



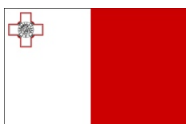
REQUEST FOR QUOTATIONS

MEAIM/FPD/069/2016

Request for Quotations for the Design and Publication of the National Rural Network Newsletter for the Managing Authority for the European Agricultural Fund for Rural Development (2014 – 2020)

SEPTEMBER 2016

**PUBLISHED IN GOVERNMENT
GAZETTE**



The Rural Development Programme for Malta 2014-2020
Part financed by the European Union
European Agricultural Fund for Rural Development (EAFRD)
Co-financing rate: 75% EU funds; 25% National Funds



Europe Investing in Rural Areas

Request for Quotations for the Design and Publication of the National Rural Network Newsletter for the Managing Authority for the European Agricultural Fund for Rural Development (2014 – 2020)

REF NO: MEAIM/FPD/069/2016

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 Design and Publication (no printing included) of the National Rural Network Newsletter of the Rural Development Programme 2014-2020

The expenditure will be co-financed by the European Union from the Technical Assistance of the EAFRD 2014-2020.

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	02/09/2016
Deadline for request for any clarifications from the MA	07/09/2016 - Noon
Last date on which clarifications are issued by the MA	09/09/2016
Deadline for submission of Quotations	14/09/2016 - Noon

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 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 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 thirty (30) 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 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 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. Furthermore, it also reserves the right to terminate the eventual contract at any time. Having said this, the supplier would be informed by email. 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 publish (no printing included) the National Rural Network Newsletter of the Rural Development Programme 2014-2020.

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 and financial bid Duly filled

5. Requirements

The Managing Authority EAFRD requires the design and publication (no printing included) of the National Rural Network Newsletter/s of the Rural Development Programme 2014-2020. The service provider shall design the NRN newsletter which will then be uploaded on the client's website. Text and photographs related to the articles will be provided by the client; however, the service provider may be asked to provide general images related to agriculture and rural development. Articles will be provided in English. It is to be noted that the MA is requesting a price per design and publication and the number of publications may arise to 8 (separate designs and publications).

Previous editions of the NRN newsletter, which can broadly be used as an indication of what output is expected (although the MA can request modifications) can be downloaded from the following link:
<http://eufunds.gov.mt/en/EU%20Funds%20Programmes/European%20Agricultural%20Fund/Pages/Newsletter/Newsletter.aspx>

The supplier shall provide draft a copy of the newsletter (in electronic format) and the client reserves the right to request any changes/modifications to any versions provided until it is satisfied with the final version before it is published at no extra cost. The final version shall be delivered in electronic format and a PDF document which can be sent as an attachment via email.

Although the main scope of this RFQ is to publish a newsletter, the MA reserves the right to request a similar exercise in other forms e.g. information leaflets in different formats). The word count, which will always be provided by the client, would still remain in the same region as that of the exemplar newsletters found in the link provided above.

The Managing Authority will upload this newsletter on its website and distribute it to its mailing list via email. No printing or distribution will be required by the supplier. However, the Managing Authority reserves the right to print copies of the newsletter, if and when required. The indicative minimum specifications of the above mentioned newsletter can be found in the table below.

Type	Requirement
Item	Design and Publication (no printing included) of the National Rural Network Newsletter (or other similar leaflets)
Delivery dates of final draft	To be discussed with the MA after notification of award
Indicative Number of pages per publication/newsletter	From 8 - 18 pages per newsletter
Indicative Size	A4
Indicative Page layout	Horizontal
Monochrome/colour	Colour
Maximum Number of publications	8

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 for each publication.

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 and financial bid

Type	Requirements	YES/NO	Price (PER PUBLICATION) (Exl. VAT)	VAT	Total Price (PER PUBLICATION) (Incl. VAT)
Item	Design and Publication (no printing included) of the National Rural Network Newsletter (or other similar leaflets)	Yes/No			
Delivery dates of final draft	To be discussed with MA	Yes/No			
Indicative Number of pages	8 – 18 pages	Yes/No			
Indicative Size	A4	Yes/No			
Indicative Page layout	Horizontal	Yes/No			
Monochrome/colour	Colour	Yes/No			
Potential Number of publications	8	Yes/No			

Signed: _____

Representing Company (if applicable): _____

Date: _____