

MINISTERU GĦALL-AFFARIJJIET EWROPEJ
U L-UGWALJANZA



MINISTRY FOR EUROPEAN AFFAIRS AND
EQUALITY

SEGRETARJAT PARLAMENTARI GĦALL-
FONDI EWROPEJ U D-DJALOGU SOĊJALI

MALTA

PARLIAMENTARY SECRETARIAT FOR EU
FUNDS AND SOCIAL DIALOGUE

Id-Divizjoni għall-Fondi u Programmi

Funds and Programmes Division

REQUEST FOR QUOTATIONS

Ref No: MEAE/FPD/088/2019

Specifications:

REQUEST FOR THE PROVISION OF DESIGN AND ARTWORK, PRINTING AND INSTALLATION OF TWO (2) BILLBOARDS TO BE DISPLAYED IN MALTA AND GOZO DURING THE MONTH OF OCTOBER 2019

Deadline for Submission: Noon of Friday 30th August 2019



INTERREG EUROPE Programme 2014-2020
INTERREG ITALIA – MALTA Programme 2014-2020
INTERREG MEDITERRANEAN Programme 2014-2020
ENI CBC MED Programme 2014-2020
Programmes part financed by the European Union
European Regional Development Fund (ERDF)
European Neighbourhood Instrument (ENI)
Co-financing rate: 75%/85%/90% EU Funds; 15% National Funds;
10% Project financing



Section 1: Specifications

1.0 General Background

The Funds & Programmes Division (FPD) within the Parliamentary Secretariat for EU Funds and Social Dialogue, Ministry for European Affairs and Equality (MEAE), as the National Contact Point for the Territorial Cooperation Programmes (Interreg Europe, Italia-Malta, MED, and ENI CBC MED), is requesting quotations for the provision of Artwork, Printing and Installation of two (2) Billboards to be displayed in Malta and Gozo (one in Malta and one in Gozo) during the month of October 2019. The aim of such billboards is to promote the above-mentioned Programmes, especially the underlying theme of cooperation.

Information about the four funding programmes mentioned above can be accessed from the following links:

Interreg Europe Programme 2014-2020:

<https://eufunds.gov.mt/en/EU%20Funds%20Programmes/EU%20Territorial%20Programmes/Pages/Interreg-2014-2020.aspx>

Interreg Italia-Malta programme 2014-2020:

<https://eufunds.gov.mt/en/EU%20Funds%20Programmes/EU%20Territorial%20Programmes/Pages/Italia-Malta%202014-2020.aspx>

Interreg Med Programme 2014-2020:

<https://eufunds.gov.mt/en/EU%20Funds%20Programmes/EU%20Territorial%20Programmes/Pages/Med%20Programme%202014-2020.aspx>

ENI CBC MED Programme 2014-2020:

<https://eufunds.gov.mt/en/EU%20Funds%20Programmes/EU%20Territorial%20Programmes/Pages/ENI%20CBC%20Med%20Programme%202014-2020.aspx>

The cost of the relevant services will be partly financed through the European Union Funds.

The selection of the successful bidder will take place in line with the Public Procurement Regulations (LN352/2016) and the cheapest technically compliant will be awarded the bid.

1.1 Requirements

The Funds and Programmes Division requires the provision of design and artwork (including programme logos, co-financing banners, FPD website and contact details), Printing and Installation of two (2) Billboards to be displayed in Malta and Gozo (one in Malta and one in Gozo) during the month of October 2019. The service provider should submit together with the quotation, pictures of the proposed design. The logos, co-financing banner, FPD website and contact details are being provided in section 3 of this request for quotations. The designing of the artwork shall be provided by the service provider but the final design have to be endorsed by the FPD before final production is carried out.

