



REQUEST FOR QUOTATIONS **MEAIM/FPD/081/2017**

**Request for Quotations for the Supply of Built-in
Signature Stamps for the Managing Authority within
the Funds and Programmes Division for the European
Agricultural Fund for Rural Development
(2014 –2020)
(3)**

PUBLISHED IN GOVERNMENT
GAZETTE ON 30/05/2017

May 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*

**Request for Quotations for the Supply of Built-in Signature Stamps for the Managing Authority within the Funds and Programmes Division for the European Agricultural Fund for Rural Development
(2014 – 2020)
(3)**

Reference: MEAIM/FPD/081/2017

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 Built-in Signature Stamps.

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	Tuesday 30th May 2017
Deadline for requests by the suppliers for any clarifications from the MA	Friday 2nd June 2017
Deadline for clarifications issued by the MA	Wednesday 7th June 2017
Deadline for submission of Quotations	Friday 9th June 2017 NOON

2.2. Method of Submission of Quotations

- 2.2.1. Signed and Scanned Quotations including Annex I and II 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.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 clarifications as stipulated in Section 2.1, specifying the reference and RFQ title, to e-mail address: 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 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 sixty (60) 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. The Managing Authority will upload a notice in this regard on its website www.eufunds.gov.mt and will also issue an advert on the Government Gazette.

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.
- 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 specifications.
- 2.4.7. Notification of Award shall be sent via email and published on the MA's noticeboard.
- 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:

- Provide the Managing Authority with built-in signature stamps.

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. **Annex I:** Details of Bidder;
- b. **Annex II:** Technical Offer Template and Financial Bid duly filled;

5. Requirements

The Managing Authority EAFRD requires the procurement of built in signature stamps.

Specifications are as follows:

ITEMS	DETAILS/SPECIFICATIONS	EXAMPLE
Built in Signature Stamp	Rectangular Base Built-in Ink Colour of Ink : Black Dimensions : Range of attached inking pad is to be : Width – 60mm and 90mm Height – 30mm and 45mm	

Following the awarding of the RFQ, the winning bidder is to present to the Managing Authority a **soft copy of the text that will feature on the rubber stamp prior to printing**. The Managing Authority will have to approve such text and reserves the right to issue design modifications.

Please note that the **Delivery of items** to our offices in Sta. Venera must be included in the price.

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) 2014-2020.

7. Method of Payment

Payment will be affected following the issuing of a valid invoice, certified correct by the Managing Authority. A separate invoice needs to be issued for each order.

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

(to be filled-in by interested service providers)

I. DETAILS OF BIDDER SUBMITTING QUOTE

Name of Person Submitting the Bid	
Company Postal Address	
E-mail Address	
Company Telephone Number	
Company/Bidder VAT Registration Number	
 	
Contact Person's Name and Surname	
Position of Contact Person within the Company	
Contact Person's Mobile Number	
I.D. Card Number	
Date	

ANNEX II: Technical Offer Template and Financial Bid

ITEMS	DETAILS / SPECIFICATIONS	QUANTITY	Price per UNIQUE ITEM (excl. VAT)	V.A.T.	Price per UNIQUE ITEM (incl. VAT)
Built-in Signature Stamp	Rectangular Base 5 Liner Built-in Ink Reserve Colour of Ink : Black Dimensions : Range of attached inking pad is to be : Width – 60mm and 90mm Height – 30mm and 45mm	Minimum 2			
Built-in Signature Stamp	Rectangular Base 2 Liner Built-in Ink Reserve Colour of Ink : Black Dimensions : Range of attached inking pad is to be : Width – 60mm and 90mm Height – 30mm and 45mm	Minimum 3			
<u>TOTAL</u>					

Kindly note that delivery to our offices in Sta. Venera must be done within 5 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