Interreg Italia - Malta

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GO4CIRCULAR

CALL FOR QUOTATIONS

Provision of Consultancy, Innovation Strategy Development and Coaching Services for Maltese SMEs in the Agri-Food and Textile Sectors

Reference: GO4CIRCULAR-IDEA-001

GO4CIRCULAR project (C1-2.2-16) is part-financed by the European Union under the Interreg VI-A Italia-Malta Programme 2021-2027

1.Background

IDEA College is a project partner (PP4) in "GO4CIRCULAR: Circular Economy in Agri-Food & Textiles in the Cross-Border Area", a cooperation project between Maltese and Sicilian partners financed under the Interreg VI-A Italia-Malta Programme 2021-2027. The project supports micro, small, and medium-sized enterprises in the agri-food and textile sectors in their transition to circular economy models through needs assessment, tailored strategy development, training, and coaching.

The estimated value of this Call for Quotations is €33,000. The GO4CIRCULAR project, and consequently this CfQ, are co-financed by the European Union through the European Regional Development Fund (ERDF) under the Interreg VI-A Italia-Malta Programme 2021-2027, at a co-financing rate of 80% EU funds and 20% national funds.

Through this call, IDEA College is contracting an external service provider to deliver the services described below to 4 selected Maltese SMEs. IDEA College will coordinate and supervise the contractor's work and approve all deliverables.

2.Scope of Services

Task 1: Needs assessment of the selected Maltese companies

A structured needs assessment of the participating SMEs, covering production processes, resource and waste flows, organisational maturity and circular economy readiness and supply chain analysis, through interviews, technical checklists and on-site visits.

Deliverables

- Work plan and data collection tools
- One individual needs assessment report per company
- One comparative needs assessment report

Task 2: Definition of targeted innovation and marketing strategies

Based on the needs assessment, tailored innovation and marketing strategies of each company, including circular business models, eco-design, traceability and industrial symbiosis opportunities, with practical roadmaps (objectives, actions, timelines, KPIs, resources)

Deliverables

- One individual innovation and marketing strategy report per company
- One strategic summary report

Task 3: Targeted coaching

Individual coaching sessions per company and group coaching sessions during training activities organised by IDEA College, supporting the implementation of the strategies.

Deliverables

- Coaching plan and schedule
- Coaching materials
- Attendance records
- One final coaching report per company

Indicative timetable for deliverables

The final schedule will be agreed in the work plan at contract signature; all dates below are indicative, except the final deadline, which is fixed.

Deliverable	Indicative timing
Work plan and data collection tools (Task 1)	Within 2 weeks of contract signature
Individual and comparative needs assessment reports (Task 1)	By 31st October 2026
Individual strategy reports and strategic summary report (Task 2)	By 31st January 2027
Coaching plan and schedule (Task 3)	By 15th February 2027
Coaching sessions delivery (Task 3)	February – April 2027
Final coaching reports and all remaining deliverables	By 30th April 2027

All deliverables shall be submitted in English, in electronic format (Word and PDF), and become the property of IDEA College. All material produced must display the EU emblem and acknowledge Interreg VI-A Italia-Malta support, in line with the visibility guidelines.

3.Key Information

Contracting authority	IDEA College, 3, The Business Centre, Triq Nikol Muscat, Mosta, MST 1870, Malta
Maximum budget	€33,000 (global price, covering all three tasks, all deliverables and any travel within Malta)
Period of execution	From contract signature until 1 May 2027
Date of issue	11th June 2026
Clarification requests by	8th August 2026, 12:00, by email to go4circular@ideamalta.com
Replies to clarifications by	10th August 2026, 17:00 (shared with all interested bidders)
Submission deadline	14th August 2026, 17:00 by email to go4circular@ideamalta.com
Award criterion	The most competitive (cheapest) offer that is compliant with this call and meets the requirements of the tasks
Payment schedule	20% pre-financing on contract signature against invoice 40% on submission of the coaching reports 40% balance on completion and approval of all deliverables, with the final report

4.Requirements the bidder must meet

Mandatory criteria

Offers that do not demonstrate all of the following will not be considered:

- Education: The Lead Expert holds a qualification at MQF/EQF Level 7 or higher in a field relevant to the assignment (ex: sustainability, environmental management, business, innovation, engineering). A CV must be submitted.

