

## REQUEST FOR QUOTATIONS

**Provision of artwork and printing services**

<b>File Reference</b>	<b>EDIC-22-2019-SkolaSajf</b>
<b>Date Published</b>	9 May 2019
<b>Closing Date</b>	17 May 2019

*Note:*

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



## **1. Background**

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MEUSAC (the Malta-EU Steering and Action Committee) is an agency established by Legal Notice 154 of 2017 and in terms of the Public Administration Act (Cap. 497) to carry out functions related to consultation on European Union (EU) policy and legislation, EU-related information and assistance on EU funding programmes. Following its establishment as an agency, MEUSAC has assumed all functions and responsibilities in accordance with the decision taken by the government in 2008 to re-establish MEUSAC.

For the period 2018-2020, MEUSAC (the Malta-EU Steering and Action Committee) was designated as one of three Europe Direct Information Centres (EDIC) in Malta to provide services as EDIC Valletta.

## **2. Services required**

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MEUSAC (hereafter referred to as the 'Contracting Authority') is seeking the services of a reputable firm or individual to provide artwork and printing services for:

- a) Canvas Banner;
- b) Board Game, Flash Cards and Cardboard Boxes;
- c) Flash Cards and Cardboard Box.

## **3. Timeframes**

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

<b>Date Published</b>	9 May 2019
<b>Closing Date</b>	17 May 2019 at 10.00 hrs CET
<b>Deadline for request for any additional information from the Contracting Authority</b>	13 May 2019 at 10.00 hrs CET
<b>Last date on which additional information is issued by the Contracting Authority</b>	14 May 2019 at 10.00 hrs CET
<b>Delivery of services requested</b>	4 July 2019

#### **4. Deliverables**

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

##### **(a) Canvas banner**

- i. The adaptation of the artwork of an existing image, available in .pdf format (see Annex 5), to be printed on a five (5) metres by three (3) metres canvas banner.
- ii. The artwork must include logos which will be provided in vector format by the Contracting Authority.
- iii. The printing of the image in high-resolution (not less than 300 dpi), full colour, on one side of a canvas banner measuring five (5) metres by three (3) metres.
- iv. The edges of the banner must be neatly finished.
- v. The design and artwork of the banner must be discussed with and approved by the Contracting Authority before going to print.

##### **(b) Board Game**

- i. Adaptation of the artwork of the canvas banner to an A2-size image.
- ii. The printing of the image in high-resolution (not less than 300 dpi) on two (2), A2-size, 2mm cardboard pieces. These will be used as board games for children.
- iii. The board games shall be wrapped with 128gsm embossed texture art paper (colour to be discussed with the Contracting Authority). The final product needs to be able to be folded into four (4) and have round corners.
- iv. The printing in high resolution (not less than 300 dpi), in full colour of two (2) sets of sixty-eight (68) flash cards, of 300gsm thickness, measuring 15cm by 12cm with round corners, printed on matt plastic-coated paper.
- v. Adaptation of the artwork for printing the flash cards. The artwork will be provided by the Contracting Authority (see Annex 6).
- vi. The manufacturing and printing in high-resolution (not less than 300 dpi), full colour, in laminated gloss finish, of two (2) separate cardboard boxes, each measuring 30cm long and 23cm wide. Each cardboard box shall be designed with two (2) separate inner compartments to hold one (1) folded cardboard game and one (1) set of flash cards.

**(c) Flash Cards**

- i. Adaptation of the artwork of the 15cm by 12cm flash-cards to a 15cm by 20cm size.
- ii. The printing in high resolution (not less than 300 dpi), in full colour, of one (1) set of sixty-eight (68) flash cards, 300gsm thickness, measuring 15cm by 20cm with round corners, and finished in matt plastic-coated paper.
- iii. The production and printing in high-resolution (not less than 300 dpi) and full colour, laminated gloss, of a cardboard box, to house the flash cards.

**5. Selection and Award Requirements**

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In order to be considered eligible for the award of the contract, bidders must provide evidence that they meet or exceed certain minimum criteria described hereunder.

**(A) Eligibility Criteria**

- i) Details of Bidder (Annex 1)
- ii) Bidder's Declaration (Annex 2)

**(B) Financial Offer**

- i) A filled-in Financial Bid Form (Annex 4)

**6. Award Criteria**

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

## **7. Cancellation of the Request for Quotations Procedure**

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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**

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Any information and/or clarifications are to be addressed to [info.meusac@gov.mt](mailto:info.meusac@gov.mt).

Proposals are to be addressed to [info.meusac@gov.mt](mailto:info.meusac@gov.mt) and must be titled, '**Request for Quotations for the Provision of Artwork and Printing Services: EDIC-22-2019-SkolaSajf**' by not later than 10.00 hrs CET of 17 May 2019. Late submissions will not be considered.

All items shall be delivered to the Contracting Authority's premises at 280, Republic Street, Valletta by not later than 4 July 2019.

