



REQUEST FOR QUOTATIONS

Ref No: MEAIM/FPD/083/2017

PROVISION OF NOTEBOOKS WITH PRINTED ARTWORK

Deadline for Submission: Thursday, 8 June 2017 at noon



*Supported by a grant from Iceland,
Liechtenstein and Norway through the
EEA and Norway Grants 2009-2014*



Section 1: Specifications

1.0 General Background

The Funds and Programmes Division (FPD) within the Parliamentary Secretariat for the EU Presidency 2017 and EU Funds, Ministry for European Affairs and Implementation of the Electoral Manifesto (MEAIM), as the National Focal Point/Programme Operator for the EEA and Norwegian Financial Mechanisms 2009-14, is requesting a quotation for the design, printing and provision of 400 in number A5 size notebooks with printed artwork in full colour on the inside. Artwork, to be provided by the FPD, is indicated in Section 3 below.

The expenditure will be co-financed from the Technical Assistance and Programme Operator Budget of the EEA and Norwegian Financial Mechanisms 2009-14.

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 the following products with printed artwork in full colour on the inside. The co-financing banner, including text, Maltese Flag and programmes' logos, which will have to be printed on the finished products, is provided in Section 3 of this request for quotations.

Product	Specifications	Quantity
Design, printing and provision of A5 Notebooks with Hard Paper cover in assorted colours with printed artwork in full colour on the inside	Branding debossed on both front and back cover as per Section 3 below: Front Image – 3.1a; Back image – 3.1b Inside pages – 200-260 pages, Ruled Binding: sewn or perfect Printed artwork on the inside: 1 single page and 5 double pages in full colour – draft layout of these pages shall be provided by FPD on award of contract	400

3.0 Submission and Contact Details

Interested service providers are to fill-in and submit in full Section 2 of this request for quotations in order to provide a complete quotation for the design, printing and actual delivery of the items.

All prices must quote VAT separately and in full, which must not be added to the price or shown as a percentage. An invoice will be required after the delivery of the items for payment to be affected.

Clarifications and further information are to be sought through the contact details mentioned hereunder by 6 June 2017. Any clarifications received after this deadline will not be considered.

Complete Quotations, as well as supporting documents, signed and scanned are to be submitted by noon of Thursday, 8 June 2017 by email to the following contact details:

Name: Attn: Nicholas Bugeja copying Alison Grech
Tel: 2200 1151
Email: nicholas.bugeja@gov.mt
 alison.a.grech@gov.mt

In case of quotations containing mathematical errors, the Net price (exc. VAT) will be recognised as the correct amount.

No general reference to any catalogue will be accepted.

The winning bidder must deliver the promotional material to Funds and Programmes Division, Triq Il-Kukkanja, Santa Venera SVR1411 by 21 June 2017 (noon).

The contract will be awarded to the bid providing the total lowest overall cost to the client, which is also fully compliant with the specifications and requirements above.

4.0 Method of Payment

Final Payment (100%) will be executed after delivery and based on the Invoice issued by the winning bidder. A **fiscal 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 DATA Protection Act (2011).

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 Number:	
Mobile Number:	
Fax 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
Design, printing and provision of A5 Notebooks with Hard Paper cover in assorted colours with printed artwork in full colour on the inside	Branding debossed on both front and back cover as per Section 3 below: Front Image – 3.1a; Back image – 3.1b Inside pages – 200-260 pages, Ruled Binding: sewn or perfect Printed artwork on the inside: 1 single page and 5 double pages in full colour – draft layout of these pages	400			

	shall be provided by FPD on award of contract				
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Total overall price of the design, printing and provision of 400 in number A5 size notebooks, with printed artwork in full colour on the inside, (in Euro), as per above requirements and specifications:

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

Company Rubber Stamp:

Signature:

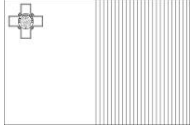
Name and Surname: _____

Section 3: Co-financing text to be printed on finished products

3.1a



3.1b



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