



LEADER
Development led by local communities



Ref No: RFQ 001-2026MAGF

Closing Date: Wednesday 30th September 2026, at noon

**REQUEST FOR QUOTATIONS FOR PROVISION OF ICT AND MARKETING
SERVICES**

Majjistral Action Group Foundation (MAGF)

Common Agricultural Policy Strategic Plan For Malta 2023-2027

MAJJISTRAL ACTION GROUP FOUNDATION

66, TRIQ IL-MOSTA,

ATTARD. ATD1430

Tel: (356) 2099 2080 / 9946 0152

Email: galmajjistral@gmail.com

SECTION 1 – INSTRUCTIONS TO BIDDERS

1. Scope

MAGF is requesting quotations from interested bidders for the provision of ICT and Marketing services for the Foundation.

2. Background Information

MAGF is a foundation composed of a group of local councils and private entities operating within the North-west territory in Malta. The Foundation is responsible to implement the LEADER Programme under the Common Agricultural Policy (CAP) Strategic Plan (2023-2027) within its territory, amongst others.

The Foundation's overarching objective is to develop the rural localities in its territory so as to improve the quality of life and make this territory more economically prosperous.

The service being procured through this request for quotes falls under Intervention 77.3 of the Common Agricultural Policy (CAP) Strategic Plan (2023-2027).

3. Specifications

Majjistral Action Group Foundation is seeking ICT Support and Marketing Services.

ICT-related Services

- The service will be in the form of an indicative package of one hundred and fifty (150) ICT support hours, which can be used between 1st October 2026 and 31st December 2027.

Marketing-related Services

- The service will be in the form of an indicative package of one hundred and fifty (150) marketing support hours, which can be used between 1st October 2026 and 31st December 2027.

4. Conditions

Call for ICT and Marketing services will be made according to exigencies, within the period mentioned in Section 1 Clause 3. The Majjistral Action Group Foundation is not obliged to split the number of hours in a timely manner per year.

The Majjistral Action Group Foundation is not obliged to avail itself of the total amount of hours indicated within the contract period.

Should the indicative number of three hundred (300) hours be utilised prior to end date of contract, the Majjistrat Action Group Foundation may, subject to agreement by Service Provider, increase the number of ICT Support hours, or Marketing Services hours, or both, at the original rates of contract.

The Service Provider is to be accessible within the contract period and calls for service by Contracting Authority should be dealt with within twenty-four (24) hours, either by actual provision of service or by agreement with Contracting Authority's representative on establishment of date of provision of service. Each call for service shall carry a minimum charge of one (1) hour.

5. Duties and Responsibilities

The chosen service provider will be responsible for providing services required such as the following:

ICT-related Services may include:

- (a) Hardware installations and repairs;
- (b) Network cabling and configuration;
- (c) VPN;
- (d) Telephony;
- (e) Software maintenance;
- (f) Scripting and backup management;
- (g) Email Support for both webmail and Client based email;
- (h) Staff education on the use of IT systems;
- (i) ICT issues related to the running of the Website and Content Management;
- (j) Website maintenance ensuring server uptime, WordPress plugin maintenance and latest security updates;
- (k) Maintenance of a Disk failure data recovery system with cloud backup, including data recovery whenever necessary;
- (l) Maintenance of a YouTube channel, including subdomain links and integration/linking with MAGF website;
- (m) Other ICT duties that may be deemed necessary and instructed by MAGF.

Marketing-related Services may include:

- (a) Rebuild the organization's online presence;
- (b) Reconnect with the previous audience;
- (c) Promote funding programs effectively;
- (d) Creation of public posts highlighting EU grant wins and projects funded by MAGF-enabled grants, as required;
- (e) Production of visuals explaining grant processes and benefits;

- (f) Uploading of videos on YouTube Channel, as required, including management;
- (g) Management of Social Media Platforms;
- (h) Posting of content on the MAGF Website, Facebook page and Youtube channel to create awareness of events/funding programs;
- (i) Collaborating with NGOs or environmental and/or cultural Organisations within the Majjistral territory and helping deliver informational sessions;
- (j) Assistance in presentations for workshops on the LEADER funds available;
- (k) Optimising local SEO for galmajjistral.com;
- (l) Preparing adverts in newspapers, local council newsletters, TV spots focused on Malta's voluntary sector;
- (m) Other duties that may be deemed necessary and instructed by MAGF.

6. Date of commencement and period of execution

The date of commencement shall be the date of signing of the contract between the selected Service Provider and the legal representative of the Contracting Authority and the end date of 31st December 2027 stipulated in Section 1 Clause 3 is to be considered as last date of contract.

The Contracting Authority reserves the right to, subject to agreement from both parties, extend the contract for a maximum period of six (6) months.

7. Procedure

This Request for Quotations is being issued in accordance with the MA Circular 01/14 and thus following the spirit of the Public Procurement Regulations.

8. Criteria for award

The Contracting Authority will award the resulting contract on the basis of the cheapest priced technically compliant offer.

9. Financial Details

The bidder is required to quote the following:

A rate per hour for ICT-related services as outlined in Section 1 Clause 5.

A rate per hour for Marketing-related services as outlined in Section 1 Clause 5.

10. Payment

Payment by the Majjistral Action Group Foundation will be on monthly basis, following the receipt of monthly invoices submitted by the Service Provider.

11. Request for Clarifications

Bidders may submit request for clarifications concerning this Request for Quotations by sending an email to galmajjistr@gmail.com. Reply on any clarifications submitted will be sent by email by latest Monday 28th September 2026, at noon.

