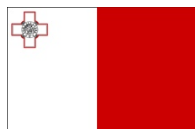


REQUEST FOR QUOTATIONS
MEAE/FPD/104/2019

**Request for Quotations for the Design and Printing of A4 Leaflets for the
Managing Authority for the European Agricultural Fund for Rural
Development for Malta 2014 – 2020**

**PUBLISHED IN GOVERNMENT
GAZETTE ON 18/10/2019**



Rural Development Programme for Malta 2014-2020

Part financed by the European Union

Co-financing Rate:

75% European Union; 25% Government of Malta



***The European Agricultural Fund for Rural Development:
Europe investing in rural areas***

Request for quotations for the design and printing of A4 Leaflets for the Managing Authority for the European Agricultural Fund for Rural Development for Malta 2014 – 2020

Reference: MEAE/FPD/104/2019

Terms of Reference

1. Scope of Services

This Request for Quotations, which is being issued by the Managing Authority (MA), of the European Agricultural Fund for Rural Development, is for the design and printing of four versions of A4 leaflets.

The expenditure will be co-financed by the European Union from the Technical Assistance of the European Agricultural Funds for Rural Development (EAFRD) 2014-2020.

2. Procedure

This Request for Quotations is being issued in line with the **Public Procurement Regulations 2016 (Legal Notice 352 of 2016)**.

This is a unit 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	Friday 18th October 2019
Deadline for request for any clarifications from the MA	Wednesday 23rd October 2019
Last date on which clarifications are issued by the MA	Friday 25th October 2019, end of business
Deadline for submission of Quotations	Wednesday 30th October 2019, end of business

2.2. Method of Submission of Quotations

2.2.1. Signed and Scanned Quotations including filled in Annex I and II of this document can be submitted before the deadline for submission of Quotations as indicated in the Timetable (Section 2.1) by email on rdd.meae@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 as stipulated in

Section 2.1 specifying the reference and RFQ title to e-mail address: rdd.meae@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 sixty (60) 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. The Managing Authority will upload a notice in this regard on its website www.eufunds.gov.mt

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 interest 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, any 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 Managing Authority provides aid through the various measures programmed in the Rural Development Programme 2014-2020. Through these leaflets, the MA aims to reach various stakeholders by providing information.

The Supplier is required to:

- 4 Designs of A4 leaflets;
- Provide a soft copy of each leaflet as directed in Section 6;
- Print, in colour, the final version (as approved by MA in writing) of the leaflet.
- Fold and pack in separate batches of 200 leaflets.

It is expected that the 4 leaflets will not be published at the same time, but spread over a period of approximately 18 months. The MA reserves the possibility to order re-prints in batches of the desired amounts and leaflet.

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. Bidder's financial offer as per **Annex II**: Financial Bid.

5. Requirements for Award

The Managing Authority requires the design of four full colour, back-to-back, two-gate or three-gate leaflet. The service provider shall be required to design and eventually print this leaflet. The text, in Maltese or English will be provided by the MA. Photographs (related to agriculture and rural development) to be provided by bidder, although the MA may provide some photos.

The service provider shall provide a draft copy of each leaflet in electronic format and the Managing Authority reserves the right to request any changes as deemed fit (including photographs). Following the final approval by the Managing Authority, the supplier shall provide copies of the final version of the respective leaflet. A digital copy of the final version of the leaflet is to be supplied for the use of the MA, which may include online publishing.

The co-financing text in relation to EU funding is to be printed on the leaflet and will be provided by the Managing Authority.

The MA retains the option of re-ordering further re-prints in batches of the desired amounts for up to a period of 24 months from the date of signing of the contract. Specifications will remain the same however there will be an increase of 1.2% per annum on the original price in order to allow for inflation.

The MA retains the rights to cancel the RFQ contract at any time and re-issue in part or in full.

6. Service Requirements

6.1. Leaflet Requirements

Type	Requirements
Material	Paper, gloss, 170 GSM
Size	A4 size, which folds into two-gates or three-gates (which comes pre-folded) as desired by the MA
Colour	Full-Colour, back to back
Amount	800 copies with the option to procure additional units, should they be required at a further stage
Photographs	Photographs (related to agriculture and rural development) will be provided by service provider, although the MA may provide some photos.
Delivery	Delivery of items must be made within 2 weeks from final confirmation of MA based on the soft copy as referred to in section 3, 2nd bullet. The same timeframe shall hold for any subsequent re-prints. Delivery of leaflets is to be made to the EAFRD Managing Authority, Triq Il-Kukkanja, Santa Venera, separated in batches of 200.

7. Financing

This quotation is being co-financed through the European Union Funds from the Technical Assistance of the European Agricultural Funds for Rural Development (EAFRD) 2014-2020.

8. Method of Payment

Payment will be affected within 60 days following the issuing of a valid invoice, certified correct by the Managing Authority and can be made directly by the ARPA to the Contractor unless otherwise notified.

9. 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.

10. 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.

11. 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

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

ANNEX II: Financial Bid

	ITEM	Price Per Leaflet (Excl. VAT)	No. of Units	Total Amount (Excl. VAT)
1	Design and print of 4 different A4 two gate or three gate leaflets		3200	
VAT				
Total Incl. VAT				

Supplier's Rubber Stamp (If available):

Signature: _____

Name and Surname: _____