

## **REQUEST FOR QUOTATIONS**

**Ref No: MEAE/FPD/129/2019**

### **DESIGN, PRINTING AND PROVISION OF CALENDARS WITH PRINTED ARTWORK**

**Date of Publishing: Tuesday 12 November 2019**

**Deadline for Submission: Noon of Friday 22 November 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 design, printing and provision of 200 stand-alone A5 sized, white metal spiral bound landscape desk calendars in full colour 4 x 4. The desk calendar is to consist of 14 pages and the paper used is to be 300g uncoated, with pictures of paintings, logos and co-financing text. The logos and co-financing text, to be provided by FPD, are indicated in Section 3 below.

The expenditure will be co-financed from the Technical Assistance 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 the design, printing and provision of 200 stand-alone A5 sized landscape desk calendars. The co-financing banner, including text and Maltese Flag and the Programme's logo, to be printed on the finished product, is provided in Section 3 of this request for quotations.

<b>Product</b>	<b>Specifications</b>	<b>Quantity</b>
Design, printing and provision of desk calendars	Stand-alone, A5 sized landscape  White metal spiral bound  Full Colour 4 x 4  14 pages: front cover, back cover, 6 pages with pictures of competitors' drawings and description of paintings and 6 pages with 2 calendar months per page (drawings, logos and text to be provided by FPD)  Paper to be 300g uncoated with pictures of paintings, logos and co-financing text	200

### 3.0 Procedure

#### 3.1 Timetable

Date of Publication of RFQ	12/11/2019
Deadline for request for any clarifications	Noon, 15/11/2019
Deadline for submission of quotations	Noon, 22/11/2019
Delivery of Calendars	Within two weeks from final approval of artwork

#### 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](mailto:eeanorway@gov.mt) Attn. Ms Angele Azzopardi 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](mailto: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 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 Supplier/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**

<b>Product</b>	<b>Specifications</b>	<b>Quantity</b>	<b>Specify if requirement can be met YES/NO</b>	<b>Price excluding VAT €</b>	<b>VAT amount €</b>	<b>Total Price including VAT €</b>
Design, printing and provision of desk calendars	Stand-alone, A5 sized landscape  White metal spiral bound  Full colour 4 x 4  14 pages: front cover, back cover, 6 pages with pictures of competitors' drawings and description of paintings and 6 pages with 2 calendar months per page (drawings, logos and	200				

	text to be provided by FPD)  Paper to be 300g uncoated with pictures of paintings, logos and co-financing text					
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**Total overall price of the design, printing and provision of 200 stand-alone A5 sized landscape, white metal spiral bound desk calendars, (in Euro), as per above requirements and specifications:**

<b>Net:</b>	€
<b>Any discount: (specify rate)</b> _____%	€
<b>Vat (specify rate):</b> _____%	€
<b>Total:</b>	€

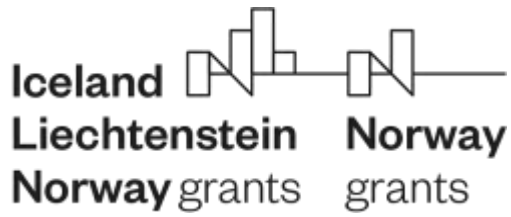
**Company Rubber Stamp:**

**Signature:**

**Name and Surname:** \_\_\_\_\_

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

**3.1a**



**3.1b**

