



PARLIAMENTARY SECRETARIAT  
FOR THE EU PRESIDENCY 2017 AND EU FUNDS

## REQUEST FOR QUOTATIONS

**MEAIM/EAFRD/039/2015**

**REQUEST FOR QUOTATIONS FOR THE PRINTING, SETTING AND BINDING  
OF THE RURAL DEVELOPMENT PROGRAMME (RDP) 2014-2020. FOR THE  
MANAGING AUTHORITY FOR THE EUROPEAN AGRICULTURAL FUND FOR  
RURAL DEVELOPMENT (2014 – 2020)**

4<sup>th</sup> December 2015

### **Rural Development Programme for Malta 2007 – 2013**



Part-financed by the European Union  
Technical Assistance  
The European Agricultural Fund for Rural Development  
Co-financing Rate:  
75% European Union, 25% Government of Malta



*Europe Investing in Rural Areas*

# Terms of Reference

## 1. Scope of Services

This Request for Quotations, which is being issued by the Managing Authority, for the European Agricultural Fund for Rural Development, within the Funds & Programmes Division, is for the provision for the design, printing and binding of the Rural Development Programme(RDP).

The finished product is expected to be delivered by *16th December 2015 noon*.

The expenditure will be co-financed by the European Union from the Technical Assistance of the **European Agricultural Funds for Rural Development (EAFRD) 2007-2013**.

## 2. Procedure

This Request for Quotations is being issued in line with the **Public Regulations 2010 (Legal Notice 296 of 2010)**.

This is a global price contract.

The Managing Authority shall determine the award of the RFQ on the basis of the lowest price offered compliant with the quotation requirements.

### 2.1. Timetable

Date of Publication of RFQ	<b>4.12.15</b>
Deadline for request for any clarifications from the MA	<b>7.12.15 @10:00hrs</b>
Last date on which clarifications are issued by the MA	<b>7.12.15 end of business</b>
Deadline for submission of Quotations	<b>9.12.15 noon</b>

## **2.2. Method of Submission of Quotations**

- 2.2.1. Signed and Scanned Quotations can be submitted before the deadline for submission of Quotations as indicated in the Timetable (Section 2.1) by email on [rdd.meaim@gov.mt](mailto:rdd.meaim@gov.mt).
- 2.2.2. Late submissions will be rejected and will not be evaluated. No liability will be accepted for rejection of late Quotations.
- 2.2.3. Quotations submitted by any other means will not be considered.
- 2.2.4. Quotations must comply with the requirements as stated in this RFQ.
- 2.2.5. Bidders are to submit queries and questions concerning this RFQ to the following email address up to the deadline for request for any clarification by the Managing Authority in Section 2.1 specifying the reference and RFQ title to e-mail address: [rdd.meaim@gov.mt](mailto:rdd.meaim@gov.mt).
- 2.2.6. 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, including all charges in their rates and prices.
- 2.2.7. 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 thirty (30) days from the closing date for the submission of the RFQ as shown in 2.1 above.
- 2.3.2. The Managing Authority may, at its own discretion, extend the deadline for submission of quotations. Parties involved would be informed of such through the submission of an e-mail.

## **2.4. Evaluation of Quotations and Award**

- 2.4.1. The evaluation of the Quotations will be based on compliance with the requirements.
- 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 Managing Authority 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 lowest price offered compliant with the requirements.
- 2.4.7. Notification of Award shall be sent via email and published on the Managing Authority's notice board.
- 2.4.8. The Managing Authority reserves the right to cancel the whole quotation procedure and reject all quotations. The Managing Authority reserves the right to initiate a new invitation to collect quotes.
- 2.4.9. In the event of a quotation procedure's cancellation, bidders will be notified by the Managing Authority.
- 2.4.10. In no circumstances will the Managing Authority 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 Managing Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Managing Authority to implement the activity announced.

### **3. Objectives**

The supplier is required to design print and bind the RDP and have it delivered by Wednesday 16<sup>th</sup> December 2015 noon.

