



REQUEST FOR QUOTATION No.: MEAE/FPD/072/2018

**Request for Quotations for the design and artwork of an online brochure,
illustrating the projects being financed
under the Territorial Cooperation Programmes
for the programming period 2014-2020**

Closing Date: 24th July 2018



INTERREG ITALIA – MALTA Programme
INTERREG EUROPE Programme
INTERREG MEDITERRANEAN Programme
Programmes part financed by the European Union
European Regional Development Fund (ERDF)
Co-financing rate: 75%/85% EU Funds; 15% National Funds



Section 1: Specifications

1.0 General Background

The Funds and Programmes Division (FPD) within the Parliamentary Secretariat for European Funds and Social Dialogue, Ministry for European Affairs and Equality (MEAE), as the National Contact Point of the Interreg Italia – Malta Programme, the Interreg Europe Programme and the Interreg Mediterranean Programme, is requesting a quotation for the provision of the design and artwork pertaining to an online brochure illustrating the projects (around 50) that are currently being financed under the above mentioned programmes, in commemoration of the European Cooperation Day, which is celebrated annually across Europe, on the 21st September.

The cost of the relevant products will be settled from vote 7937 – national funds.

The selection of the successful bidder will take place in line with the Public Procurement Regulations [LN 352 of 2016] and the cheapest technically compliant will be awarded the bid.

2.0 Specifications

The Funds and Programmes Division (FPD) requires the provision of the design of an online brochure, primarily to be uploaded on FPD's websites (eufunds.gov.mt and <http://eufundsmalta.gov.mt/>) consisting of approx. 30 pages, inclusive of cover, in full colour containing text and photos of EU funded projects being funded in Malta under the three Territorial Cooperation Programmes outlined above. The text will be provided by FPD, whereas the pictures of the respective thematic areas shall be provided by the selected service provider. The logos of the Programmes in caption shall be provided by FPD.

Product	Specifications
Provision of the design of an online brochure, primarily to be uploaded on FPD's websites (eufunds.gov.mt and http://eufundsmalta.gov.mt/)	Size: A5 Colour: Full No. of pages: approx.. 30 (inclusive of cover) Text provided by the FPD, whereas the pictures will be provided by the selected service provider. The FPD shall provide the Programmes' logos.

3.0 Procedure

3.1. Timetable

Date of Publication of RFQ	12/07/2018
Deadline for request for any clarifications from the Contracting Authority (CA) – FPD	Close of business of 18/07/2018
Last date on which clarifications are issued by the CA – FPD	Close of business of 19/07/2018
Deadline for submission of Quotations	Close of business of 24/07/2018

3.2 Method of Submission of Quotations

- 3.2.1. Signed and scanned quotations, are to be submitted electronically to territorialcoop.fpd@gov.mt att. Ms. Astrid Fenech and Ms. Celia Mintoff by not later than the stipulated deadline as indicated in the Timetable (Section 3.1).
- 3.2.2. Late submissions will be rejected and will not be evaluated. No liability will be accepted for rejection of late Quotations.
- 3.2.3. Quotations submitted by any other means will not be considered.
- 3.2.4. Quotations must comply with the requirements as stated in this RFQ.
- 3.2.5. 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 3.1, specifying the reference and RFQ title.
- 3.2.6. 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.
- 3.2.7. In submitting its Quotation, the Bidder will be submitting its best and final offer.

3.3. Validity of Quotation

- 3.3.1. 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 3.1 above.

3.3.2. The FPD may, at its own discretion, extend the deadline for submission of quotations. Interested parties would be informed of such extensions via email.

3.4. Evaluation of Quotations and Award

- 3.4.1 The evaluation of the Quotations will be based on compliance with the specifications.
- 3.4.2. 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 FPD to provide clarifications.
- 3.4.3. 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.
- 3.4.4. 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.
- 3.4.5. Quotations that do not meet the requirements set out in this RFQ will not be considered further.
- 3.4.6. This RFQ shall be awarded on the basis of the lowest price offered compliant with the RFQ specifications.
- 3.4.7. Notification of Award shall be sent via email.
- 3.4.8. The FPD reserves the right to cancel the whole quotation procedure and reject all quotations. The FPD reserves the right to initiate a new invitation to collect quotes.
- 3.4.9. In the event of a quotation procedure's cancellation, bidders will be notified by the FPD.
- 3.4.10. In no circumstances will the FPD 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 FPD has been advised of the possibility of damages. The publication of the winning bid does not commit the FPD to implement the activity announced.

4.0 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 the delivery of the items for payment to be affected. A VAT receipt should be issued by the supplier, once payment has been received.

Once approval for the procurement of the item is issued, any discussions, which need to be held on the design of the item, will commence at the earliest availability of both parties. During this meeting, the FPD will hand over the information in connection with the Programmes and the respective projects to the service provider. The first draft is to be submitted to the FPD by the end of August 2018 and the final version has to be completed and approved by the FPD by not later than the 14th of September 2018.

5.0 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.

6.0 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 Data Protection Act (2001). It shall be processed solely for the purposes of the performance, management and follow-up of the procurement procedure and/or subsequent contract by the MA without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

7.0 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 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:	

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Price of design of an online brochure (in Euro) as per above requirements and specifications:

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

Signature: _____ **Name and Surname:** _____

Company Rubber Stamp:

