

REQUEST FOR QUOTATIONS

Ref No: MEAE/FPD/098/2019

Publication Date: 16 September 2019

**PRINTING AND DELIVERY OF 500 PROMOTIONAL LEAFLETS
and 50 STICKERS**

Deadline for Submission: 23 September 2019



*Supported by the peoples of Iceland,
Liechtenstein and Norway through the EEA
and Norway Grants*

Section 1: Specifications

1.0 General Background

The Funds and Programmes Division (FPD) within the Parliamentary Secretariat for EU funds and Social Dialogue, Ministry for European Affairs and Equality (MEAE), as the National Focal Point/Programme Operator for the EEA and Norwegian Financial Mechanisms 2014-2021, is requesting a quotation for the printing of 500 promotional leaflets and 50 stickers. Design for leaflet and stickers is provided in Section 3.

The expenditure will be co-financed from the Programme Operators Costs Budget of the EEA and Norwegian Financial Mechanisms 2014-2021.

The selection of the successful bidder will be decided on the overall price and will take place in line with the Public Procurement Regulations (LN352/2016) and the cheapest technically compliant will be awarded the bid.

2.0 Specifications

FPD requires printing of 500 promotional leaflets and 50 stickers. Both designs shall be forwarded with this request for quotations.

Product	Specifications	Quantity
Printing of leaflets	Size: 400mm x 210mm (when open) Colour: 4x4 Paper:130gsm Finish: Matt laminated both sides, creased 3 times and trimmed to size Design: Found in Section 3.1a	500
Stickers	Size: 80mm x 40mm Good adhesive surface Printed in full colour Design: Found in Section 3.1b	50

3.0 Procedure

3.1 Timetable

Date of Publication of RFQ	16/09/2019
Deadline for request for any clarifications	Noon, 18/09/2019
Deadline for submission of quotations	Noon, 23/09/2019
Delivery of 500 promotional leaflets and 50 stickers	Within one week from award

3.2 Method of Submission of Quotations

3.2.1 Quotations will only be accepted directly from the service providers. Quotations received from intermediaries will not be accepted.

3.2.2 Negotiations will be conducted directly with the service providers.

3.2.3. Signed and scanned quotations are to be submitted electronically to eeanorway@gov.mt att. Ms Alison Grech by not later than the stipulated deadline indicated in the Timetable (Section 3.1).

3.2.4. Late submissions will be rejected and will not be evaluated. No liability will be accepted for rejection of late quotations.

3.2.5. Quotations submitted by any other means will not be considered.

3.2.6. Quotations must comply with the requirements as stated in this RFQ.

3.2.7. Bidders are to submit queries and questions concerning this RFQ to

eeanorway@gov.mt up to the deadline for request for clarifications stated in Section 3.1, specifying the reference and RFQ title. Any clarifications received after this deadline will not be considered.

3.2.8. Bidders will be deemed to have satisfied themselves, before submitting their quotation, as to its correctness and completeness, to have taken account of all that is required for the full and proper performance of the contract and to have included all charges in their rates and prices.

3.2.9. In submitting its quotation, the Bidder will be submitting its best and final offer.

4.0 Delivery of items

Items are to be delivered to the following address:

PPCD/FPD
Triq il-Kukkanja,
Santa Venera

Items are to be delivered within one (1) week from award of bid. A delivery note is to be presented with delivery.

5.0 Method of Payment

Final Payment (100%) will be executed after delivery and based on the Invoice issued by the winning bidder. A **VAT receipt** covering total payment must be issued thereafter.

By submitting their quotation, bidders are accepting that this procedure is regulated by Maltese law and reckoned to know all the relevant local laws, acts and regulations that may in any way affect or govern the operations and activities covered by the bid and the resultant contract.

Personal data submitted in the framework of procurement procedure and/or subsequently included in the contract shall be processed pursuant to the General Data Protection Regulation (2018).

