



EU funds  
for Malta | 2014  
2020

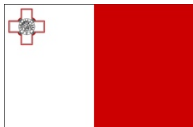


MINISTRY FOR EUROPEAN AFFAIRS AND EQUALITY  
PARLIAMENTARY SECRETARY  
FOR EUROPEAN FUNDS AND SOCIAL DIALOGUE

## REQUEST FOR QUOTATIONS

**MEAE/FPD/043/2017**

### Request for Quotations for the Design and Printing of A4 Three Gate Leaflet For the Managing Authority for the European Agricultural Fund for Rural Development for Malta 2014 – 2020



#### 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 Three gate leaflet for the Managing Authority for the European Agricultural Fund for Rural Development for Malta 2014 – 2020

Reference: MEAE/FPD/043/2017

## 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 A4 three gate 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	<b>Monday 13<sup>th</sup> November 2017</b>
Deadline for request for any clarifications from the MA	<b>Monday 20<sup>th</sup> November 2017, noon</b>
Last date on which clarifications are issued by the MA	<b>Wednesday 22<sup>nd</sup> November 2017, end of business</b>
Deadline for submission of Quotations	<b>Friday 24<sup>th</sup> November 2017, end of business</b>

#### 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](mailto: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](mailto: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](http://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 this leaflet, the MA aims to reach various stakeholders by providing information on each measure.

The Supplier is required to:

- Design and print one A4 three-gate leaflet;
- Provide a printed sample copy of the leaflet as directed in Section 6;
- Print ten thousand (10,000) copies, in colour, of the final version of the leaflet.
- Pack in separate batches of 100 leaflets (**folded**). On each batch, attach one leaflet.
- Deliver to every Local Council (**Annex III**) (Malta and Gozo) and the Managing Authority in Santa Venera. The chosen company will be notified of the amounts to be delivered at each Local Council.

The MA reserves the possibility to order re-prints in batches of the desired amounts.

### 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 one full colour, back-to-back, three gate leaflet to promote some of the measures of the Rural Development Programme 2014 – 2020. The service provider shall be required to design and eventually print this leaflet. The text, in Maltese, and photographs will be provided by the Managing Authority, however, the service provider may be required to provide general images related to agriculture and rural development. The MA may request that pictures of local agricultural landscape is provided by the publisher.

The service provider shall provide a draft copy of the leaflet in electronic format and the Managing Authority reserves the right to request as many changes as deemed fit. The service provider shall then provide a printed sample of the final draft. The Managing Authority may request additional changes following the review of the printed final draft. Following the final approval by the Managing Authority, the supplier shall provide ten thousand (10,000) copies of the final version of the 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. The RFQ will be valid for up to 1 year 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.

## 6. Service Requirements

### 6.1. Leaflet Requirements

Type	Requirements
Material	Paper, gloss, 170 GSM
Size	A4 size, which folds into three gates
Colour	Full-Colour, back to back
Amount	Ten thousand (10,000) copies with the option to procure additional units, should they be required at a further stage.
Photographs	Photographs will be provided by the Managing Authority, however, service provider may be required to provide general images related to agriculture and rural development. The MA may request that pictures of local agricultural landscapes are provided by the publisher.
Delivery	Delivery of items must be made within 6 weeks from confirmation. The same timeframe shall hold for any subsequent re-prints. Delivery of leaflets is to be made to Local Councils (Malta and Gozo) and at the Managing Authority, Santa Venera.

## 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.

## 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**

<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: Financial Bid**

	<b>ITEM</b>	<b>Price Per Leaflet (Excl. VAT)</b>	<b>No. of Units</b>	<b>Total Amount (Excl. VAT)</b>
<b>1</b>	Design and print of A4 three gate leaflets		<b>10,000</b>	
<b>VAT</b>				
<b>Total Incl. VAT</b>				

