

Badminton Malta

Call for Quotations BM02/2018



Date Published: 21 November 2018

Deadline for Submission: 30 Nov 2018 at 13h00

1. Scope - This call for quotation invites Communications Professionals, hereon referred to as the interested bidders, to provide their services to Badminton Malta, also referred to below as The Association.

2. Duration of Assignment and Time Frames - The service is to be provided on agreement between the two parties for season 2018/2019, starting December until June. Interested bidders will be required to work in liaison with the Badminton Malta in order to co-ordinate the requested Public Relations services.

3. Instructions to bidders - Interested bidders are to provide service for the following:

2 Press releases a month: 1 before 1 after each competition (average 1 competition a month) - if no competitions we would still require 2 press releases.

1 Press release a month covering international participation, what Int. Participation is coming up, result and post-competition of any played competitions internationally.

3 posts a week - FB, Instagram, twitter

Another 3 short articles a month for website - covering different aspects of the Association.

The content should be forwarded to a representative of the Association chosen by the Executive Committee for approval before being posted or sent to media.

Only bidders who provide a quote for the whole service requested will be considered. Partial bids will not be considered.

4. Submission of Quotes - Interested bidders are to submit a financial quotation in Euro (inclusive of all taxes and Including VAT) indicating an all-inclusive sum for the services listed in Annex 1 to cover all the requirements of this assignment.

Quotations are to be submitted in the format as shown in Annex 1 and are to be sent by email to president@badmintonmalta.org by not later than 13hr00 of 30th November 2018. Quotations submitted in any other way will not be considered. Late submissions will not be considered. Badminton Malta reserves the right to refuse even the most advantageous offer. Quotations shall be valid until the 30th June 2019.

Annex 1

RfQ FOR Communications Services for Badminton Malta

Ref: BM02/2018

Quotations will ONLY be considered if submitted in the prescribed format

SUPPLIERS/CONTRACTOR'S DETAILS

Company Name (if applicable):	
VAT number (if applicable):	
Contact Person's Name and Surname:	
Address:	
Contact Number:	
E-mail Address:	
Website or Attached Portfolio:	

SERVICE REQUIRED UNTIL June 2019

- Three consecutive refusals by the provider to cover an assignment can lead to the suspension of the contract.
- Payment will be made every month given that the required tasks are delivered.
- Receipts are to be provided in a timely manner following receipt of payment.
- Quotations submitted are to indicate cost per month for the task list required as per above.

MONTHLY COST FOR THE SERVICE OF COMMUNICATIONS	
	MONTHLY Price for the above assignments inclusive of all taxes.
Price including VAT and taxes	

Signature: _____

Date: _____