



REFERENCE NUMBER: [STAR004]

TRAINING – COMPREHENSIVE COURSE: THE ESSENTIALS OF FINANCIAL SERVICES

ESF 04.093 – SMEs Tuning the Art of Representation (STAR)

ISSUED ON: 30/08/2019

DEADLINE: 13/09/2019

GRTU Malta Chamber for SMEs

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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 Funds; 20% National Funds



1. Background information

GRTU Malta Chamber of SMEs, is the main representative for micro, small and medium businesses in Malta. GRTU represents a wide variety of economic sectors of different sizes. GRTU was founded 70 years ago as an organisation dedicated to defending the rights of small retailers. Nowadays, GRTU has grown to include all economic operators representing all economic sectors. Throughout the years, GRTU has upgraded their status to that of a social partner, and are now recognised as an employers' body and is one of the most important and biggest interest groups in Malta. A non-political organisation, GRTU works to ensure mutual cooperation with the relevant authorities.

One of the methods GRTU represents its members is by taking an advisory role. Many times GRTU's staff are the first port of call for its members on a number of issues, and this includes financing options for their projects. With this in mind, GRTU would like to undergo training to acquire knowledge on financial services.

This is being done through a project called ESF 4.093 - SMEs: Tuning the Art of Representation (STAR) – a project part-financed by the European Union in accordance with the rules of the European Social fund 2014 – 2020, Operational Programme II.

2. Dates

Interested parties are to submit their quotation by **13th September 2019 at 12:00pm**. The project. Quotations and any supporting documentation can be received either by hand or by email. Contact details can be found under section 12 below. It is being envisaged that the actual training will take place between Q1 and Q2 of 2020.

3. Duration of project

The project shall be completed by end of June 2020.

4. Objectives of Training

Following the training GRTU's staff would:

- Acquire knowledge on the different players in the Financial Service market within the scope of business investments and other relevant basics.
- Acquire knowledge of the different financing products made available by service providers in Malta and how the different products differ in scope and use as far as business investments are concerned.
- Acquire an overview of other the main financing options that are present in other member states that are not in Malta and how the different products differ in scope and use as far as business investments are concerned.
- Acquire Knowledge on different financial instruments available
- Acquire knowledge on different business types and company structures and the different financing options that apply

- Acquire knowledge and understanding on fin-tech and how this can further assist businesses
- Be able to guide their members' on what types of financial instruments best suit their needs.
- Be able to assess their member's financial situation and suggest improvements that would help them access financing better.

5. Course details

The Contractor chosen must submit a proposal containing the following topics as a minimum:

5.1 - Overview of the Financial Services industry in Malta (6 hours – Including a 30 minute Break)

- Financial Services Structure
- Key Players in business investments
- Regulators and licensing

5.2 - Corporate and business structures (6 hours – Including a 30 minute Break)

- Different business structures and their relative financing options, including non-traditional financing options such as; equity financing and alternative financing platforms
- How these are considered differently by financing institutions
- How each structure should prepare when tapping finance

5.3 - Type of financial instruments available on the market (6 hours – Including a 30 minute Break)

- The different financial instruments
- How to evaluate what is best for your business
- Hands on exercises of different structures, in different financial situations, where to start from and what are the options they should look at

5.4 - Different ways to finance your business operations in Malta and other financing options in Europe. (6 hours – Including a 30 minute Break)

- How to look for financing abroad.
- How does Malta compare in financing availabilities to other member states.
- How do Malta's available financing facilities affect business competitiveness.

5.5 - Financial Situation Analysis (6 hours – Including a 30 minute Break)

- How to assess the financial situation of your business
- Improvements to access better financing
- Most frequent issues that exist in Maltese businesses that affect their risk rating and how to improve them

5.6 - Fintech, Pensions and Investments (6 hours – Including a 30 minute Break)

- Understanding the concept of FinTech and its benefits
- Second and third pillar pensions in Malta
- Different types of Investments available

6. Logistical details

- The number of staff that will need to be trained by the service provider shall be a total of six persons: the CEO and five (5) employees.
- The trainings shall be held at GRTU office, which is equipped with all audiovisual facilities.
- The contractor will also be required to propose the format of the training session that shall include a 30 minute break during the session, where the contractor will provide coffee, water and a selection of Danish pastries for the participants during the session.

