



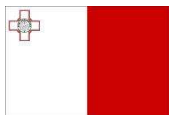
PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS

REQUEST FOR QUOTATIONS MEAIM/EAFRD/019/2015

**REQUEST FOR QUOTATIONS FOR THE DESIGN AND PRINTING OF
BUSINESS CARDS FOR THE MANAGING AUTHORITY FOR THE EUROPEAN
AGRICULTURAL FUND FOR RURAL DEVELOPMENT (2007 – 2013)**

October 2015

Rural Development Programme for Malta 2007 – 2013



Part-financed by the European Union
Technical Assistance
The European Agricultural Fund for Rural Development
Co-financing Rate:
75% European Union, 25% Government of Malta



Europe Investing in Rural Areas

Terms of Reference

1. Scope of Services

This Request for Quotations, which is being issued by The Managing Authority for the European Agricultural Fund for Rural Development (MA), within the Funds & Programmes Division, is for the design and printing of business cards for the Managing Authority staff and one generic business card for the MA.

The expenditure will be co-financed by the European Union from the Technical Assistance of the European Agricultural Funds for Rural Development (EAFRD) 2007-2013.

2. Procedure

This Request for Quotations is being issued in line with the Public Regulations 2010 (Legal Notice 296 of 2010).

This is unit price contract.

The MA shall determine the award of the RFQ on the basis of the lowest price offered compliant with the quotation specifications.

2.1. Timetable

Date of Publication of RFQ	30/11/2015
Deadline for request for any clarifications from the MA	06/11/2015
Deadline for submission of Quotations	12/11/2015 – 10:00am

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 1/Annex 2/Annex 3 and 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 stated 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 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:

- Design and print business cards for the Managing Authority staff and one generic business card.
- Provide samples in soft format
- Delivery of cards 9 calendar days after confirmation by email from the MA on awarding of bid.

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 Duly filled
- c. Bidder's financial offer as per; **Annex III**: Financial Bid

5. Requirements

The Managing Authority EAFRD requires the design and printing of business cards for its staff. The MA is also requesting an additional generic business card.

Ideas and possible designs for the logo and business cards shall be discussed with a representative of the Managing authority once the RFQ has been awarded. A sample in soft format is to be forwarded to the MA for approval before printing. Basic specifications are found below:

Item	Requirement
Business cards	Design and printing of five (5) different business cards for the managing authority staff. AND One (1) Generic MA Business Card
Quantity	5 x 400 each (Staff business cards) 1 x 1000 (Generic Business Card)
Size	85mm x 55mm
Printing	3col 2sides cmyk
Material	Paper 450gsm
Finishing	Trimmed to size

6. Financing

This quotation is being co-financed through the European Union from the Technical Assistance of the European Agricultural Funds for Rural Development (EAFRD).

7. Method of Payment

Payments will be made within 60 days of receipt of the invoice following certification by the MA. Bidder is to provide an invoice for payment by Wednesday 30th November.

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

Type	Requirements	Please specify if requirement can be met	Please add further comments/description (if any)
Business cards	Design and printing of five (5) different business cards for the managing authority staff. AND One (1) Generic MA Business Card	Yes/No	
Quantity	5 x 400 each (Staff business cards) 1 x 1000 (Generic Business Card)	Yes/No	
Size	85mm x 55mm	Yes/No	
Printing	3col 2sides cmyk	Yes/No	
Material	Paper 450gsm	Yes/No	
Finishing	Trimmed to size	Yes/No	

ANNEX III: FINANCIAL BID

Item Required	Price (Excl VAT)
Design and printing of business cards for the Managing Authority staff and one generic business card for the MA	
VAT	
Total incl. VAT	