

Iceland
Liechtenstein Norway
Norway grants grants



PARLIAMENTARY SECRETARIAT
FOR EUROPEAN FUNDS AND SOCIAL DIALOGUE

**REQUEST FOR QUOTATIONS
MEAE/FPD/099/2019**

Date of Publication: 9th September 2019

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

Deadline for submissions: noon, 16th September 2019



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

MEAE/FPD/099/2019 - 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) and Programme Operator (PO) of the EEA and Norway Grants 2014-2021 within the Funds and Programmes Division (FPD), 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)**.

This is a global price contract and is NOT divided into lots. FPD shall determine the award of the RFQ based on the lowest, total price and on the basis of the offer being compliant with the quotation specifications.

2.1. Timetable

Date of Publication of RFQ	Monday 9 September 2019
Deadline for request for any clarifications	Noon of Wednesday 11 September 2019
Deadline for submission of Quotations	Noon of Monday 16 September 2019
Delivery of items	Within two weeks from award

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 eeanorway@gov.mt att. Ms Alison Grech 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 eeanorway@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.

2.3.0. This is a global price quotation and is NOT divided into lots. FPD shall determine the award of the RFQ based on the lowest, total price and on the basis of the offer being compliant with the quotation specifications.

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"> • Plastic ballpoint pen with chrome tip • Colours in solid Red, Navy or Cobalt 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 	400, (100 of each colour)
Pencils	<ul style="list-style-type: none"> • Wooden HB pencil with eraser • Sharpened • Colours in solid Red, Navy or Cobalt 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 	400, (100 of each colour)
Sticky Notes	<ul style="list-style-type: none"> • Sticky Note Set • Minimum of 100 sheets/pages each • Size: Range of 7.5cm-11cm Length by Range of 7.5cm-8.5cm Height • Cover Colour in solid Red, Navy or Cobalt Blue, Black, White • Paper colour: 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 	400, (100 of each colour)

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 	250
------	---	-----

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 in Santa Venera within two weeks from award of bid. A delivery note is to be presented with delivery. Payment will be affected following the issuing of a valid invoice. Once payment is settled, supplier is to issue a VAT 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"> • Plastic ballpoint pen with chrome tip • Colours – Solid Red, Navy or Cobalt Blue, Black, White. 	400, (100 of each colour)					

	<ul style="list-style-type: none"> • 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 HB pencil with eraser • Sharpened • Colours in solid Red, Navy or Cobalt 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 	400, (100 of each colour)					
Sticky Notes	<ul style="list-style-type: none"> • Sticky Note Set • Minimum of 100 sheets/pages each • Size: Range of 7.5cm-11cm Length by Range of 7.5cm-8.5cm Height • Cover Colour in solid Red, Navy or Cobalt Blue, Black, White • Paper colour: White • Must include logo in black (on white surface) 	400, (100 of each colour)					

	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						
USBs	• 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	250					

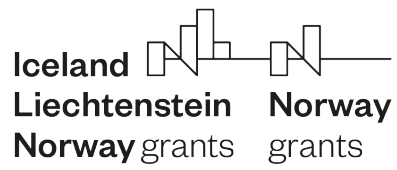
Total overall price of all promotional items, (in Euro), as per above requirements and specifications:

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