**Supplier's Rubber Stamp (If available):**

**Signature:** \_\_\_\_\_

**Name and Surname:** \_\_\_\_\_



### ANNEX III: Malta and Gozo Local Council Addresses

<b>Nru</b>	<b>LC Name</b>	<b>LC Address</b>
1	Il-Belt Valletta (Città Umilissima)	31 Triq Nofs in-Nhar, Il-Belt Valletta VLT 1100
2	L-Imdina (Città Notabile)	Corte Capitanale, Misraħ il-Kunsill, L-Imdina MDN 1050
3	Il-Birgu (Città Vittoriosa)	Auberge de France, Triq Hilda Tabone, Il-Birgu BRG 1252
4	L-Isla (Città Invicta)	2 Triq San Ġużepp, L-Isla ISL 1229
5	Bormla (Città Cospicua)	The Rest, 2a Misraħ Santa Margerita, Bormla BML 1202
6	Ħal Qormi (Città Pinto)	392 Triq il-Vitorja, Ħal Qormi QRM 2507
7	Ħaż-Żebbuġ (Città Rohan)	94 Triq Frans Sammut, Ħaż-Żebbuġ ZBG 1905
8	Ħaż-Żabbar (Città Hompesch)	Ċentru Ċiviku, Triq iċ-Ċawsli, Ħaż-Żabbar ZBR 1322
9	Is-Siġġiewi (Città Ferdinand)	18 Pjazza San Nikola, Is-Siġġiewi SGW 1073
10	Iż-Żejtun (Città Beland)	28 Triq Sant'Anġlu, Iż-Żejtun ZTN 1369
11	Ir-Rabat (Città Victoria)	Banca Giuratale, Pjazza l-Indipendenza, Ir-Rabat VCT 1020 Għawdex
12	Ħ'Attard	6 Triq il-Kbira, Ħ'Attard ATD 1021
13	Ħal Balzan	7/9 Triq Dun Spir Sammut, Ħal Balzan BZN 1020
14	Birkirkara	Ċentru Ċiviku, It-Tieni Sular, 30 Triq Tumas Fenech, Birkirkara BKR 2527
15	Birżebbuġa	Dar Birżebbuġa, Triq Santa Marija, Birżebbuġa BBG 1651
16	Ħad-Dingli	Ċentru tal-Komunità, 13 Daħla tas-Sienja, Ħad-Dingli DGL 1880
17	Il-Fgura	Dar il-Kunsill, 68 Triq il-Karmnu, Il-Fgura FGR 2104
18	Floriana	15 Pjazza Emanuel S. Tonna, Floriana FRN 1483
19	Il-Fontana	Ċentru Ċiviku, Triq Ta' Mulejja, Il-Fontana FNT 1110, Għawdex
20	Il-Gudja	88 Triq Raymond Caruana, Il-Gudja GDJ 1010
21	Il-Gżira	283/1 Rue d'Argens, Il-Gżira GZR 1364
22	Għajnsielem	Triq J. F. de Chambray, Għajnsielem GSM 1051, Għawdex
23	L-Għarb	Triq il-Viżitazzjoni, L-Għarb GRB 1044, Għawdex
24	Ħal Għargħur	32 Triq San Nikola, Ħal Għargħur GHR 1162
25	L-Għasri	6 Triq Dun Karm Caruana, L-Għasri GSR 1021, Għawdex
26	Ħal Għaxaq	15 Vjal il-Labour, Ħal Għaxaq GXQ 1831
27	Il-Ħamrun	Triq id-Duka ta' Edinburgh, Il-Ħamrun HMR 2063
28	L-Iklin	Three Villages, 11 Trejjet ir-Rumanzieri, L-Iklin IKL 1320
29	Il-Kalkara	1/2 Binja tas-Salvatur, Triq Luigi Pisani, Il-Kalkara KKR 1330
30	Ta' Kerċem	Ċentru Ċiviku Ta' Kerċem, Pjazza Orvieto, Ta' Kerċem KCM 1360, Għawdex
31	Ħal Kirkop	31 Triq San Benedittu, Ħal Kirkop KKP 1243
32	Ħal Lija	27 Triq Robert Mifsud Bonnici, Ħal Lija LJA 1403
33	Ħal Luqa	Ċentru Ċiviku, 173 Triq il-Ġdida, Ħal Luqa LQA 1558
34	Il-Marsa	Triq San Tumas, Il-Marsa MRS 2234
35	Marsaskala	226 Triq is-Salini, Marsaskala MSK 3012
36	Marsaxlokk	2 Triq Vittorio Cassar, Marsaxlokk MXK 1051
37	Il-Mellieħa	126 Triq il-Miħħna l-Ġdida, Il-Mellieħa MLH 1107
38	L-Imġarr	22 Triq Sir Harry Luke, L-Imġarr MGR 1501
39	Il-Mosta	Ċentru Ċiviku, Triq il-Kostituzzjoni, Il-Mosta MST 9059