7. Certification

The contractor must provide all participants with a certificate which they will design. Each certificate must include the following:

- Title: **Certificate in the Essentials of Financial Services**
- Each Certificate shall include a slot for Full name of Participant and a slot for the Modules taught
- Logos (Mainly GRTU, Training Provider and EU related logos as per publicity guidelines)
- Signature from the training institution
- Material: 250 gsm +/- 10% uncoated white paper
- Finishing: A4 flat
- Printing: Four (4) Colour one side
- Quantity - Seven (7) (CEO, Five (5) employees and an additional one for archiving)

N.B: The final design for the certificate must be approved by GRTU before printing

8. Experience of Trainer & Requirements' of the Training Institution

- All trainers must be submitted by the contractor together with their CVs and shall have as a minimum requirement a relevant bachelor degree (MQF level 6 or equivalent) or 7 years' experience possessed by Trainer that are directly related to the particular topics taught.
- The educational Institution giving training needs to be already a licensed institution under the National Commission for Further and Higher Education (NCFHE)

9. Payments

Pre-Financing Payment	A pre-financing payment amounting to 20% of total amount shall be paid against an invoice and following the signing of the contract and initial meeting between the Contractor and the Contracting Authority.
1 st Payment	A payment of 30% of the total price will be paid against an invoice at the end of quarter 1 of 2020.
Final Payment (Balance)	The balance of the contract value 50% shall be paid against an invoice by end quarter 2 of 2020 and following the completion of the training course and the presentation of certificates.

10. Financing

The project is part-financed by the European Union in accordance with the rules of the European Social fund 2014 – 2020, Operational Programme II.

Should you require any additional information regarding the request for quotation, please submit your queries by 6th September 2019. Details of the contracting authority can be found below.

11. Other terms and conditions

GRTU reserves the right to ask for any amendments and make changes to the agreed provisions, as it deems fit. This is to ensure the successful completion of the study and its expected results.

GRTU is entitled to suspend the performance of the services or any part thereof for such time and in such manner as it may consider necessary, without thereby incurring any damages.

Where the award procedure or execution of the agreement is vitiated by substantial errors or irregularities or by fraud, shall suspend execution of the agreement.

Where such errors, irregularities or fraud are attributable to the service provider, GRTU may in addition refuse to make payments or may recover amounts already paid, in proportion to the seriousness of the errors, irregularities or fraud.

The suspension of the agreement is intended to allow the GRTU to verify whether presumed substantial errors or irregularities or fraud have actually occurred. If they are not confirmed, execution of the agreement shall resume as soon as possible.

All documents developed by the training service provider and or the trainer as part of this contract including, attendance sheets, agendas and other publications shall include the project title as well as the EU visual identity requirement.

The awarded tenderer must adhere to the EU publicity requirements' as per Regulation (EU) 1303/2013 on all printed and published material. This includes (but not limited to);

- **Presentations given during the training;**
- **Any course materiel given to participants**
- **Attendance Sheets;**
- **Certificates**

The Visual Identity guidelines published by the Planning and Priorities Coordination Division must be followed throughout and can be found [here](#). All artwork is to be approved by the GRTU prior to going to print.

12. Details of Contracting Authority

Name	Abigail Mamo
Designation	Project Leader
Address	GRTU 43/45 Triq il-Kappuccini Floriana FRN 1052
Email	admin@grtu.eu

13. Financial Offer

Supplier's details:	
Company's name:	
Contact person's name and surname:	
Company's Address:	
Telephone number:	
Email Address:	

Requirements	Specify if requirement can be met Yes /NO	Please add further comments/description	Specify price (in Euro) or €
Training provided to six (7) individuals as per objectives listed under section four (4) and as detailed under sections five (5), six (6) and seven (7).			€

Total cost of service (in Euro) as per above:

Net:	€
Any discount: (specify rate if any) _____ %	€
Vat (specify rate if any): _____ %	€
Total:	€

Date:

Signature: