

Badminton Malta

Call for Quotations BM01/2018



Date Published: 25 January 2018

Deadline for Submission: 31 January 2018 at 13h00

1. Scope - This call for quotation invites providers of photographic services, 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 on specific events, starting on the 3rd and 4th February 2018 at the Malta National Championships at the National School of Sports. Interested bidders will be required to work in liaison with the Badminton Malta in order to co-ordinate the requested photographic services.

3. Instructions to bidders - Assignments will be given to the providers at least three days prior to the event. Although in most cases providers will be given assignments before, providers will also be contacted as and when the need arises due to the nature of work.

Providers are to submit the following photos electronically to Badminton Malta:

The photo(s) must be forwarded to the Association within one day after the end of the event on the email addresses provided according to the assignment. No Logo or watermark should be present on all photos and Badminton Malta will have the right to use the photos for commercial or marketing purposes.

A JPEG format of ALL the raw non-resized photo(s) is/are to be forwarded to Badminton Malta within one day after the end of the event by Wettransfer or similar software. The provider shall create and name a folder with the full details of the assignment and date.

The provider automatically renounces any right to claim any royalties and will waive all copyright provisions to Badminton Malta. The Association will have the right to use the photos at its discretion.

Providers are to cater for their own transportation to cover the event(s) in Malta and/or Gozo. Any parking charges incurred by the provider are to be borne by the provider. The Association will however reimburse Gozo ferry tickets when Gozo will be the venue for the event(s) on presentation of said tickets.

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 quotations 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 31st January 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 31st December 2018.

Annex 1

RfP FOR PHOTOGRAPHY SERVICES FOR BADMINTON MALTA

Ref: BM01/2018

Quotations will ONLY be considered if submitted in the stipulated format

SUPPLIERS/CONTRACTOR'S DETAILS

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

SERVICE REQUIRED UNTIL END 2018

- Three consecutive refusals by the provider to cover an assignment can lead to the suspension of the contract.
- Duration of each assignment may vary from one to four hours including commute time and photo(s) enhancing/editing period.
- Two events taking place at the same venue within one hour of each other are to be considered as one coverage/assignment.
- Payment will be made once photo(s) images are deposited for archiving purposes as instructed to the Association.
- Fiscal receipts are to be provided in a timely manner following receipt of payment.
- Quotations submitted are to indicate cost per hour AND additional subsequent cost per hour.
- The quoted price is to include parking tariffs.
- The cost of Gozo ferry tickets will be borne by the Association. The Association will not be liable for any traffic contraventions incurred by the provider.

COST PER FIRST HOUR AND SUBSEQUENT HOUR AS PER ABOVE REQUIREMENTS		
	FIRST HOUR Price per assignment inclusive of all taxes but INCLUDING VAT	SUBSEQUENT HOUR Price per assignment inclusive of all taxes but INCLUDING VAT
Price including VAT and taxes		

Signature: _____

Date: _____