- Experience: At least 3 years of relevant professional experience in circular economy, sustainability, innovation or SME development, evidenced by a list of similar assignments.
- Proven experience in delivering consultancy, training and coaching services to SMEs.
- Demonstrated knowledge of circular economy principles and business models, including eco-design, resource efficiency and waste reduction.
- Excellent written and spoken English.
- The bidder and all proposed experts are independent and free from any conflict of interest and the bidder does not fall under any of the exclusion grounds listed in Part VI of the Public Procurement Regulations (S.L. 601.03).

Considerable assets

- Knowledge of Maltese and/or Italian
- Familiarity with the Maltese agri-food and textile sectors

5.Submission Requirements

Offers must be submitted by email to go4circular@ideamalta.com by the deadline above, quoting reference GO4CIRCULAR-IDEA-001 and must include:

- A technical proposal (maximum 8 pages) describing the proposed methodology, work plan and timeline for the three tasks;
- The CV(s) of the Lead Expert and any other proposed experts, should the bidder be a company instead of a Natural Person
- A list of similar assignments demonstrating the required experience
- The financial offer (Annex B), as a single global price in Euro, excluding VAT
- The signed declaration of availability (Annex A)

Late, incomplete or non-compliant submissions will not be considered. IDEA College may request clarifications on submitted information; clarifications may not be used to supply missing documents or to modify the offer.

6.Evaluation and Award

Offers will be opened after the deadline and evaluated by an evaluation committee appointed by IDEA College, whose members will sign declarations of impartiality and confidentiality. Evaluation takes place in two stages:

1. Verification of administrative completeness and compliance with the mandatory criteria in Section 4
2. Comparison of the financial offers of compliant bids.

The contract will be awarded to the most competitive compliant offer.

All bidders will be notified of the outcome in writing, with reasons. Any bidder may file an objection within ten (10) calendar days of the notification of the proposed award, in line with the procedures applicable to procurement by entities not subject to the Public Procurement Regulations. The award will be suspended until any objection is determined by a review panel independent of the evaluation committee.

IDEA College is not bound to proceed with this call and reserves the right to cancel it or to award only part of the services. It will incur no liability towards bidders should it do so.

7.Contract Conditions

The successful bidder will sign a service contract with IDEA College reflecting this call, the technical proposal and the financial offer. The contract and all related

invoices must reference the GO4CIRCULAR project and the Interreg VI-A Italia-Malta Programme. Payments are made by bank transfer against fiscal invoices.

Disclaimer: "Funded by the European Union. Views and opinions expressed are, however, those of the author(s) only and do not necessarily reflect those of the European Union or the granting authority. Neither the European Union nor the granting authority can be held responsible for them".

8.Annex A: Declaration of availability

I/We, the undersigned, in submitting an offer in response to call GO4CIRCULAR-IDEA-001, hereby declare that:

- I/We accept in full and without reservation the conditions of this call;
- I/We do not fall under any of the exclusion grounds listed in Part VI of the Public Procurement Regulations (S.L. 601.03), and am/are not blacklisted;
- Neither I/We not any of the proposed experts have any conflict of interest, actual or potential, in connection with this call, within the meaning of Article 61 of Regulation (EU) 2024/2509 (the Financial Regulation), including any family, emotional, political, national, economic or other shared interest with IDEA College, the GO4CIRCULAR project partners or any person involved in the preparation or evaluation of this call. I/We undertake to inform IDEA College immediately should any such situation arise during the procedure or the execution of the contract;
- All employees engaged on this contract shall enjoy working conditions, including wages, salaries, vacation, sick leave and maternity and parental leave, as provided for in the relevant employment legislation, and the applicable minimum hourly workers' cost shall be respected;
- The information submitted with this offer is true, accurate and complete. I/We understand that false, inaccurate or incomplete information may result in exclusion from this and other contracts.

Name	
On behalf of (if company)	
Company registration number (if company)	
Signature	
Date	

9.Annex B: Financial Offer

Global price for the provision of consultancy, innovation strategy development and coaching services under call GO4CIRCULAR-IDEA-001

Description	Amount in EURO (€)
Tasks 1-3 as outlined in Section 2 of the call, including all deliverables and travel	€
Amount in words	

The above amount is a single global price and must not exceed €33,000.

Signature:_____

Date: _____