Section 2: To be filled in by interested service providers

Quotation Date: _____

2.1 Suppliers/Contractor's details

Company's Name:	
Contact Person's Name and Surname:	
Company's Address:	
Telephone or Mobile Number:	
E-mail address:	

2.2 Compliance table

Product	Specifications	Quantity	Specify if requirement can be met YES/NO	Price per item exc. VAT	Total Price exc. VAT	VAT amount	Total Price including VAT
Printing of leaflets	Size: 400mm x 210mm (when open) Colour: 4x4 Paper: 130gsm Finish: Matt laminated both sides, creased 3 times and trimmed to size Design: Found in Section 3.1a side 1 and 3.1 side 2	500					

Stickers	Size: 80mm x 40mm	50					
	Good adhesive surface						
	Printed in full colour						
	Design: Found in Section 3.1b						

Total overall price of the printing of 500 promotional leaflets and 50 stickers, (in Euro), as per above requirements and specifications:

Net:		€
Any discount: (specify rate)	____%	€
Vat (specify rate):	____%	€
Total:		€

Company Rubber Stamp:

Signature:

Name and Surname: _____

Section 3: Designs

3.1a Leaflet Side 1

More information on results, project stories and how to apply:
www.eeagrants.org [EEANorwayGrants](https://www.facebook.com/EEANorwayGrants)
www.norwaygrants.org [@EEANorwayGrants](https://twitter.com/EEANorwayGrants)

Ten facts about the EEA and Norway Grants

Iceland Liechtenstein Norway grants
Norway grants

Norwegian Ministry of Foreign Affairs
MINISTRY FOR FOREIGN AFFAIRS OF ICELAND
GOVERNMENT OF ICELAND

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3.1 a Leaflet Side 2

1 What are the EEA and Norway Grants?

The Grants represent funding from Iceland, Liechtenstein and Norway to 15 European Union (EU) countries in Central and Southern Europe and the Baltics. The Grants are linked to the Agreement on the European Economic Area (EEA) which includes a shared goal to work together to reduce economic and social disparities in the EEA.

In total, the donors have provided €3.3 billion through consecutive grant schemes between 1994 and 2014. Of this, €1.8 billion was channelled through 150 programmes in 16 countries the period 2009-2014. Over 6 000 projects received support. Projects financed during this period were implemented until April 2017. Read about results and project stories on www.eea-grants.org. A further €2.8 billion has been made available in the current 2014-2021 funding period. The programmes will run until 2024.

2 What is the European Economic Area?

The EEA binds together the 28 EU member countries and Iceland, Liechtenstein and Norway as equal partners in the internal market. All EEA countries have the same rights and obligations when it comes to trade and investment, banking and insurance, and buying and selling services. Their citizens have the same right to work, study and live in any EEA member country. The Agreement also covers cooperation in other important areas such as research and innovation, education, culture and the environment.

3 What are the objectives of the Grants?

The objectives are two-fold: to reduce economic and social disparities in Europe, and to strengthen bilateral relations between the donor and beneficiary countries. Reducing gaps between countries in the EEA not only improves the functioning of the internal market, but also contributes to building a stronger Europe based on equality and solidarity.

4 Which countries benefit?

The 15 countries eligible for funding are: Bulgaria, Croatia, Cyprus, the Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia and Slovenia. Spain received only transitional funding in the 2009-2014 period and is no longer eligible for the 2014-2021 period.