### **4. Response Requirements**

Bidders, when submitting their offer, are expected to provide a complete and comprehensive response to this Request for Quotation. Responses should include the following:

- a. Details of Bidder using **Annex I**;
- b. **Annex II**: Technical Offer Template duly filled;
- c. Bidder's financial offer as per; **Annex II**: Financial Bid.

## 5. Requirements for Award

Managing Authority (EAFRD) requires that interested bidders should quote a global price for their services. Then, the successful Service Provider will be selected on the basis of the cheapest compliant bid.

By submitting their bid, Candidates will confirm to deliver by **Wednesday 16<sup>th</sup> December 2015 noon.**

<b>Product</b>	<b>Specifications</b>	<b>Quantity</b>
Printing, setting, binding and delivery (hard bound) of the Rural Revelopment Programme (RDP)	<p>Printing of the Rural Development Programme in Black and White (back to back)</p> <p>Size: A4 – 210 x 297mm</p> <p>Number of pages : approx. 729 pages</p> <p>Paper Type: Art Paper Matt (90gsm) – White Matt</p> <p>Binding: Perfect Bound Lamination</p> <p>Setting: all pages, tables, etc, including page numbers' orientation where necessary</p> <p>Design of Artwork and Printing of 2 cover pages</p> <p>Paper Type: 300gsm Gloss</p> <p>Printing: in Full Colour</p> <p>Text: One Colour</p> <p>Delivery: to a locality in Malta as indicated by the FPD</p> <p>Images for Artwork of cover pages to be provided by the service provider. Text and Logos for the cover page will be provided by the Managing Authority.</p>	500 copies of each book

## **6. Financing**

This quotation is being co-financed through the European Union from the Technical Assistance of the European Agricultural Funds for Rural Development (EAFRD) 2007-2013.

## **7. Method of Payment**

Payments will be made within 30 days of receipt of the invoice following certification by the Managing Authority. Relevant invoice is to be handed over to the Managing Authority by Wednesday 16<sup>th</sup> December 2015 noon.

## **8. 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.

## **9. 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 Managing Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

## **10. 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.

**ANNEX I: DETAILS OF BIDDER SUBMITTING QUOTE**

<b>Name of Person submitting the bid</b>	
<b>Firm</b>	
<b>Address</b>	
<b>E-mail Address</b>	
<b>Tel. Nos.</b>	
<b>Mobile Phone No.</b>	
<b>Company/Bidder Registration No.</b>	
<b>VAT Registration No.</b>	
<b>Signature</b>	
<b>ID. Card No.</b>	
<b>Date</b>	

**ANNEX II: Technical Offer Template**

<b>Product</b>	<b>Specifications</b>	<b>Quantity</b>
<p>Printing, setting, binding (hard bound) and delivery of the Rural Revelopment Programme (RDP)</p>	<p align="center">                     Printing of the Rural Revelopment Programme (RDP) in Black and White (back to back)                       Size: A4 – 210 x 297mm                       Number of pages : 729 pages                       Paper Type: Art Paper Matt (90gsm) – White Matt                       Binding: Perfect Bound Lamination                       Setting: all pages, tables, etc, including page numbers' orientation where necessary                       Design of Artwork and Printing of 2 cover pages                      Paper Type: 300gsm Gloss                      Printing: in Full Colour                      Text: One Colour                       Delivery: to a locality in Malta as indicated by the FPD                       Images for Artwork of cover pages to be provided by the service provider. Text and Logos for the cover page will be provided by the Managing Authority.                 </p>	<p align="center">500 copies of each book</p>

We \_\_\_\_\_ hereby agree to deliver the finished product to the Managing Authority by not later than Wednesday 16<sup>th</sup> December 2015 noon.

Signed: .....

Representing Company:.....



**ANNEX III: FINANCIAL BID**

<b>Quantity</b>	<b>Service Required</b>	<b>Total Excl VAT</b>
500 copies	Printing, setting, binding (hard bound) and delivery of the Rural Revelopment Programme(RDP)	
	<b>Sub TOTAL excl VAT</b>	
	<b>VAT</b>	
	<b>Total incl. VAT</b>	