

# TENDERER'S TECHNICAL OFFER (ORGANISATION & METHODOLOGY)

*N.B. The Key Experts Form, the Statement of Availability Form, the Self-declaration form for Key Experts (relating to public employees) and CVs & Literature are subject to Note 2. Any other components of the technical offer are under Note 3.*

Where in this tender document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.

A technical offer is to be provided by the Economic Operator in response to Terms of Reference. The submission shall be in a structured form and is to be in the same sequence as listed hereunder for ease of reference and evaluation.

## 1. RATIONALE

Sub-Criterion A (mandatory):

A review of approximately 500-600 words of the Terms of Reference in Section 4.2 by the contractor vis-à-vis the specific objectives (Section 2.2) of the tender and the results to be achieved by the Contractor (Section 2.3), thus demonstrating a degree of understanding of the contract.

(The EO's submission should not only indicate what is already in the tender document but should go over and above to show a clear understanding of the purpose of this tender.)

1. Review of the specific objectives of the Tender showing a clear understanding of the specified objectives listed in the Terms of Reference.
2. Review of each of the results to be achieved by this contract as listed in Section 2.3.

## 2. STRATEGY

Sub-criterion A: (mandatory)

A descriptive report (of approximately 900 - 1000 words) which provides a thorough understanding of the activities planned under this contract with respect to the contract objectives as per Terms of Reference article 4.2.

- Activity 1.1 - The literature review and the methodology
- Activity 1.2 - Baseline & Gap Analysis
- Activity 1.3 -Trend Forecasting
- Activity 1.4 - Impact & Constraints Mapping

- Activity 1.5 - Identify the implications arising from Spatial limitations and the host community/residents' tolerance level
- Activity 1.6 - Destinations, Attractions & Tourism Asset Eco-system Mapping
- Activity 1.7 - Trends & Opportunities
- Activity 1.8 - Recommendations & Validation of Conclusions

Sub-criterion B: (mandatory)

A descriptive report (of approximately 500 words) identifying the major milestones to be achieved in the execution of this contract and a description of the approach proposed to undertake the 8 activities (1.1 - 1.8) by the Contractor in connection to the achievement of the contract objectives, as per Terms of Reference Article 2

- Activity 1.1 - The literature review and the methodology
- Activity 1.2 - Baseline & Gap Analysis
- Activity 1.3 - Trend Forecasting
- Activity 1.4 - Impact & Constraints Mapping
- Activity 1.5 - Identify the implications arising from Spatial limitations and the host community/residents' tolerance level
- Activity 1.6 - Destinations, Attractions & Tourism Asset Eco-system Mapping
- Activity 1.7 - Trends & Opportunities
- Activity 1.8 - Recommendations & Validation of Conclusions

Sub-criterion C: (mandatory)

The EO must also provide the following Key Experts, as per education and professional qualification of the Key Experts as per Article 6.1 of the Terms of Reference.

The EOs are to fill in the Key Expert Forms clearly identifying the respective role of each of the below 2 Key Experts.

In addition, the Statement of Exclusivity and Availability Form, the Self- Declaration Form relating to public employees (if applicable), the CVs the Key Experts and copy of qualification and MQRIC statement if a foreign qualification is to be submitted.

- Key Expert 1: Research Expert

The Research Expert shall as a minimum possess a recognised Bachelor' s qualification at MQF Level 6 or equivalent in one of the following areas Tourism Studies, Business, Management, International Studies, Sociology, Public Policy, Law, European Studies.

- Key Expert 2: Research Coordinator

The Research Coordinator shall as a minimum possess a recognised Bachelor' s qualification at MQF Level 6 or equivalent in one of the following areas Tourism Studies, Business, Management, International Studies, Sociology, Public Policy, Law, European Studies.

Sub-criterion D: (mandatory)

A report (of approximately 900 words) explaining and giving an in-depth insight of the methodology to be adopted to carry out the comprehensive consultation process involving the various industry players (private, government, NGO etc.)

- Consultation Process- a description of which entities (both private and Governmental) the bidder intends on consulting in carrying out this research study. The contractor must mention these entities and explain why these particular entities have been chosen. Furthermore, the extent of their involvement must be clearly defined.
- Data Collection Methodology - In addition to the data collected through desk research, in carrying out this research study, the research team must carry out original research in the form of interviews/questionnaires. The interviews/questionnaires can be carried out in person or virtually. Bidders must explain how they intend on carrying out these interviews/questionnaires, which entities will be asked to participate and the total number of interviews/questionnaires which will be carried out.

### **3. TIMETABLE OF ACTIVITIES**

#### Sub-criterion A: (mandatory)

A Gantt Chart or similar project management network diagram, outlining:

- the timing (3 marks)
- the sequence (3 marks)
- and duration of the activities under this contract (4 marks)

taking into account the requirements and timeframes of the Terms of Reference).

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