



**Call for Quotations (“CfQ”)**

## **Project Manager**

**Project:  
Bullying and Ostracism at the Workplace in Malta  
(the “Project”)**

Project Ref: ESF.02.150

Issued by: **bBrave (VO 1422)**

CfQ#: **01/22**

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Response/Submission Date and Time: **16/02/2022 end of day**



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; 20% National Funds



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## **Section A: Instructions**

1) Responses to this CfQ are to be submitted through e-mail at [quotes@bbrave.org.mt](mailto:quotes@bbrave.org.mt) by end of day of the 16<sup>th</sup> February 2022. All submissions will be dealt with in strictest confidence.

bBrave will strive to acknowledge every Quotation received within 24 hours. If you do not receive such acknowledgement, please reach out to us at [quotes@bbrave.org.mt](mailto:quotes@bbrave.org.mt) or at **+356 79 80 81 82** to ensure that your email was received.

2) The Estimated Procurement Value for this CfQ has been based on comprehensive research including appropriate financial analysis. In the context of this procurement, the “**Estimated Procurement Value**”, based on market research, is that of €9,000, excluding VAT.

The purpose of this value shall be the guidance of prospective bidders (“**Bidders**”) when submitting their offer and is not to be considered as a binding capping price.

Therefore, the published Estimated Procurement Value is not restrictive and final on bBrave. Economic Operators are free to submit financial offers above or below the Estimated Procurement Value. However, bBrave reserves the right to accept or reject Financial Offers exceeding the Estimated Procurement Value.

## **Section B: General Information**

### **1) Purpose**

This CfQ is being issued to seek the services of a Project Manager who will:

- a. manage the Project's finances; and
- b. otherwise provide support to bBrave with respect to the overall management of the Project.

### **2) Beneficiary**

The beneficiary, being bBrave, is the point of contact for this CfQ. Please refer any inquiries to:

*The Evaluation Committee*

*bBrave Project: Bullying and Ostracism at the Workplace in Malta (Project Ref: ESF.02.150)*

*CfQ#: 01/22*

[quotes@bbrave.org.mt](mailto:quotes@bbrave.org.mt)

Any CfQ addenda/updates will be made available on bBrave's website: <https://bbrave.org.mt/news/> and Facebook Page <https://www.facebook.com/bbravemalta/> by not later than the 16<sup>th</sup> February 2022 in the case of addenda to this CfQ, and promptly upon issue for any updates.

### **3) Scope and Terms & Conditions**

The terms and conditions governing the service will be regulated within the contract that will be signed with the successful Bidder.

#### **3.1 Scope of Services**

##### **a. Project Outline**

The Project is split into three main pillars:

- i. to carry out a study on bullying and ostracism at the workplace (the "**Study**");
- ii. to develop tools for management and human resources practitioners to assist them in handling such incidences within their organisations (the "**Toolkit**"); and
- iii. to carry out an awareness campaign (the "**Campaign**").

##### **b. Who is bBrave?**

bBrave is a voluntary, independent and non-governmental organisation. It is the first and only anti-bullying NGO in Malta. It's mission is "*to raise awareness on different forms of bullying, to*

*facilitate assistance for individuals suffering from bullying and for the reform of individuals displaying bullying behaviour in Malta.”*

It is registered with the Commissioner for Voluntary Organisations (VO 1422), Aġenzija Żgħażaġħ (AZ 252/2017) and the Malta Business Registry (LPA-118). It is also a Core Member of the Anti-Bullying Alliance (ABA), an international coalition of organisations and individuals that are united against bullying.

c. Scope of CfQ

This CfQ is being issued to seek the services of a Project Manager who will:

- a. manage the Project's finances; and
- b. otherwise provide support to bBrave with respect to the overall management of the Project.

**3.1.1 Technical Specifications**

Minimum Technical Specifications:

- a. At least one (1) person working directly on the Project must be a qualified accountant\*
- b. To commit to provide services for two hundred and fifty (250) hours\*\*
- c. To provide a quote for a total of two hundred and fifty (250) hours as well as the rate per hour, excluding VAT in Euro (€)
- d. Duration of Services: 18 months, to take place over the following period: Q1 2022 – Q2 2023.

*\*Qualification to be held by the individual for individual applicants, or by an employee/contractor who will be working on the project for entity applicants.*

*\*\*May fluctuate +/- 15%*

**3.1.2 Expected Results**

Reporting to the Project Leader, the Project Manager shall:

- a. manage the Project's finances, which duties shall include but not be limited to:
  - (i) ensuring that all expenses made are in line with Project parameters, terms and conditions, as well as funds available;
  - (ii) maintaining management accounts for the Project;
  - (iii) assisting with all procurement requirements, including the drafting of calls for quotations and calls for tenders;
  - (iv) assist with effecting payments due;
  - (v) the preparation of payment claims and claims for reimbursements, as applicable; and

- (vi) supporting the work of the Project's Evaluation Committee (and related appeals body), as may be required;
- b. manage the project documentation as specified within applicable Project requirements, including the *Manual of Procedures for Projects Implementation - Cohesion Policy 2014 – 2020: Malta – Guide to Beneficiaries*;
- c. help address questions originating from the Managing Authority or other legitimate parties;
- d. help maintain relationships with all relevant parties;
- e. assist with the operations of the Project's Consultative Committee, as may be requested;
- f. manage and update all necessary information on the online Structural Funds Database;
- g. review and/or provide support on any aspects of the Study, Toolkit and the Campaign, as may be requested;
- h. logistically organise workshops / training sessions;
- i. help organise and/or participate in any Project-related event;
- j. assist with any Project publicity-related matter; and
- k. otherwise provide support to bBrave with respect to the overall management of the Project.

