



REQUEST FOR QUOTATION No.: MEAE/FPD/081/2018

Request for Quotations for the Provision of rubber stamps

Closing Date: 22nd August 2018 at 1000 Hours



INTERREG ITALIA – MALTA Programme
INTERREG EUROPE Programme
INTERREG MEDITERRANEAN Programme
ENI CBC MED Programme
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 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, the Interreg Mediterranean Programme and the ENI CBC Med Programme, is requesting a quotation for the provision of rubber stamps.

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 FPD requires the provision of a total of sixty-four (64) **blue** self-inking rubber stamps. Quotations are to include any delivery charges. Text of the stamps is provided in Section 3.

Product	Specifications	Quantity
Provision of thirty-four (34) blue self-inking rubber stamps in relation to the Interreg Italia-Malta Programme	Size: Minimum 7.5cm x 4cm Colour: blue ink Text of stamp to be provided by the Funds and Programmes Division (as per Section 3)	34
Provision of eleven (11) blue self-inking rubber stamps in relation to the Interreg Mediterranean Programme	Size: Minimum 7.5cm x 4cm Colour: blue ink Text of stamp to be provided by the Funds and Programmes Division (as per Section 3)	11

Provision of fourteen (14) blue self-inking rubber stamps in relation to the Interreg Europe Programme	Size: Minimum 7.5cm x 4cm Colour: blue ink Text of stamp to be provided by the Funds and Programmes Division (as per Section 3)	14
Provision of five (5) blue self-inking rubber stamps in relation to the ENI CBC Med Programme	Size: Minimum 7.5cm x 4cm Colour: blue ink Text of stamp to be provided by the Funds and Programmes Division (as per Section 3)	5

3.0 Procedure

3.1. Timetable

Date of Publication of RFQ	08/08/2018
Deadline for request for any clarifications from the Contracting Authority (CA) – FPD	14/08/2018 at 1200 Hours
Last date on which clarifications are issued by the CA – FPD	16/08/2018 at 1200 Hours
Deadline for submission of Quotations	22/08/2018 at 1000 Hours

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 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.

Signed and scanned quotations, are to be submitted electronically to territorialcoop.fpd@gov.mt att. Ms. Astrid Fenech by not later than **22nd August 2018 at 1000 Hours.**

Once approval for the procurement of the item is issued, any discussions, which need to be held on the design of the item, need to commence immediately. The item is to be then

delivered to the Funds and Programmes Division, Triq il-Kukkanja, Santa Venera within 2 weeks from the awarding of this request for quotations.

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:	

Provision of a total of sixty-four (64) **blue** self-inking rubber stamps.

Product	Specifications	Quantity	Specify if requirement can be met YES/NO	Price per item exc. VAT	Total Price exc. VAT
Provision of thirty-four (34) blue self-inking rubber stamps in relation to the Interreg Italia-Malta Programme	Size: Minimum 7.5cm x 4cm Colour: blue ink Text of stamp to be provided by the Funds and Programmes Division (as per Section 3)	34			
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Price of sixty-four (64) blue self-inking rubber stamps (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:

Wording to be used for the stamps:

Programme	Quantity	Wording required
Interreg Italia Malta Programme	34 stamps	Expenditure incurred with the Funds of the cooperation programme INTERREG V-A Italy-Malta programme in the framework of the Project _____ cod. no. _____ for an accounted amount of € _____, reporting n. _____.
Interreg Mediterranean Programme	11 stamps	Expenditure incurred under the funds of Interreg MED Programme 2014-2020 within the scope of the _____ project.
Interreg Europe Programme	14 stamps	Expenditure incurred under the Funds of Interreg Europe Programme 2014-2020 within the scope of the _____ project.
ENI CBC Med Programme	5 stamps	Expenditure incurred under the funds of ENI CBC Med Programme 2014-2020 within the scope of the _____ project.