



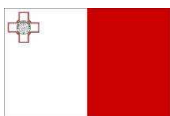
PARLIAMENTARY SECRETARIAT  
FOR THE EU PRESIDENCY 2017 AND EU FUNDS

## REQUEST FOR QUOTATIONS MEAIM/EAFRD/013/2015

**REQUEST FOR QUOTATIONS FOR THE DESIGN OF THE NRN NEWSLETTER  
FOR THE MANAGING AUTHORITY FOR THE EUROPEAN AGRICULTURAL  
FUND FOR RURAL DEVELOPMENT (2007 – 2013)**

April 2015

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



Call 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 (MA), within the Funds & Programmes Division, is for the design of three editions of the NRN Newsletter.

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

## 2. Procedure

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

This is unit price contract.

The MA shall determine the award of the RFQ on the basis of the lowest price offered compliant with the quotation specifications.

### 2.1. Timetable

Date of Publication of RFQ	<b>Tuesday , 14<sup>th</sup> April 2015</b>
Deadline for request for any clarifications from the MA	<b>Monday 20<sup>th</sup> April at noon CET</b>
Deadline for submission of Quotations	<b>Friday 24<sup>th</sup> April at noon CET</b>

## 2.2. Method of Submission of Quotations

2.2.1. Quotations can be deposited before the deadline for submission of Quotations as indicated in the Timetable (Section 2.1) in a sealed envelope carrying the reference code of the RFQ (i.e. **MEAIM\EAFRD\013\2015**) in the Quotation box at the:

**FPD, Triq il-Kukkanja, Santa Venera**

2.2.2. Alternatively, quotations can be sent via email on:

[rdd.meaim@gov.mt](mailto:rdd.meaim@gov.mt)

2.2.3. Late submissions will be rejected and will not be evaluated. No liability will be accepted for rejection of late Quotations.

2.2.4. Quotations submitted by any other means will not be considered.

2.2.5. Quotations must comply with the requirements as stated in this RFQ.

2.2.6. Bidders are to submit queries and questions concerning this RFQ to the following email address up to the deadline for request for clarifications stated in Section 2.1, specifying the reference and RFQ title, to e-mail address:

[rdd.meaim@gov.mt](mailto:rdd.meaim@gov.mt)

2.2.7. 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.

2.2.8. 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 one hundred fifty (150) days from the closing date for the submission of the RFQ as shown in 2.1 above.

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

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

- 2.4.1. The evaluation of the Quotations will be based on compliance with the specifications.
- 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 MA 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 RFQ specifications.
- 2.4.7. Notification of Award shall be sent via email and published on the MA's notice board.
- 2.4.8. The MA reserves the right to cancel the whole quotation procedure and reject all quotations. The MA 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 MA.
- 2.4.10. In no circumstances will the MA 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 MA has been advised of the possibility of damages. The publication of the winning bid does not commit the MA to implement the activity announced.

## **3. Objectives**

The supplier is required to design three newsletters.

#### **4. Response Requirements**

Interested 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. The cost of the requested supplies delivered to the MA's premises using **Annex II**  
- the price of the items us to be exclusive of VAT but inclusive of all other taxes.

#### **5. Requirements**

The Managing Authority EAFRD requires the design of three editions of the NRN Newsletter. The service provider shall design the NRN newsletter which will then be uploaded on the client's website. Text and photographs related to the articles will be provided by the client; however, the service provider will be expected to provide general images related to agriculture and rural development. Articles will be provided in English.

Previous editions of the NRN newsletter can be downloaded from the following link:  
<http://eufunds.gov.mt/en/EU%20Funds%20Programmes/European%20Agricultural%20Fund/Pages/Newsletter/Newsletter.aspx>

The supplier shall provide draft a copy of the newsletter (in electronic format) and the client reserves the right to request any changes which it deems fit. The final version shall be delivered in electronic format: a PDF document which can be sent as an attachment via email.

The Managing Authority will upload this newsletter on its website and distribute it to its mailing list via email. No printing or distribution will be required by the supplier. However, the Managing Authority reserves the right to print copies of the newsletter, if and when required. The minimum specifications of the above mentioned newsletter can be found in the following page.

Type	Requirement
Number	Design of three (3) editions (12 <sup>th</sup> , 13 <sup>th</sup> and 14 <sup>th</sup> editions)
Delivery dates of final draft	12 <sup>th</sup> ed. - 5 <sup>th</sup> May 2015 13 <sup>th</sup> ed. - 30 <sup>th</sup> August 2015 14 <sup>th</sup> ed. - 9 <sup>th</sup> December 2015
Number of pages	10 pages per newsletter
Size	A4
Page layout	Horizontal
Monochrome/colour	Colour

## 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).

## 7. Method of Payment

Payments will be made within 60 days of receipt of the invoice following certification by the MA.

## 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 MA

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>Type</b>	<b>Requirements</b>	<b>Please specify if requirement can be met</b>	<b>Please add further comments/description (if any)</b>
Number	Design of three (3) editions (12 <sup>th</sup> ,13 <sup>th</sup> and 14 <sup>th</sup> editions)	<b>Yes/No</b>	
Delivery dates of final draft	12 <sup>th</sup> ed. - 5 <sup>th</sup> May 2015 13 <sup>th</sup> ed. - 30 <sup>th</sup> August 2015 14 <sup>th</sup> ed. - 9 <sup>th</sup> December 2015	<b>Yes/No</b>	
Number of pages	10 pages per newsletter	<b>Yes/No</b>	
Size	A4	<b>Yes/No</b>	
Page layout	Horizontal	<b>Yes/No</b>	
Monochrome/colour	Colour	<b>Yes/No</b>	

**ANNEX III: FINANCIAL BID**

<b>Item Required</b>	<b>Price for design of Three(3) Newsletters excl. V.A.T.</b>
Design of three (3) Newsletters	
<b>TOTAL excl VAT</b>	
<b>VAT</b>	
<b>Total incl. VAT</b>	