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GOVERNMENT OF MALTA
PARLIAMENTARY SECRETARIAT
FOR EUROPEAN FUNDS

**REQUEST FOR QUOTATIONS
MEFL/FPD/01/2022**

Date of Publication: 14 April 2022

**Request for Quotations for the supply of various promotional items –
EEA and Norway Grants 2014-2021**

Deadline for submissions: noon, 21 April 2022



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

MEFL/FPD/01/2022- Request for Quotations for the supply of various promotional items - EEA and Norway Grants 2014-2021

Section 1: Terms of Reference

1. Scope of Services

This Request for Quotations, which is being issued by the National Focal Point (NFP) of the EEA and Norway Grants 2014-2021 within the Funds and Programmes Division (FPD), Ministry for the Economy, EU Funds and Lands (MEFL), is for the supply of various promotional items for the purpose of promoting the EEA and Norway Grants.

The expenditure will be co-financed by the EEA and Norway Grants from the Technical Assistance Budget of the EEA and Norway Grants 2014-2021.

2. Procedure

This Request for Quotations is being issued in line with the **Public Procurement Regulations 2016 (Legal Notice 352 of 2016)**.

The NFP will take into consideration quotations from bidders who cannot supply all the items listed and reserves the right to order individual items from different suppliers, based on the cheapest technically compliant offer. All colours requested for pens and pencils are to be available in order to be considered compliant. Items ordered are to be delivered by 17:00hrs of **Tuesday 26 April 2022**.

2.1. Timetable

Date of Publication of RFQ	Thursday 14 April 2022
Deadline for request for any clarifications	Tuesday 19 April 2022
Deadline for submission of Quotations	Noon of Thursday 21 April 2022

2.2. Method of Submission of Quotations

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

2.2.2 Negotiations will be conducted directly with the service providers.

2.2.3. Signed and scanned quotations are to be submitted electronically to Ms Alison Grech on email address alison.a.grech@gov.mt by not later than the stipulated deadline indicated in the Timetable (Section 2.1).

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

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

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

2.2.7. Bidders are to submit queries and questions concerning this RFQ to alison.a.grech@gov.mt up to the deadline for request for clarifications stated in Section 2.1, specifying the reference and RFQ title. Any clarifications received after this deadline will not be considered.

2.2.8. 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.

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

2.3 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).

2.4 Service Requirements

Specifications are as follows:

Item	Specifications	Quantity
Pens	<ul style="list-style-type: none"> • Solid coloured Plastic ballpoint pen with chrome tip • Colours – Red, Dark/Navy -Cobalt/Royal Blue, Black, White. • Blue Ink • Must include logo in black (on white surface) or white (on red, blue and black surface) on one side and co-financing banner printed in colour on other side as per Section 3 • Supplier to provide picture of item 	100, (25 of each colour)
Pencils	<ul style="list-style-type: none"> • Wooden pencil with eraser • Sharpened • Colours in solid Red, Dark/Navy - Cobalt/Royal Blue, Black, White • Must include logo in black (on white surface) or white (on red, blue and black surface) on one side and co-financing banner printed in colour on other side as per Section 3 • Supplier to provide picture of item 	100, (25 of each colour)
Highlighters	<ul style="list-style-type: none"> • Colour: assorted • Chisel tip: 1-5mm • Must include logo in black and co-financing banner printed in colour as per Section 3 • Supplier to provide picture of item 	100
USBs	<ul style="list-style-type: none"> • Metal Finish • 16GB Memory • Must include logo in black and co-financing banner printed in colour as per Section 3 • Supplier to provide picture of item 	50
Cardboard Document Folders	<ul style="list-style-type: none"> • Size: A4 • Colour: White • Gloss finish • Including two pockets 	100

	<ul style="list-style-type: none"> • Must include logo in black and co-financing banner printed in colour as per Section 3 • Must include the artwork 3.1c in Section 3. • Supplier to provide picture of item 	
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3 Financing

This quotation is being co-financed through the Technical Assistance Budget of the EEA and Norway Grants 2014-2021.

