders will be notified by e-mail.
- g. Pjazzza Teatru Rjal will not be held liable for damages, whatever their nature (in particular damages for loss of profits) or relationship, in the case of the cancellation of this RFQ.

7. Objectives

During its artistic season (spread over a calendar year), Pjazza Teatru Rjal organizes a number of events both in the main theatre (with a maximum seating capacity of 900) as well as in the Green Room (with a maximum seating capacity of 100). This Request for Quotations for marketing services is intended to provide the widest possible exposure to Pjazza Teatru Rjal and its events. Therefore, bidders are requested to submit quotations per event for any or all of the below options based on a guaranteed minimum number of ten (10) events during 2025, with the understanding that repetition of services during 2025 shall remain at the same quoted price.

Options	Description
Option 1	Featured article (to be provided by Pjazza Teatru Rjal)
Option 2	Sponsored article (to be provided by the service provider)
Option 3	Promotion of a provided video (up to 90 seconds) on Facebook, Instagram and Tik Tok
Option 4	Event listings on service provider's website
Option 5	Banner Advert campaigns on service provider's website
Option 6	Combined package of options 2 – 5 above

8. Response Requirements

Interested bidders, when submitting their offer, must provide a complete and comprehensive bid to this Request for Quotation. Bids must include the following:

- a. **Details of Bidder Submitting Quotation as per Annex I**
- b. **Signed Declaration of Conformity to the requirements of this RfQ as per Annex II**
- c. **Bidder's financial offer as per Annex III: Financial Bid**
- d. **A write-up of not more than 1000 words demonstrating the exposure and reach (accompanied by documented evidence) for each of the bids submitted.**

9. Law

By submitting their bid, bidders are accepting that this procedure is regulated by Maltese Law, and are deemed to know all relevant laws; acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the bid and the resulting contract.

ANNEX I: DETAILS OF BIDDER SUBMITTING QUOTE

Name of Person Submitting the Bid	
Company	
Address	
Website	
E-mail address	
Tel. No	
Mobile Phone No	
Company Registration No	
VAT Registration No	
Links to sample marketing material	
Signature	
ID. Card No	
Date	

ANNEX II: DECLARATION OF CONFORMITY

I, the undersigned, hereby declare that in the eventuality of being awarded a contract for one or more options I will be fully capable of providing the service/s as specified in **RfQ PTR24/2024 Request for Quotations for marketing services for Pjazza Teatru Rjal** in a timely manner as agreed with the contracting authority.

Name _____

Company _____

Signature _____

Date _____

ANNEX III: FINANCIAL BID

Option	Item Description	Price in € (Excl. VAT) per event	VAT	Total in € (Incl. VAT)
1	Featured article (provided by Pjazza Teatru Rjal)			
2	Sponsored article (provided by service provider)			
3	Promotion of a provided video (up to 90 seconds) on Facebook, Instagram and Tik Tok			
4	Event listings on service provider's website			
5	Banner Advert campaigns on service provider's website			
6	Combined package of options 2 – 5 above			

Name _____

Company _____

Signature _____

Date _____