



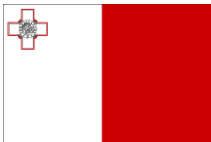
OFFICE OF THE DEPUTY PRIME MINISTER
MINISTRY FOR EUROPEAN AFFAIRS

PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS

ADVERT REFERENCE No: MEAIM/FPD/027/2015

**REQUEST FOR QUOTATIONS
FOR THE PROVISION OF A FOUR (4) GATE PROMOTIONAL LEAFLET
IN CONNECTION WITH PROJECTS FINANCED UNDER THE TERRITORIAL
COOPERATION PROGRAMMES AND THE ENPI CBC MED PROGRAMME
(2007-2013)**

**CLOSING DATE:
25th August 2015 noon**



**ITALIA – MALTA PROGRAMME – Cohesion Policy 2007-2013
INTERREG MED PROGRAMME – Cohesion Policy 2007 -2013
INTERREG IVC PROGRAMME - Cohesion Policy 2007-2013
European Regional Development Fund (ERDF)**



**ENPI CBC Mediterranean Sea Basin PROGRAMME
EuropeAid Development and Cooperation**

**Programmes part financed by the European Union
Co-financing rate: 85%/75%/90% EU Funds;
15%/25%/10% National Funds**

Investing in your future

SECTION 1: SPECIFICATIONS

The Funds and Programmes Division (FPD), within the Parliamentary Secretariat for the EU Presidency 2017 and EU Funds, is the National Contact Point of four Programmes financed under the Territorial Cooperation Objective (2007-2013), namely the Italia-Malta Programme, the Med Programme, the Interreg IVC Programme and the Interact II Programme. In addition to such Programmes, the FPD is also responsible for the local coordination of the ENPI CBC Med Programme.

In preparation for an event entitled ‘European Cooperation Day’ (EC Day), which shall be celebrated on the 21st of September 2015 all across Europe, the FPD is currently seeking quotations for the design, print and provision of a full-colour four gate leaflet in order to promote projects co-financed under the Italia-Malta Programme, the Med Programme, the Interreg IVC Programme and the ENPI CBC Med Programme.

The selection of the successful bidder will take place in line with the Public Procurement Regulations (LN296 of 2010) and the cheapest technically compliant offer will be selected. The cost of the service provided will be part-financed by the European Union under the Italia-Malta programme and the Med Programme. For this purpose, separate invoices, as requested and indicated by FPD, shall be required.

2.0 ITEM SPECIFICATIONS AND TIMEFRAMES

The Funds & Programmes Division (FPD) requires the design, print and provision of a full-colour four gate promotional leaflet. Text and images, to be printed on the item listed hereunder, shall be supplied to the winning bidder by the Funds & Programmes Division: however, additional images might be required and these are to be provided by the service provider at no extra cost.

PRODUCT	SPECIFICATIONS	QUANTITY
Full-colour four (4) gate promotional leaflet	Design, Print and Provision in Full Colour (back to back) of a 4-gate leaflet Size: approx 40cm width x 21cm length; Paper Type: 400 GSM; Text and Images to be provided by FPD. Additional images might be required, and provided by the service provider at no extra cost.	2000

Once the Service Provider is selected, an initial meeting will be held during which FPD shall provide him / her with the necessary text and images to be included in the leaflet. A detailed action plan shall be decided upon between the client and service provider and multiple proofs might be requested until FPD will be satisfied with the final design presented. FPD shall provide the necessary endorsement before printing.

The period of execution for this assignment shall be from the date of award to 15th September 2015. In view of the fact that EC Day will be celebrated on 21st September 2015, no extensions are foreseen, unless unforeseen circumstances arise. In such cases the approval of the FPD in this regard would be necessary.

3.0 SUBMISSION AND CONTACT DETAILS

It is important to note that the submission of quotations will only be accepted directly from service providers and not through intermediaries. For the avoidance of any doubts all the services referred to in this Request for Quotations are expected to be carried out by the winning bidder referred to in the offer. The services cannot under any circumstances be delegated to any other person or, in the case of firms, to any other junior members of the firm without the prior written approval of the FPD.

Interested service providers are to fill in and submit Section 2 of the specifications in order to provide a complete quotation for the design, print and provision of the item, indicating also the total contract price (as per Financial Bid)

All prices must quote VAT separately and in full. VAT must not be added to the price or shown as a percentage.

Clarifications and further information are to be sought by sending an email on fpd.meaim@gov.mt, clearly indicating the advert reference number of this Request for Quotations in the subject line, by Thursday, 20th August 2015. Any requests for clarifications received after this deadline will not be considered.

Sealed quotations, clearly indicating the advert reference number of this Request for Quotations, are to be received by not later than noon of Tuesday, 25th August 2015 at the following address:

Funds and Programmes Division
Parliamentary Secretariat for the EU Presidency 2017 and EU Funds
Triq il-Kukkanja
Santa Venera SVR1411, Malta

Or by sending a scanned true copy of Section 2, properly filled in and signed, via e-mail on fpd.meaim@gov.mt by the same deadline.

4.0 PAYMENT TERMS

The Service Provider shall be paid on the presentation of relevant invoice, provided that no invoice is dated beyond 31st December 2015. As directed by FPD, separate invoices shall be required in view of the different reimbursement procedures under each Programme.

SECTION 2: To be filled in by interested service providers

Quotation date: _____

Suppliers/Contractor's details

Company's Name <i>(if applicable)</i> :	
Contact Person's Name and Surname:	
Company's Address:	
VAT Number (indicate if exempt)	
Telephone Number:	
Mobile Number:	
Fax Number: if any	
E-mail address:	

Financial bid

Description of Service	Unit Rate per leaflet (excluding VAT)	Total Cost inclusive of all taxes (excluding VAT)	VAT	Total (including VAT)
	Euro (€)	Euro (€)	Euro (€)	Euro (€)
<p>Design, Print and Provision in Full Colour (back to back) of a 4-gate leaflet - 2000 in number:</p> <p>Size: approx 40cm width x 21cm length; Paper Type: 400 GSM</p> <p>Text and Images to be provided by FPD. Additional images might be required, and provided by the service provider at no extra cost.</p>				

Signature: _____

Name and Surname: _____

Company Rubber Stamp *(if applicable)*: