



MINISTRY FOR EUROPEAN AFFAIRS AND EQUALITY
PARLIAMENTARY SECRETARY
FOR EUROPEAN FUNDS AND SOCIAL DIALOGUE



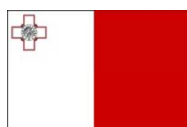
REQUEST FOR QUOTATIONS

MEAE/FPD/013/2017

Request for Quotations for the Supply of Promotional items For the Managing Authority for the European agricultural fund for rural development (2014 – 2020)

14th July 2017

Published on the Government Gazette on 14th July 2017



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***

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Terms of Reference

1. Scope of Services

This Request for Quotations, which is being issued by The Managing Authority (MA) for the European Agricultural Fund for Rural Development (EAFRD), within the Funds & Programmes Division is for the supply of Promotional Items.

The expenditure will be co-financed by the European Union from the Technical Assistance of the EAFRD 2014-2020.

2. Procedure

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

This is global price contract for all items and is NOT divided into lots.

The MA shall determine the award of the RFQ based on the cheapest of the entire total price per unit and on the basis of the offer being compliant with the quotation specifications.

2.1. Timetable

Date of Publication of RFQ	Friday 14th July 2017
Deadline for request for any clarifications from the MA	Tuesday 18th July noon 2017
Last date on which clarifications are issued by the MA	Tuesday 18th July 2017
Deadline for submission of Quotations	Monday 24th July 2017 @ noon

2.2. Method of Submission of Quotations

2.2.1. Quotations may be submitted before the deadline of submission of Quotations as indicated in the Timetable (Section 2.1) through scanned signed copies of Annex I, and II sent on to the following email address

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 clarifications stated 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 and to have included 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 ninety (90) 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:

- Supply Promotional items according to requirements.
- Set co-financing logo banners on sample (Soft version) and on the actual final version

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. **Annex II**: Technical Offer Template and financial bid duly filled

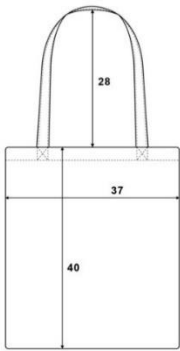
5. Requirements



The Managing Authority EAFRD requires the procurement of promotional items. All items must include the co-financing banner for the Rural Development Programme 2014-2020 which will be discussed with the MA and the designer. Having said this, the service provider hereby acknowledges that s/he will provide the MA with multiple proofs at no extra cost until an agreement on the design is reached. This request for quotations is not divided into lots and will be adjudicated on the cheapest total global price arrived at by adding the price per item listed in Annex II. The Supplier is to present to the Managing Authority a soft version of the end product with the co-financing banner on each and every item. The Managing Authority reserves the right to issue/request design modifications.

The Managing Authority will require 200 items for each of the following 4 items below which will need to satisfy all the necessary specifications. The bidder will need to provide all items listed below as a single lot.

Once the order is placed, all items will need to be delivered to the Managing Authority Building within 15 working days.

Specifications are as follows:

ITEMS	DETAILS/Specifications	Example
Tote Bags (Re-usable)	Ideally be made from recycled Fabric Must be reusable Measurements: Refer to example however the MA will accept a positive or negative variance of 25%. Must include co financing banner (as all other items)	<p style="text-align: center;">Tote Bag Size</p>  <p style="text-align: center; font-size: small;">All measurements in cm</p>

<p>Pocket umbrellas</p>	<p>As per example Must be able to withstand high winds Must include co financing banner on the umbrella and on the cover Colour of Cover and Umbrella should be Green</p>	
<p>Travel mug</p>	<ul style="list-style-type: none"> - Minimum 250 ml - Material: must be insulated - Must include co financing banner (as all other items) - logos must be engraved 	

6. Financing

This quotation is being co-financed together with the European Union under Technical Assistance of the European Agricultural Fund for Rural Development (EAFRD).

7. Method of Payment

Payments will be made within 90 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

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: Technical Offer Template and financial bid

ITEMS	DETAILS/Specifications	Comments	Quantity	Price PER ITEM (Excl VAT)	VAT	Price PER ITEM (Incl VAT)
Tote Bags (Re-usable)	Ideally be made from recycled Fabric Must be reusable Measurements: Refer to example however the MA will accept a positive or negative variance of 25%. Must include co financing banner (as all other items)		200			
Pocket umbrellas	As per example Must be able to withstand high winds					

	<p>Must include co financing banner on the Umbrella and on the cover</p> <p>Colour of Umbrella and Cover must be Green</p>		200			
Travel mug	<p>Minimum 250 ml</p> <p>Material: must be insulated</p> <p>Must include co financing banner (as all other items)</p> <p>Preferibaly logos are to be engraved</p>		200			

Please Insert the Total Global Price (Cost of each item added together) _____

Kindly note that delivery must be done within 15 working days from notification of award otherwise award will be withdrawn and the Managing Authority reserves the right to award the procurement to other bidders.

Bidder (Company's Name)

Contact Person's Name

Designation

Signature

Date