5 What are the criteria for eligibility?

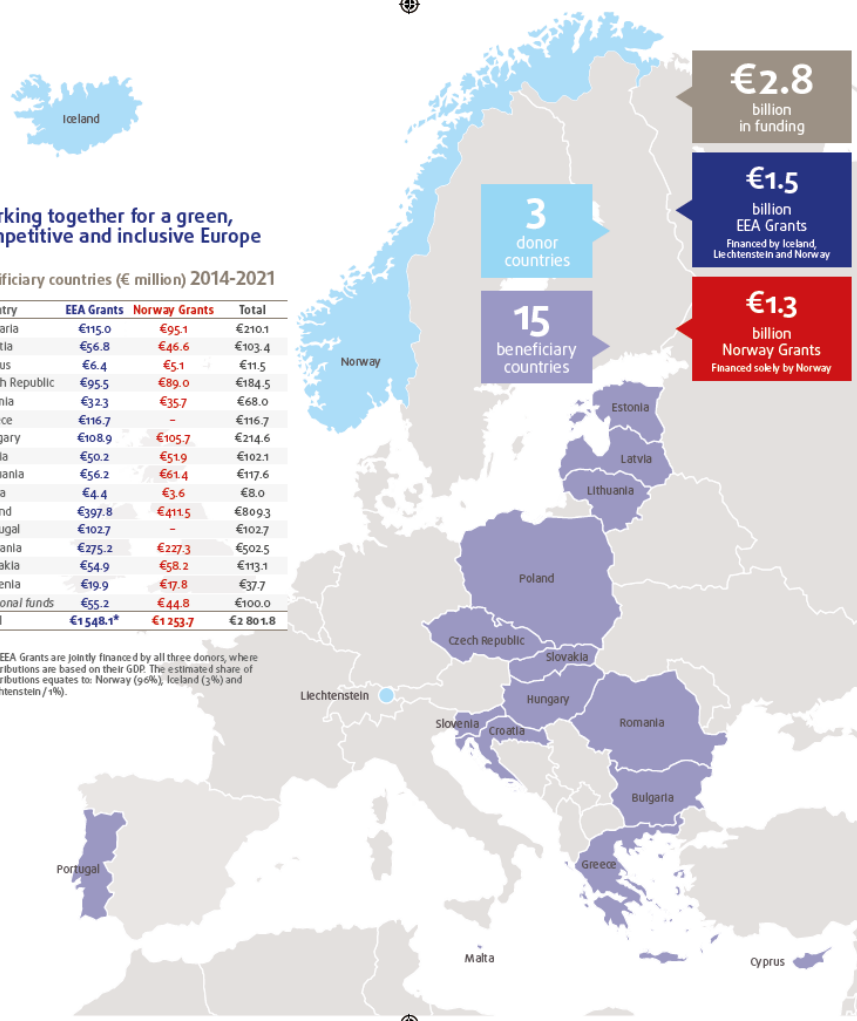
Eligibility for the Grants mirrors the criteria set for the EU Cohesion Fund aimed at member countries where Gross National Income (GNI) per inhabitant is less than 90% of the EU average.

Working together for a green, competitive and inclusive Europe

Beneficiary countries (€ million) 2014-2021

Country	EEA Grants	Norway Grants	Total
Bulgaria	€115.0	€95.1	€210.1
Croatia	€56.8	€46.6	€103.4
Cyprus	€6.4	€5.1	€11.5
Czech Republic	€95.5	€89.0	€184.5
Estonia	€3.23	€35.7	€68.0
Greece	€116.7	-	€116.7
Hungary	€108.9	€105.7	€214.6
Latvia	€50.2	€51.9	€102.1
Lithuania	€56.2	€61.4	€117.6
Malta	€4.4	€3.6	€8.0
Poland	€397.8	€411.5	€809.3
Portugal	€102.7	-	€102.7
Romania	€275.2	€227.3	€502.5
Slovakia	€54.9	€58.2	€113.1
Slovenia	€19.9	€17.8	€37.7
Regional funds	€55.2	€44.8	€100.0
Total	€1 548.1*	€1 253.7	€2 801.8

* The EEA Grants are jointly financed by all three donors, where contributions are based on their GDP. The estimated share of contributions equates to: Norway (96%), Iceland (3%) and Liechtenstein (1%).



6 What are the areas of support?

For the period 2014-2021, five priority sectors have been agreed between the donor countries and the EU. These reflect the priorities of the EU and aim to respond to the shared challenges facing Europe.

- Innovation, Research, Education and Competitiveness
- Social Inclusion, Youth Employment and Poverty Reduction
- Environment, Energy, Climate Change and Low Carbon Economy
- Culture, Civil Society, Good Governance and Fundamental Rights
- Justice and Home Affairs

A new feature is the establishment of regional funds to tackle youth unemployment (€60.6 million) and promote regional cooperation (€31.9 million).

7 How do the Grants promote cooperation?

Partnerships between organisations in the donor and beneficiary countries are widely encouraged. This brings mutual benefits, facilitating exchange and strengthening links across borders. A number of international organisations, like the Council of Europe, are also involved as partners in programmes and projects.

8 How much are the Grants worth?

In the 2014-2021 funding period, the Grants amount to €2.8 billion. The EEA Grants (€1.5 billion) are jointly financed by all three donors and available in all 15 countries. The Norway Grants (€1.3 billion) are financed solely by Norway and available in the 13 countries that joined the EU after 2003.

9 How do the schemes work?

Each partner country agrees on a set of programmes with the donors, based on needs and priorities, and the scope for cooperation. A National Focal Point is responsible for the overall management of programmes in each country. Programme Operators develop and implement the programmes, often in cooperation with a public institution from a donor country and award funding to projects.

10 Who can benefit from funding?

- National and local authorities
- NGOs and civil society organisations
- Private and public enterprises
- Educational and research institutions
- Students and teaching staff
- Social partners

3.1b

Sticker layout

