

REQUEST FOR QUOTATIONS

Ref No: MEAE/FPD/082/2019

DESIGN, PRINTING AND PROVISION OF NOTEBOOKS WITH PRINTED ARTWORK

Deadline for Submission: 10 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 design and provision of 500 A5 sized notebooks with hard paper cover including debossed logos and co-financing text. The logo 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 500 A5 sized notebooks. The co-financing banner, including text and Maltese Flag and the Programme's logo, to be printed (debossed) on the finished product, 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 black, blue and red colours with printed artwork in full colour on the inside	Branding debossed on front cover as per Section 3 below: Image – 3.1a; Image – 3.1b; Branding debossed on back cover as per image 3.1c; Inside pages – 200-260 pages, Ruled Binding: sewn or perfect Printed artwork on the inside: 1 single page in full colour and 1 double page in black and white (artwork and text to be provided by FPD)	500

3.0 Procedure

3.1 Timetable

Date of Publication of RFQ	03/09/2019
Deadline for request for any clarifications	Noon, 06/09/2019
Deadline for submission of quotations	Noon, 10/09/2019
Delivery of Notebooks	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 att. Ms Alison Grech 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 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 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	Quantity	Specify if requirement can be met YES/NO	Price per item exc. VAT	Total Price exc. VAT	VAT amount	Total Price including VAT
Design, printing and provision of A5 Notebooks with Hard Paper cover in black, blue and red colours with printed artwork in full colour on the inside	Branding debossed on front cover as per Section 3 below: Image – 3.1a; Image – 3.1b Branding debossed on back cover as per image 3.1c; Inside pages – 200-260 pages, Ruled Binding: sewn or perfect Printed artwork on the inside:	500					

	1 single page in full colour and 1 double page in black and white (artwork and text to be provided by FPD)						
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Total overall price of the design, printing and provision of 500 A5 sized hard paper cover notebooks, (in Euro), as per above requirements and specifications:

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

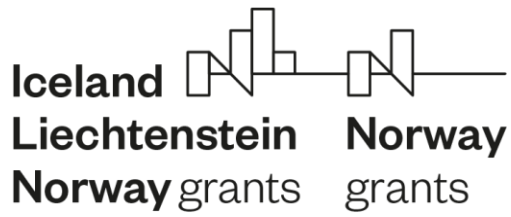
Company Rubber Stamp:

Signature:

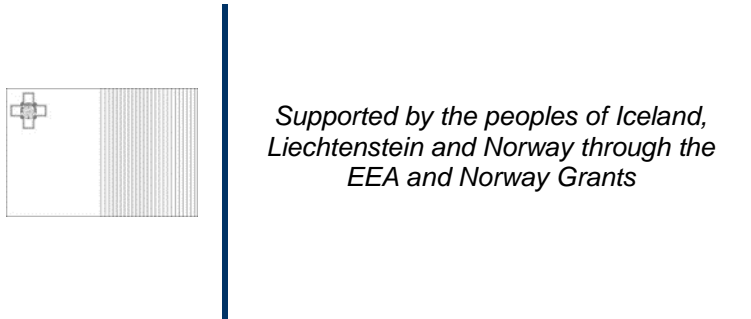
Name and Surname: _____

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

3.1a



3.1b



3.1c