### **3.2 Procedure**

This is a fee-based for services contract.

The award of the CFQ shall be determined based on the cheapest technically compliant offer with the Quotation specifications.

### **3.3 Method of Submission of Quotations**

Quotations can be sent by the deadline for submissions by sending an email to [quotes@bbrave.org.mt](mailto:quotes@bbrave.org.mt) by end of day of the 16<sup>th</sup> February 2022.

Late submissions will be rejected and will not be evaluated. No liability will be accepted for rejection of late Quotations.

Quotations submitted by any other means will not be considered.

Quotations must comply with the requirements as stated in this CFQ.

In submitting a Quotation, the Bidder will be submitting its best and final offer.

Bidders are to submit clarifications concerning this CfQ by the deadline stipulated in **Section B, Article 2**. Replies to clarifications will be posted on the website: <https://bbrave.org.mt/news/> and the official Facebook page of bBrave: <https://www.facebook.com/bbravemalta/>.

### ***3.4 Validity of Quotation***

Bidders are committed to retain the validity of the Quotation for a period of ninety (90) days from the closing date for the submission of CfQ as shown in **Section B, Article 2**.

### ***3.5 Evaluation of Quotations and Award***

The evaluation of the Quotations will be based on compliance with the Technical Specifications laid out in **Section B, Article 3.1.1**. The fee provided by the Bidders in their Quotations will be deemed to be the final price and may not be altered by the Bidders after the submission deadline.

If arithmetical errors or other queries are identified, a clarification will be sent to the Bidder. If the clarification is not addressed by the indicated time/date, the bid will automatically be disqualified.

Quotations that do not meet the requirements set out in this CFQ will not be considered further.

This CFQ shall be awarded on the basis of the cheapest technically compliant offer, compliant with the Quotation specifications.

Bidders are requested to submit the requested additional literature, as per **Section B, Article 3.1.1**, to corroborate that the item being supplied is in line with the technical specifications set out in the terms of reference.

Notification of Award shall be sent via email. An initial meeting will be held between bBrave and the successful Bidder at a location indicated by bBrave following the Award notification. The exact date and timing will be communicated together with the notification of the Award. Those who are not successful shall be informed via email, together with a justification for non-Award.

bBrave reserves the right to cancel the whole Quotation procedure and reject all Quotations and reserves the right to initiate a new Call for Quotations without giving reasons. In the event of a Quotation procedure's cancellation, Bidders who have already submitted their Quotation will be notified via email.

In no circumstances will bBrave be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a Quotation, even if bBrave has

been advised of the possibility of damages. The publication of a contract notice does not commit bBrave to implement the activity announced.

### **3.6 Response Requirements**

Interested Bidders, when submitting their offer, are expected to provide a complete and comprehensive response to this Request for Quotation. Responses should include the following:

- Financial Bid Form;
- Copy of Accounting Qualification/s;
- Detailed CVs of persons proposed to work on the Project;
- For entity Bidders only: evidence that equality is mainstreamed within their own working procedures (see **Section B, Article 3.12.**); and
- Declaration Form re Exclusion Grounds.

### **3.7 Financing**

This Project is co-financed by the European Social Fund: Cohesion Policy 2014 – 2020 Operational Programme II.

### **3.8 Method of Payment**

Payments will be made following receipt of invoice, quarterly in arrears. Detailed timesheet to be emailed to bBrave within five (5) days from the end of each month.

### **3.9 Execution of the Contract**

The successful Bidder will be expected to sign a contract for services with bBrave outlining, *inter alia*, the deliverables, duration and payment schedule.

Whilst much of the work on the Project may be carried out from the Bidder's own premises and a number of meetings may be held online, the successful Bidder may be required to attend physical meetings and other events. In-person contact shall be carried out having due regard to any COVID-19 (and any other health) requirements in place at the time.

### **3.10 Modification of Contract**

The number of hours to be provided (two hundred and fifty – 250) may vary +/- 15%. Any other amendments to the Contract may only be made by mutual agreement in writing.

### **3.11 Data Protection**

bBrave operates in line with the Data Protection Act (Chapter 586) and the General Data Protection Regulation (EU GDPR 2016/679).



### **3.12 Equality**

bBrave strongly supports equal opportunities. It shall ensure that its selection of the successful Bidder shall be free of discrimination and based on objective factors.

In the case of Bidders who are not individuals, preference shall be given to Bidders who provide evidence that equality is mainstreamed within their own working procedures, such as by:

- a. including an equality policy;
- b. providing a brief write-up on how they achieve equality within their organisation; or
- c. providing the NCPE Equality Mark certification.

This Project is being carried out with the support of:



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