

**REQUEST FOR QUOTATIONS**

**Ref No: MEAE/FPD/097/2019**

**HIRING, DESIGN & PRINTING, and INSTALLATION OF NOMADIC STAND**

**Deadline for Submission: 11 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 hiring, design & printing and installation of a Nomadic Stand, in full colour and including programme logos and co-financing text, as indicated in Section 2.3 below.

The expenditure will be co-financed from the Programme Operator 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, as the contracting authority, requires the hiring, design & printing and installation of a Nomadic Stand during the Notte Bianca event on the 5<sup>th</sup> of October, 2019, to be set up in one of the rooms provided by the event organisers within Fort St. Elmo, Valletta.

Specifications of the stand are outlined in the table below. The artwork will be printed after the final approval of the design by FPD. The winning bidder is obliged to send the final approved design to FPD in both JPEG/JPG and PDF format.

Delivery and installation is to be carried out at Fort St. Elmo up until 4pm on Friday, 4<sup>th</sup> October 2019, the eve of Notte Bianca. Whilst the stand is to be dismantled on any day following the event, but definitely before close of business, Monday, 7<sup>th</sup> October 2019. The artwork is to be left in the same room at Fort St. Elmo in order to be kept by FPD.

Product	Specifications	Quantity
<b>Hiring, design &amp; printing and installation of a Nomadic Stand in full colour</b>	<b>Style:</b> S-shaped nomadic stand with rounded edges (vertical sides), supplied with sufficient lighting; <b>Size:</b> 3mts width (flat surface) by 2.5mts height; <b>Artwork:</b> to be designed and printed on the nomadic stand in full colour, depicting Malta's journey throughout the three programming periods under which Malta was awarded funds for pre-defined projects, namely Programming Periods 2004-2009 (6 projects), 2009-2014 (5 projects) and 2014-2021 (4 projects and 1 grant scheme). All the necessary design must be carried out by the winning bidder via post-award liaison with the contracting authority. Relevant artworks/images like the Programme's logos and co-financing banner will be duly provided by FPD while stock imaging by the winning bidder may also be required.	1

	<b>Finish:</b> Matt, one side only	
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### 3.0 Procedure

#### 3.1 Timetable

Date of Publication of RFQ	04/09/2019
Deadline for request for clarifications	Noon, 6 <sup>th</sup> September 2019
Deadline for submission of quotations	Noon, 11 <sup>th</sup> September 2019
Meeting to discuss artwork	To be called by FPD once bid is awarded
First Draft of Artwork	Within one week from meeting
Final Artwork	Within two working days following approval of first draft
Delivery of Nomadic stand	Friday, 4 <sup>th</sup> October 2019 (before 4pm)
Dismantling of stand	Any day following the event, but definitely before close of business, Monday, 7 <sup>th</sup> October 2019. The artwork is to be left in the same room at Fort St. Elmo in order to be kept by FPD.

#### 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 [eanorway@gov.mt](mailto:eanorway@gov.mt) att. Ms Alison Grech by not later than the stipulated deadline as 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 any queries for clarifications in writing by email to [eeanorway@gov.mt](mailto:eeanorway@gov.mt) up to the deadline for request for clarifications stated in Article 3.1 above, 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 Ref: **MEAE/FPD/097/2019**

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	Qty	Specify if requirement can be met YES/NO	Price per item exc. VAT	Total Price exc. VAT	VAT Amt	Total Price inc. VAT
<b>Hiring, design &amp; printing and installation of a Nomadic Stand in full colour</b>	<b>Style:</b> S-shaped nomadic stand with rounded edges (vertical sides), supplied with sufficient lighting; <b>Size:</b> 3mts width (flat surface) by 2.5mts height; <b>Artwork:</b> to be designed and printed on the nomadic stand in full colour, depicting Malta's journey throughout the three programming periods under which Malta was awarded funds for pre-defined projects, namely Programming Periods 2004-2009 (6 projects), 2009-2014 (5	1					

	<p>projects) and 2014-2021 (4 projects and 1 grant scheme).  All the necessary design must be carried out by the winning bidder via post-award liaison with the contracting authority. Relevant artworks/images like the Programme's logos and co-financing banner will be duly provided by FPD while stock imaging by the winning bidder may also be required.</p> <p><b>Finish:</b> Matt, one side only</p>						
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**Total overall price for the Hiring, design & printing and installation of a Nomadic Stand in full colour, (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:**

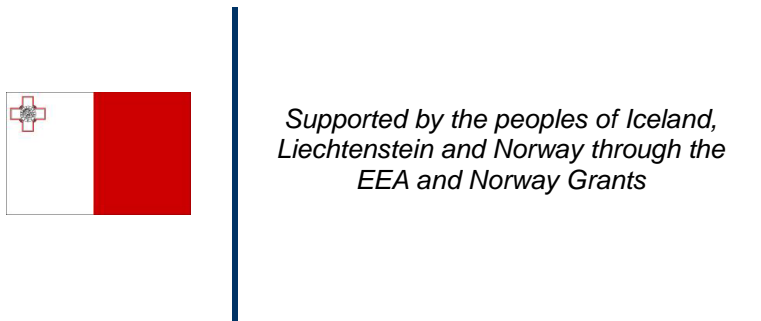
**Name and Surname:** \_\_\_\_\_

## Section 2.3: Logos and Co-financing text to be included in artwork of finished product

2.3.1a



2.3.1b



2.3.1c

