

Closing Date: 21 May 2018

Notice: MEUSAC

Date Published: 17 May 2018

Ref No: MEUSAC-ESF/02/2018

MEUSAC-ESF/02/2018
REQUEST FOR QUOTATIONS
for the design and printing
of signage

Note:

Bidders are bound by their offers until at least 60 days after the deadline for submission



Operational Programme II - European Structural and Investment Funds 2014-2020
"Investing in human capital to create more opportunities and promote the well-being of society"

Project is part-financed by the European Social Fund
Co-financing rate: 80% European Union; 20% National Funds



1. Background

During the accession negotiations and since joining the EU, MEUSAC has been an integral part of the national consultative processes involving stakeholders, primarily social partners and civil society.

In this context, MEUSAC has obtained EU funds to implement a project aimed at increasing stakeholder engagement and the quality of social dialogue in Malta.

This project is part-financed by the European Social Fund; Operational Programme II - European Structural and Investment Funds 2014-2020 "*Investing in human capital to create more opportunities and promote the well-being of society*". *Co-financing: 80% European Union 20% National Funds.*

2. Services required

MEUSAC (hereafter referred to as the 'Contracting Authority') is seeking the services of a reputable firm to **supply, design, print and deliver one (1) roller banner and three (3) posters.**

The full specifications are found in section 4 below.

3. Timeframes

The timeframes for the completion of this Request for Quotations are:

Date Published	17 May 2018
Closing Date	21 May 2018 at 11.00 hrs CET
Deadline for request for any additional information from the Contracting Authority	17 May 2018 at 11.00 hrs CET
Last date on which additional information is issued by the Contracting Authority	17 May 2018 at 13.00 hrs CET
Deadline date for the delivery of the requested services	24 May 2018 at 16:00 hrs CET

4. Deliverables

The Contracting Authority will commission a reputable firm or individual to provide the following:

A. One (1) Roller Banner

- i. Supply of one (1) roller banner measuring 800mm wide by 2000mm high.
- ii. Design and artwork of an image consisting of logos and text on a coloured background. The co-financing text in relation to EU funding to be printed at the bottom of the roller banner, will be provided by the Contracting Authority.

- iii. Printing of the artwork on one side of the banner, in full colour, high resolution (not less than 300dpi).
- iv. Proof-reading of the text used on the roller banner.
- v. The external structure of the roller banner must be heavy duty and must be provided complete in a dust protector carrying bag for easy transportation.
- vi. Delivery of the finished product to the Contracting Authority's office at 280, Republic Street, Valletta.

B. Three (3) Posters

- i. Adaptation of the artwork used for the roller banner to an A3-size image.
- ii. Printing of the artwork, in high resolution (not less than 300dpi), full colour, on one side of each of three (3), A3-size posters using 300gsm paper.
- iii. The posters must be finished in varnish coating.
- iv. Proof-reading of the text used on the posters.
- v. Delivery of the finished product to the Contracting Authority's office at 280, Republic Street, Valletta.

The requested services must be delivered by May 24, 2018 at 16:00 CET.

5. Selection and Award Requirements

In order to be considered eligible for the award, bidders must provide a quotation for requested services (excluding VAT) by not later than the date indicated in paragraph 3.

6. Award Criteria

The contract will be awarded to the cheapest technically compliant quotation.

7. Cancellation of the Request for Quotations Procedure

In the event of the cancellation of a Request for Quotations procedure, bidders will be notified by the Contracting Authority.

Cancellation may occur where:

- The Request for Quotations procedure has been unsuccessful, namely where no quotations or no suitable quotations have been submitted;
- The economic or technical parameters of the project have been fundamentally altered;

- The exceptional circumstances or *force majeure* render normal performance of the project impossible;
- There have been irregularities in the procedure, in particular where these have prevented fair competition;
- All technically compliant quotations exceed the financial resources available.

In no circumstances will the Contracting 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 Contracting Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Contracting Authority to implement the project announced.

8. Formalities

Any information and/or clarifications are to be addressed to info.meusac@gov.mt.

Proposals are to be addressed to info.meusac@gov.mt and must be titled, 'REQUEST FOR QUOTATIONS for the provision of design and printing of signage' (MEUSAC-ESF/02/2018) by not later than 11.00 hrs CET of 21 May, 2018. Late submissions will not be considered.

9. Payment Schedule

The payments will be made, on presentation of a final invoice. Following payment, the successful bidder must submit a fiscal receipt within 15 days.

10. Gender Equality

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.

11. Data Protection

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 Contracting Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.