

REFERENCE NUMBER:

PG/COMMS 224/26



**TITLE: PROFESSIONAL VIDEOGRAPHER AND
EDITOR SERVICES**

Date Published:

12th March 2026

Site Visit:

N/A

N/A

Deadline for Submission of Offers:

19th March 2026

at 23:45 hrs CEST

Project Green

Avenue 77, Triq Negozju, Zone 3
Central Business District, Birkirkara CBD3010
<https://projectgreen.mt>

Section 1: Instructions to Economic Operators

- 1.1 Response to this RfQ is to be submitted by email on the following email address:
Procurement.pg@projectgreen.mt
- 1.2 All submissions will be dealt with in strictest confidence.
- 1.3 Participation Fee is Free.

Note: The Contracting Authority shall reserve the right to accept or reject offers exceeding €5,000 exclusive of VAT.

Section 2: General Information

2.1 Purpose

The purpose of this RfQ is **the services of a professional videographer and editor for ongoing projects.**

2.2 Scope and Terms & Conditions

N/A

The Contractor shall be subject to a penalty for delay of €50 per day inclusive of Saturdays, Sundays and Public Holidays for any delays over the period of performance stated above. The Contracting Authority reserves the right to terminate the contract without notice when the penalties reach a value amounting to 30% of the contract price.

2.3 Specifications

- 2.3.1 The services required are as follows:
- Coverage of corporate events and press conferences
 - Before and after documentation of construction sites transforming into open public spaces.
 - Occasional same-day shoots requiring rapid capture and same-day delivery
 - Secure management of all raw footage throughout the month, with a complete hand-over (download link or SSD) on the last working day of each month
 - Quotation requested services
 - Standard filming per hour
 - Drone filming (pilot + equipment) per hour
 - Editing / postproduction per hour

2.4 Execution Period

- 2.4.1 The time-limit for the execution of the contract shall be four (4) weeks from the date of the Purchase Order.

Section 3 Financial Offer

3.1 **Financial Offer**

The Economic Operator shall fill-in and submit their offer by filling the Form marked as '[Financial Bid Form](#)'. The Contracting Authority reserves the right to disqualify bidders who fail to submit or provide all the requested information requested in the '[Financial Bid Form](#)'.

Economic Operators must quote all components of the price inclusive of taxes/charges, customs and import duties and any discounts BUT excluding VAT. VAT shall be paid in accordance with the current VAT regulations.

3.2 **Criteria for Award**

- 3.2.1 The sole award criterion will be the price. The contract will be awarded to the bidder submitting the cheapest priced offer satisfying the requested administrative and technical criteria.

The Contracting Authority reserves the right to accept or reject financial offers exceeding the estimated procurement value based on the current market rates.

The Contracting Authority reserves the right to disqualify offers received late even though they might be technically and financially compliant (please refer to the cover page of this RfQ for the respective deadlines).

Furthermore, the Contracting Authority reserves the right to refuse or cancel this RfQ, in part or in full, at its discretion without any obligation.

3.3 **Clarification meeting / Site-visit**

- 3.3.1 No Clarification meeting/site visit will be held.

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