4 Delivery of items and Method of Payment

Items are to be delivered to the Funds and Programmes Division at the following address:

The Oaks Business Centre Block B,
 Triq Farsons
 Hamrun HMR 1321

by not later than 17.00hrs of **26 April 2022**.

A delivery note is to be presented with the delivery. Payment will be affected following the issuing of a valid invoice. Once payment is settled, the supplier is to issue a VAT or fiscal receipt.

5 Law

By submitting their bid, Bidders are accepting that this procedure is regulated by Maltese Law, and are deemed to know all relevant laws; acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the bid and the resulting contract.

a. Data Protection

Any personal data submitted in the framework of the procurement procedure and/or subsequently included in the contract shall be processed pursuant to the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 586). It shall be processed solely for the purposes of the performance, management and follow-up of the procurement procedure by FPD without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or EU law.

b. Gender Equality

In carrying out his/her obligations in pursuance of this contract, the bidder shall ensure the application of the principle of gender equality and shall thus 'inter alia' refrain from discriminating on the grounds of gender, marital status or family responsibilities. In this document words importing one gender shall also include the other gender.

Section 2: To be filled in by interested service providers

2.1 Suppliers/Contractor's details

Company's name	
Contact Person's Name and Surname	
Company's Address	
E-mail Address	
Telephone or Mobile Number	
Company/Bidder Registration No.	
VAT Registration No.	
Signature	
Date	

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
Pens	<ul style="list-style-type: none">• Solid coloured Plastic ballpoint pen with chrome tip• Colours – Red, Dark/Navy -	100, (25 of each colour)					

	<ul style="list-style-type: none"> Cobalt/Royal Blue, Black, White. • Blue Ink • Must include logo in black (on white surface) or white (on red, blue and black surface) on one side and co-financing banner printed in colour on other side as per Section 3 • Supplier to provide picture of item 						
Pencils	<ul style="list-style-type: none"> • Wooden pencil with eraser • Sharpened • Colours in solid Red, Dark/Navy - Cobalt/Royal Blue Blue, Black, White • Must include logo in black (on white surface) or white (on red, blue and black surface) on one side and co-financing banner printed in colour on other side as per Section 3 • Supplier to provide picture of item 	100, (25 of each colour)					
Highlighters	<ul style="list-style-type: none"> • Colour: assorted • Chisel tip: 1-5mm • Must include logo in black and co-financing banner printed in colour as per Section 3 	100					

	Supplier to provide picture of item						
USBs	<ul style="list-style-type: none"> • Metal Finish • 16GB Memory • Must include logo in black and co-financing banner printed in colour as per Section 3 • Supplier to provide picture of item 	50					
Cardboard Document Folders	<ul style="list-style-type: none"> • Size: A4 • Colour: White • Gloss finish • Including two pockets • Must include logo in black and co-financing banner printed in colour as per Section 3 • Must include the artwork 3.1c in Section 3. • Supplier to provide picture of item 	100					

Total overall price of all promotional items, (in Euro), as per above requirements and specifications:

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

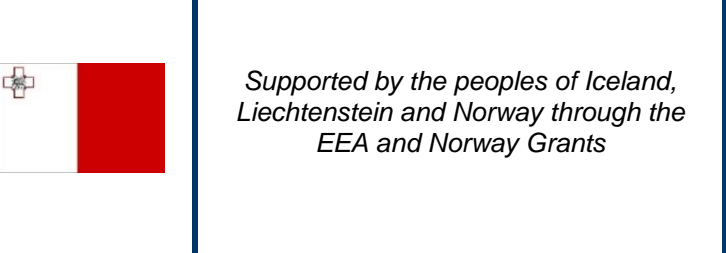
Company Rubber Stamp:

Section 3: Logos and Co-financing text to be printed on finished products, as stipulated in the specifications above.

3.1a



3.1b



3.1c

