

**FUNDS AND PROGRAMMES DIVISION  
PARLIAMENTARY SECRETARIAT FOR THE E.U. PRESIDENCY 2017 AND E.U. FUNDS  
MINISTRY FOR EUROPEAN AFFAIRS AND IMPLEMENTATION OF THE ELECTORAL MANIFESTO**

TRIQ IL-KUKKANJA, SANTA VENERA, SVR 1411

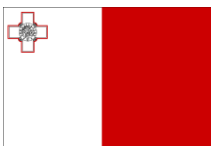
Tel: (+356) 22001108

E-mail: [fpd.meaim@gov.mt](mailto:fpd.meaim@gov.mt)

Web: <https://eufunds.gov.mt>

**REQUEST FOR QUOTATIONS  
*DESIGN AND PROVISION OF ROLL-UP BANNER***

**CLOSING DATE:  
close of business (13:30hrs) of Friday 17<sup>th</sup> July 2015**



INTERREG EUROPE Programme- Cohesion Policy 2014-2020

*Sharing solutions for better regional policies*

Programme part financed by the European Union

European Regional Development Fund (ERDF)

Co-financing rate: 85%/75% EU Funds; 15%/25% National Funds

*Investing in your future*



## SECTION 1: SPECIFICATIONS

### 1.1 General background

The Funds and Programmes Division, within the Parliamentary Secretariat for the E.U. Presidency 2017 and E.U. Funds, Ministry for European Affairs and Implementation of the Electoral Manifesto, in its capacity as the **National Contact Point of the Interreg Europe 2014-2020 Programme**, is requesting quotations for the design (artwork) and provision of one (1) roll-up banner.

The respective expenditure shall be reimbursed from national funds.

Selection of successful bidder will be carried out according to Public Procurement Regulations (LN 296/2010).

### 1.2 Specifications

The Funds and Programmes Division requires **both** the:

- (i) design (artwork) comprising images and text printed graphically in full-colour on 400 microns laminated P.V.C. on just one side of the roll-up banners (Logo and text to be provided by the Funds and Programmes Division), together with;
- (ii) the provision of the said banner in the following size range: 200cm length x 85 cm breadth [metal holders and carrying bags to be supplied as well], with delivery to be carried out at the Division's premises in St. Venera.

The Co-Financing Text to be printed at the bottom of the roll-up banner will be provided by the Funds and Programmes Division itself. A sample has been made available in Section 3 of this Request (page 6). The re-sizing (not the wording amendment) of the Co-Financing Text must comprise **25%** of the entire banner and should be carried out by the service provider during design stage.

Product	Specifications	Quantity
Roll-up banner	(a) Design (artwork) covering images and text  (b) Graphic print in full-colour on 400 microns laminated P.V.C. on one side of banners.  (c) Logo and Co-Financing Text to be supplied by the Funds and Programmes Division whilst re-sizing (25% of banner) to be carried out by supplier.  (d) Provision in the following	One (1)

	<p>size range: 200cm length x 85 cm breadth [metal holders and carrying bags to be supplied as well].</p> <p>(e) Delivery to the Division's premises by noon (12:00hrs) on Friday 31<sup>st</sup> July 2015.</p>	
--	--	--

### 1.3 Submission and contact details

Interested service providers are to fill-in and submit Section 2 of this Request in order to provide a clear and complete quotation for the design and provision of a roll-up banner.

**All prices must quote Value Added Tax (V.A.T.) SEPARATELY AND IN FULL.** This must not be added to the price or even shown as a percentage. An invoice will be required after the delivery of the banner inclusive of a breakdown into design (artwork) and printing/material.

Clarifications and further information are to be sought through the contact details listed hereunder by **close of business (13:30hrs) of Monday 13<sup>th</sup> July 2015**. Any clarification requests received beyond this deadline will **not** be considered.

**QUOTATIONS ARE TO BE SUBMITTED BY CLOSE OF BUSINESS (13:30hrs) OF Friday 17<sup>th</sup> July 2015 VIA E-MAIL TO THE ADDRESS [fpd.meaim@gov.mt](mailto:fpd.meaim@gov.mt). Kindly address them to Ms. Caroline Debattista and include "*Interreg Europe Roll-up Banner*" in the subject title of your email.**

Once the approval for procurement is issued, items are to be delivered by the supplier to the Funds and Programmes Division, Triq il-Kukkanja, Santa Venera, SVR 1411, **by noon (12:00hrs) of Friday 31<sup>st</sup> July 2015**.

**SECTION 2: TO BE FILLED-IN BY INTERESTED SERVICE PROVIDERS**

Quotation date (day/month/year): \_\_/\_\_/\_\_\_\_

**2.1 Supplier contact details**

<b>Company name</b>	
<b>Company postal address</b>	
<b>Company telephone number</b>	
<b>Company fax number</b>	
<b>Company e-mail address</b>	
<b>Contact Person's name and surname</b>	
<b>Contact Person's mobile number</b>	

**2.2 Specifications**

<b>Size of roll-up banner</b>	
<b>400 microns laminated P.V.C. (Yes/No)</b>	
<b>Metal holders/carrying bag (Yes/No)</b>	

**2.3 Pricing details (in EURO)**

<b>Design (artwork) price excl. V.A.T.</b>	<b>€</b>
<b>Full-colour printing/material price excl. V.A.T.</b>	<b>€</b>
<b><u>TOTAL PRICE</u> excl. V.A.T.</b>	<b>€</b>

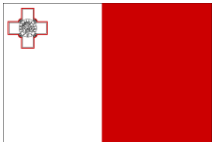
<b>Any discount (specify rate if applicable)</b> __%	€
<b>V.A.T. (specify rate)</b> __%	€
<b><u>GRAND TOTAL</u> (incl. V.A.T., less discount)</b>	€

**Company rubber stamp (if applicable):**

**Signature:**

**Name and Surname:**

**SECTION 3: CO-FINANCING TEXT AT THE BOTTOM OF ROLL-UP BANNERS (25% of available space)**



INTERREG EUROPE Programme- Cohesion Policy 2014-2020

*Sharing solutions for better regional policies*

Programme part financed by the European Union

European Regional Development Fund (ERDF)

Co-financing rate: 85%/75% EU Funds; 15%/25% National Funds

*Investing in your future*



**LOGO**



Sample as alluded to in page 2.