



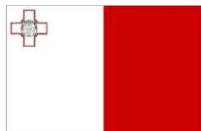
OFFICE OF THE DEPUTY PRIME MINISTER
MINISTRY FOR EUROPEAN AFFAIRS

PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS

REQUEST FOR QUOTATIONS: MEAIM/FPD/097/2016

**Specifications:
Provision of Diaries together with artwork for the Year 2017**

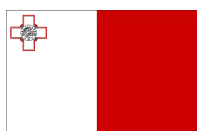
Closing Date: Friday 28th October, 2016



Asylum, Migration and Integration Fund and Internal Security Fund
(2014-2020)

Co-financing rate: 100% EU Funds – Technical Assistance

Sustainable Management of Migration Flows and Internal Security



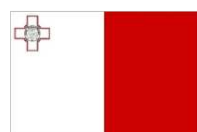
Maritime and Fisheries Operational Programme 2014-2020

Part-financed by the European Union

European Maritime Fisheries Fund (EMFF)

Co-financing rate: 75% EU Funds; 25% National Funds

Investing in sustainable fisheries and aquaculture



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***



Section 1: Specifications

1.0 General Background

The Funds & Programmes Division within the Parliamentary Secretariat for the E.U. Presidency 2017 and E.U. Funds, Ministry for European Affairs and Implementation of the Electoral Manifesto as the Responsible Authority for the Asylum, Migration and Integration Fund and Internal Security Fund, and as the Managing Authority of the European Agricultural Fund for Rural Development and of the European Maritime Fisheries Fund is requesting quotations for provision of diaries together with artwork for the Year 2017.

The expenditure will be financed by the European Union from the Technical Assistance of the four Funds as mentioned above.

The selection of the successful bidder will take place in line with the Public Procurement Regulations (LN 296 of 2010) and the cheapest technically compliant will be awarded the bid.

2.0 Specifications

The Funds & Programmes Division is requesting quotations for the procurement of diaries for the year 2017 to be distributed to the staff of the Responsible Authority, Managing Authorities and other stakeholders. The service provider should submit together with the quotation, **pictures of the sample item**. The logos that are to be printed on the diaries are provided in section 3 of this request for quotations.

Product	Specifications	Quantity
Provision of diaries	<p>Size: A5</p> <p>Cover: Padded</p> <p>Material must be suitable for thermal blind blocking</p> <p>Colourful design. The design of the diary should involve at least two colours.</p> <p>Year '2017' debossed on the cover page – top right corner – refer to Section 3.</p> <p>Branding debossed on both front and back cover as per Section 3 Image 1a, b and c and Image 2a, b and c.</p> <p>Inside pages – Day per page diaries for the year 2017</p> <p>Binding: sewn</p>	<p>300 diaries, up to 3 colour assortments of which:</p> <p>100 diaries having the RA logo for AMIF and ISF</p> <p>100 diaries having the MA logo for EMFF</p> <p>100 diaries having the MA logo for EAFRD</p> <p>It should be pointed out that additional quantities may be ordered as required by the contracting authority.</p>

	<p>Content must be relevant to the Maltese calendar – public and national holidays marked on the diary page.</p> <p>A full page containing the mission, vision and values statement – text will be provided by FPD</p>	
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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. Three invoices (one for each section) 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 Tuesday 25th October, 2016. Any clarifications received after this deadline will not be considered.

Signed and scanned quotations are to be submitted by Friday, 28th October, 2016 at noon by email to the following contact details:

Name: Anne Marie Curmi
Tel: +356 22001102
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 immediately. The item is to be then delivered to the Funds and Programmes Division, Triq il-Kukkanja, Santa Venera. The Contracting Authority may request multiple artworks prior to selecting the final version/s.

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:	

2017 Diaries Specifications

Product	Specifications	Quantity	Specify if requirement can be met YES/NO	Price per item exc. VAT	Total Price exc. VAT
Provision of diaries	<p>Size: A5</p> <p>Cover: Padded</p> <p>Material must be suitable for thermal blind blocking</p> <p>Colourful design. The design of the diary should involve at least two colours.</p> <p>Year '2017' debossed on the cover page – top right corner– refer to Section 3.</p> <p>Branding debossed on both front and back cover as per Section 3 Image 1a, b and c and Image 2a, b and c.</p> <p>Inside pages – Day per page diaries for the year 2017</p>	<p>300 diaries, up to 3 colour assortments of which:</p> <p>100 diaries having the RA logo for AMIF and ISF</p> <p>100 diaries having the MA logo for EMFF</p> <p>100 diaries having the MA logo for EAFRD</p> <p>It should be pointed out that additional quantities may be</p>			

	<p>Binding: sewn</p> <p>Content must be relevant to the Maltese calendar – public and national holidays marked on the diary page.</p> <p>A full page containing the mission, vision and values statement – text will be provided by FPD</p>	<p>ordered as required by the contracting authority.</p>			
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Price of 2017 Diaries (in Euro) as per above requirements and specifications:

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

Company Rubber Stamp:

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

SECTION 3:

Image 1a – AMIF / ISF




Image 1b - EMFF




Image 1c - EAFRD



Back – Image 2a – AMIF / ISF



Asylum, Migration and Integration Fund
Internal Security Fund
2014-2020
www.eufunds.gov.mt



Back – Image 2b - EMFF



Maritime and Fisheries Operational Programme 2014-2020
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European Maritime Fisheries Fund (EMFF)
Co-financing rate: 75% EU Funds; 25% National Funds
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Back – Image 2c - EAFRD



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