Product	Specifications	Quantity
<p>Design and artwork, printing and installation of two (2) billboards to be displayed in Malta and Gozo during the month of October 2019</p>	<ul style="list-style-type: none"> - Design and artwork (portraying the spirit of cooperation which is an underlying factor of European Territorial Cooperation Programmes) and Slogan (also on cooperation) are to be provided by the supplier; - Size: 6 metres x 3 metres; - Full Colour and High Resolution (including logos, co-financing banner, website and contact details); - The Supplier is to have the necessary Planning Permits available: one in Malta and one in Gozo (<i>any charges to obtain such permits are to be forked out by the service provider</i>); - Installation of the billboards shall be the responsibility of the 	<p style="text-align: center;">1</p>

	<p>service provider.</p> <p>Removal of billboards after the stipulated period (for the month of October) is also of the responsibility of the service provider;</p> <ul style="list-style-type: none">- The printing will be affixed against a board and the billboards will be placed on a structure;- Printing will be on one side and shall be in full colour and weather proof;- Format of both billboards will be landscape orientation;- After usage, both printings are to be returned to the Funds and Programmes Division offices in Santa Venera.	
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2.0 Procedure

2.1 Timetable

Date of Publication of RFQ	22/08/2019
Deadline for request for any clarifications from FPD	27/08/2019 at noon
Deadline for submission of quotations	30/08/2019 at noon
Installation of Billboards (as per requirements in section 1.1)	Before 01/10/2019

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 territorialcoop.fpd@gov.mt att. Mr Carmel Vella by not later than the stipulated deadline as 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 territorialcoop.fpd@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. Validity of Quotation

2.3.1. Bidders are committed to retain the validity of the Quotation for a period of ninety (90) days from the closing date for the submission of the RFQ as shown in 2.1 above.

2.3.2. The Funds and Programmes Division may, at its own discretion, extend the deadline for submission of quotations. Interested parties would be informed of such extensions via email.

2.4. Evaluation of Quotations and Award

2.4.1 The evaluation of the Quotations will be based on compliance with the specifications.

2.4.2. In the interests of transparency and equal treatment and without being able to modify their Quotations, Bidders may be required, at the sole written request of the Funds and Programmes Division to provide clarifications.

2.4.3. When arithmetical errors are identified, such errors will be corrected. The unit price provided by the bidders in their quotes will be deemed to be the final price and may not be altered after the submission deadline.

2.4.4. In the event that an arithmetical error is identified, the amount stated in the Quotation will be adjusted and the Bidder will be bound by that adjusted amount. The revised price will be communicated to the bidder.

2.4.5. Quotations that do not meet the requirements set out in this RFQ will not be considered further.

2.4.6. This RFQ shall be awarded on the basis of the global lowest price offered compliant with the RFQ specifications.

2.4.7. Notification of Award shall be sent via email.

2.4.8. Once a service provider is confirmed, members of staff from the service provider should be available to meet MEAE officials before the delivery of goods to ensure that the deliverables for the request are clearly understood. Other meetings may be held between the Funds and Programmes Division and the successful bidder.

2.4.9. The Funds and Programmes Division reserves the right to cancel the whole quotation procedure and reject all quotations and to initiate a new invitation to collect quotes.

2.4.10. In the event of a quotation procedure's cancellation, bidders will be notified by the Funds and Programmes Division.

2.4.11. In no circumstances will the Funds and Programmes Division be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a quotation, even if the Contacting Authority has been advised of the possibility of damages. The publication of the winning bid does not commit the Funds and Programmes Division to implement the activity announced.

3.0 Response Requirements

Interested service providers are to fill-in, sign and submit Section 2 of the specifications in order to provide a complete quotation for the procurement 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 full acceptance by the Funds and Programmes Division of the product. A VAT receipt should be issued by the supplier, once payment has been received.

Signed and scanned quotations are to be submitted electronically to territorialcoop.fpd@gov.mt att. Mr Carmel Vella by not later than **noon of Friday 30th August 2019.**

Once approval for the procurement of the item is issued, any discussions, which need to be held need to commence immediately. **The Billboards are to be installed and remain in place for the whole month of October 2019, after which the supplier is required to remove them.**

4.0 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.

5.0 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 (GDPR) (2018). It shall be processed solely for the purposes of the performance, management and follow-up of the procurement procedure and/or subsequent contract by FPD without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

6.0 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

Quotation Ref No: MEAE/FPD/088/2019

Quotation Date: _____

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:	

Total cost of two (2) billboards including provision of artwork and installation (in Euro) as per requirements in pages 3&4:

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

Company Rubber Stamp:

Signature:

Name and Surname: _____

Section 3:

Logos, co-financing banner, website and contact details to be printed on the billboard:

Logos:



Co-financing banner:



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10% Project financing



Website:

<http://eufundsmalta.gov.mt/>

Contact details:

Tel: 22001108

Email: territorialcoop.fpd@gov.mt