12. Submissions

Bidders are to fill properly Section 2 of this Document and submit it via email on galmajjistr@gmail.com, or by post or by hand at Majjistr Action Group Foundation, 66, Triq Il-Mosta, H'Attard, ATD1430 by not later than **Wednesday 30th September 2026, at noon**. **Late offers and offers which are not properly filled in will be considered non-compliant.**

13. Validity of Quotations

Price quoted shall remain valid for a period of 60 days from the closing date for the submission of quotations.

14. Evaluation of quotations

Each quote will be assessed to check for administrative and technical compliance. Only those quotes that conform to the administrative and technical checks will be further evaluated. The valid quotes will be ranked based on the financial offer.

The ranking together with all the supporting documentation will be presented to the Decision Committee of the Foundation. The Decision Committee will verify the evaluation of the quotes and shall select the cheapest technically compliant quotation.

A preliminary result shall be published on the Contracting Authority's official website and notice board. In addition, a letter shall be sent to all bidders, informing them of the decision, and informing the bidders which have not been selected of their right of appeal. Reasons why the bid was not selected will be provided.

15. Unsuccessful Bids

An appellant shall have the right to appeal in writing through a registered letter within 5 working days from receipt of the email / letter of notification of result sent by the Contracting Authority.

The appeal is to be addressed to the Chairperson of the Project Selection Appeals Board (PSAB). The PSAB is an independent Committee set up to review in an autonomous way any appeals lodged. The PSAB will be composed of a minimum of three (3) individuals with a Chairperson chairing the appeals process. The appellant is required to sustain the clarifications provided by including justified reasons backed by necessary supporting documentation / testimonials.

Appellants wishing to lodge an appeal must send a registered letter addressed to **“The Chairperson”, Project Selection Appeals Board of MAGF, 66, Triq il-Mosta, Attard, ATD 1430**, within 5 working days from when the applicant receives the notification letter.

The Appeals Board will not consider late appeals.

The letter should include detailed reason/s of why the appeal is being made, supported by any relevant documentation/testimonials.

The decision of the Appeals Board is final, and the applicant cannot contest this decision. The DC must notify in writing the decisions to each appellant. The appeals procedure shall be published on LAGs website.

16. Publication of Final Result

Upon completion of the appeals process, the Contracting Authority shall publish the final result on its website and notice board.

The successful applicants will receive an ‘Acceptance Letter’ following the publication of the Final list of results.

17. Cancellation of the Request for Quotations

The Contracting Authority reserves the right to cancel this Request for Quotations. In case of cancellation, all the bidders will be informed by email.

18. Data Protection

The Majjistral Action Group Foundation will ensure that candidates’ personal data are processed in accordance with the Data Protection Act and that personal data is not processed for any purpose that is incompatible with that for which the information is collected. This applies in particular to the confidentiality and security of such data.

19. Gender Equality

In carrying out his/her obligations in pursuance of this contract, the bidder shall ensure the application of the principle of gender equality and shall thus ‘inter alia’ refrain from discriminating on the grounds of gender, marital status or family responsibilities. In this document words importing one gender shall also include the other gender.

SECTION 2

To be filled in by the Bidder

FINANCIAL BID FORM

Qty	Description	Rate excluding VAT	Total Excluding VAT
150 hours	Provision of Marketing Services	€ /hour	€ A
150 hours	Provision of ICT Services	€ /hour	€ B
Total amount quoted for the Provision of Marketing Services and ICT Services, including any Taxes or Discounts, but excluding VAT			€ A + B

Bidder Details

Name and Surname of Bidder	
Company Name (If Any)	
VAT NO	
Contact Person	
Postal Address	
E-Mail Address	
Mobile/Fixed Line Number	
Date	
Signature	

Eligibility Compliance Checklist

1. I acknowledge that the Service required will include an indicative package of one hundred and fifty (150) marketing support hours, and an indicative package of one hundred and fifty (150) ICT support hours which can be used between 1st October 2026 and 31st December 2027.

☐ YES ☐ NO

2. I acknowledge that call for ICT services will be made according to exigencies, within the period mentioned in Section 1 Clause 3 and that the Contract Authority is not obliged to split the amount of hours in a timely manner per year

☐ YES ☐ NO

3. I acknowledge that the Contract Authority is not obliged to avail itself of the total amount of hours indicated above within the contract period

☐ YES ☐ NO

4. I acknowledge that, should the indicative number of three hundred (300) support hours be utilised prior to end date of contract, the Contract Authority may, subject to agreement by Service Provider, increase the number of support hours, at the original rate of contract

☐ YES ☐ NO

5. I confirm that I will be accessible within the contract period and calls for service by Contract Authority will be dealt with within twenty-four (24) hours, either by actual provision of service or by agreement with Contract Authority's representative on establishment of date of provision of service

☐ YES ☐ NO

6. I confirm that I will be responsible for providing the Services required, such as those listed in Section 1 Clause 5

☐ YES ☐ NO

7. I confirm that each call for service shall carry a minimum call charge of one (1) hour
- ☐ YES ☐ NO
8. I acknowledge that the end date of 31st December 2027 stipulated in Section 1 Clause 3 will be considered as last date of contract and that the Contracting Authority reserves the right to, subject to agreement from both parties, extend the contract for a maximum period of six (6) months
- ☐ YES ☐ NO
9. I acknowledge that payment by the Contract Authority for the provision of ICT and Marketing related services will be on monthly basis and I confirm that I will submit invoices accordingly
- ☐ YES ☐ NO
10. I confirm that price quoted is valid for a period of 60 days from the closing date
- ☐ YES ☐ NO
11. I acknowledge that the Contracting Authority reserves the right to cancel this Request for Quotations
- ☐ YES ☐ NO

Bidder Name and Surname

Signature and ID No.