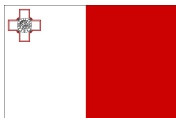


REQUEST FOR QUOTATIONS

Specifications: To develop a coloured three gate leaflet

Closing Date: noon, 12th September 2014

General Programme Solidarity & Management of Migration Flows



Procurement financed by the European Union

External Borders Fund (EBF); European Return Fund (RF); European Refugee Fund (ERF); European Fund for the Integration of Third Country Nationals (IF)



Co-financing rate: 100% EU Funds Technical Assistance

Sustainable Management of Migration Flows

Section 1: Specifications

1.0 General Background

The Funds & Programmes Division within the Ministry for European Affairs and Implementation of the Electoral Manifesto (MEAIM) as the Responsible Authority for the General Programme Solidarity & Management of Migration Flows is requesting quotations for the design and provision of a coloured three gate leaflet.

The expenditure will be financed by the European Union from the Technical Assistance of the four Funds under the General Programme Solidarity & Management of Migration Flows (External Borders Fund [EBF]; European Return Fund [RF]; European Refugee Fund [ERF] and the European Fund for the Integration of Third-Country Nationals [IF]).

The selection of the successful bidder will take place in line with the Public Procurement Regulations (LN 296 of 2010).

2.0 Specifications

The Funds & Programmes Division requires the design and provision of a coloured three gate leaflet. Text that would need to be printed on the item listed hereunder will be supplied by the Funds and Programmes Division to the winning bidder while images have to be provided by the Service Provider.

Product	Specifications	Quantity
Design and provision of a coloured three gate leaflet	Design and Print in Full Colour (back to back) Size: A4 Paper Type: 250GSM Images to be provided by the service provider. Text to be provided by the Responsible Authority	2000

3.0 Submission and Contact Details

Interested service providers are to fill-in and submit Section 2 of the specifications in order to provide a complete quotation for the design, printing and actual delivery of the item.

All prices must quote VAT separately and in full, which must not be added to the price or shown as a percentage. An invoice will be required after the delivery of the items for payment to be affected.

Clarifications and further information are to be sought through the contact details mentioned hereunder by *Thursday 11th September, 2014*. Any clarifications received after this deadline will not be considered.

Quotations are to be submitted by Friday 12th September, 2014 at noon by email to the following contact details:

Name: Diandra Pace
Tel: +356 22001113
Email: fpd.meaim@gov.mt

Once approval for the procurement of the item is issued, discussions on the design of the item need to commence within two days from the said approval. The item is to be then delivered to the Funds and Programmes Division, Triq il-Kukkanja, Santa Venera, within 2 weeks from the day when the artwork is approved by the Responsible Authority.

Section 2: To be filled in by interested service providers

Quotation date: _____

Suppliers/Contractor's details

Company's Name:	
Contact Person's Name and Surname:	
Company's Address:	
Telephone Number:	
Mobile Number:	
Fax Number:	
E-mail address:	

Three Gate Leaflet Specifications

Product	Specifications	Quantity	Specify if requirement can be met YES/NO	Price per item exc. VAT	Total Price exc. VAT
Design and provision of a coloured three gate leaflet	Design and Print in Full Colour (back to back) Size: A4 Paper Type: 250GSM Images to be provided by the service provider. Text to be provided by the Responsible Authority	2000			

Price of three gate leaflet (in Euro) as per above requirements and specifications:

Net:		€
Any discount: (specify rate)	____%	€
Vat (specify rate):	____%	€
Total:		€

Company Rubber Stamp:

Signature: _____ **Name and Surname:** _____