40	L-Imqabba	29 Triq il-Parroċċa, L-Imqabba MQB 1512
41	L-Imsida	Misraħ tal-Menqa, L-Imsida MSD 9090
42	Il-Munxar	45 Triq Profs. Ġuzè Aquilina, Il-Munxar MXR 1012, Għawdex
43	In-Nadur	Triq it-Tramuntana, In-Nadur NDR 1222, Għawdex
44	In-Naxxar	Ċentru Ċiviku, 18 Vjal il-21 ta' Settembru, In-Naxxar NXR 1018
45	Paola	Casal Paola, Ġnien Pawlu Boffa, Triq il-Knisja, Paola PLA 1075
46	Pembroke	3 Triq Alamein, Pembroke PBK 1776
47	Tal-Pietà	Il-Pelikan, 11 Triq K. Mifsud, Tal-Pietà PTA 1550
48	Il-Qala	Ċentru Ċiviku Qala, Triq l-Isqof Mikiel Buttigieg, Il-Qala QLA 1040, Għawdex
49	Il-Qrendi	7 Triq il-Knisja, Il-Qrendi QRD 1103
50	Ir-Rabat	8 Triq l-Isptar, Ir-Rabat RBT 1043
51	Ħal Safi	Dar il-Kunsill, 40 Triq l-Iskola, Ħal Safi SFI 1404
52	San Ġiljan	Triq Forrest, San Ġiljan STJ 2033
53	San Ġwann	55 Triq R. Caruana Dingli, San Ġwann SGN 1033
54	San Lawrenz	22A Triq id-Duluri, San Lawrenz SLZ 1261, Għawdex
55	San Pawl il-Baħar	Triq San Pawl, San Pawl il-Baħar SPB 3411
56	Ta' Sannat	Triq Ta' Sannat, Ta' Sannat SNT 9020, Għawdex
57	Santa Luċija	5/6 Binja tal-Faqqani, Trejjet il-Ġirasol, Santa Luċija SLC 1050
58	Santa Venera	Triq il-Kbira San Ġużepp, Santa Venera SVR 1013
59	Tas-Sliema	Triq Depiro, Beneath Government School, Tas-Sliema SLM 2037
60	Is-Swieqi	Kunsill Lokali Swieqi, Triq G. Bessiera, L-Ibraġġ, Is-Swieqi SWQ 2261
61	Ta' Xbiex	Highrise Buildings, 14 Triq l-Imradd, Ta' Xbiex XBX 1150
62	Ħal Tarxien	73 Triq Santa Marija, Ħal Tarxien TXN 1704
63	Ix-Xagħra	Vjal it-8 ta' Settembru, Ix-Xagħra XRA 9021, Għawdex
64	Ix-Xewkija	2 Triq it-Torri Tingi, Ix-Xewkija XWK 2231, Għawdex
65	Ix-Xgħajra	Delle Grazie Battery, Triq Dwardu Ellul, Ix-Xgħajra XJR 1360
66	Iż-Żebbuġ	Triq il-Knisja, Iż-Żebbuġ ZBB 1200, Għawdex
67	Iż-Żurrieq	Ċentru tal-Komunità Joe Cassar, 4 Triq Pietru Pawl Saydon, Iż-Żurrieq ZRQ 1030
68	L-Imtarfa	Town Centre, Triq ir-Regimenti Maltin, L-Imtarfa MTF 1540