## **9. Payment Schedule**

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

**Annex 1  
Details of Bidder**

<b>Name of Company (where applicable)</b>	
<b>Name of Legal Representative of the Company / Bidder</b>	
<b>Postal Address</b>	
<b>E-mail Address</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>VAT Registration No.</b>	
<b>Signature</b>	
<b>I.D. Card Number</b>	
<b>Date</b>	

## Annex 2

### Bidder's Declaration

We have examined, and accept in full and in its entirety, the content of this Request for Quotations Dossier (including subsequent Clarifications Notes issued by the Contracting Authority) and we hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration or deviation shall lead to our offer not being considered any further. We also declare that neither the company submitting the bid nor any subcontractors (if applicable) fall under any of the exclusion grounds or are blacklisted under any offence listed under Part VI of the Public Procurement Regulations.

It is hereby declared that all employees engaged on this contract shall enjoy working conditions such as wages, salaries, vacation and sick leave, maternity and parental leave as provided for in the relative Employment Legislation. Furthermore, we shall comply with Chapter 424 of the Laws of Malta (Occupational Health and Safety Authority Act) as well as any other national legislation, regulations, standards and/or codes of practice or any amendment thereto in effect during the execution of the contract. In the event that it is proved otherwise during the execution of the contract it is hereby being consented that the contract is terminated with immediate effect and that no claim for damages or compensation be raised by us.

Once the provision of this service is allocated we will provide all the deliverables in Section 4 of the Request for Quotations Dossier.

In carrying out the obligations in pursuance of this contract, we will 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.

Signature: .....

Name of Signatory: .....

I.D. Card Number: .....

Name of bidder/contractor: .....

Date: .....

**Annex 3**

**Declaration Form**

TO BE COMPLETED BY EACH INDIVIDUAL WHO IS  
EMPLOYED WITH THE PUBLIC ADMINISTRATION (WHERE APPLICABLE)

I, the undersigned, hereby declare that I do not have any Conflict of Interest as defined in the Public Administration Act, Chapter 497 of the Laws of Malta – First Schedule, Code of Ethics, Article 5.

I also declare that, I am not engaged in another project or in a position which may give rise to a possible private or personal interest sufficient to influence or appear to influence the objective exercise of my duties as public employee.

By making this declaration, I understand that as a public employee I shall avoid any financial or other interest or undertaking, which could directly or indirectly compromise the performance of my duties as public employee.

I am fully aware that the onus to disclose any possible conflict of interest lies solely on me and I shall be responsible to disclose any foreseen conflict of interest to my seniors/head of organisation within one week from when the need arises as well as inform the Contractor accordingly.

Furthermore, I confirm that I shall also abide by the provisions laid down in Article 21 – Ethics Clauses of the General Rules Governing Tendering.

Name: .....

Signature: .....

Date: .....

**Annex 4  
Financial Offer/Bid**

**N.B. - Three decimal points do not exist as currency; therefore such offers cannot be accepted. Offers are to be submitted up to two decimal points.**

**Global price for this bid as outlined in this document:**

Description	Price inclusive of all taxes but excluding VAT  Total amount in Euro (€)
Provision of artwork and printing services	€.....  <b>Total amount in words:</b>  .....  .....

**Breakdown of costs for this bid as outlined in this document:**

Description	Prices inclusive of all taxes but excluding VAT  Amounts in Euro (€)
<b>Breakdown of costs:</b> Canvas Banner	€.....
Board Game, Flash Cards and Cardboard Boxes	€.....
Flash Cards and Cardboard Box	€.....

Annex 5  
Canvas Banner



## Annex 6 Flash Cards

Question sheet 1/5

**1 NO POVERTY**

How can you tell that someone is living in poverty?

- The person doesn't have a smartphone
- The person is not able to fulfil their basic needs, including food, healthcare, education among others
- The person is not well dressed



**2 ZERO HUNGER**

Is enough food produced in the world to feed everyone?

- No, because I get hungry all the time
- Enough healthy food is produced, but not enough sweets and fizzy drinks
- There is enough food but not everyone can afford to buy food



**3 GOOD HEALTH**

What is the average life expectancy in the world?

- 50 years
- 60 years
- 70 years



**4 QUALITY EDUCATION**

Most of the children who do not go to school live on which continent?

- Europe
- Asia
- America
- Africa



**5 GENDER EQUALITY**

Only one country in the world has more women than men in parliament in 2017. Which country is it?

- The United Kingdom
- Norway
- France
- Rwanda
- Peru



**6 CLEAN WATER AND SANITATION**

How can you use less water?

- There's no shortage of water where I live, I can use as much as I like
- By taking a shower rather than a bath
- By drinking sweetened fizzy drinks instead of water



**7 RENEWABLE ENERGY**

Spot the wrong answer. Clean energy can be produced with...

- Coal
- Sun
- Wind
- Waves



**8 DECENT WORK AND ECONOMIC GROWTH**

Should women be paid the same as men if they have the same job?

- Yes, men and women have the same rights
- No, men should be paid more because they are stronger



**9 INDUSTRY, INNOVATION AND INFRASTRUCTURE**

What is a sustainable factory?

- A factory that has been built long ago and is still functioning
- A factory that produces toxic waste
- A factory that causes no damage to the environment



Question sheet 1/5

**10 REDUCED INEQUALITIES**

What is the best way to fight poverty?

- Do nothing and ignore the problem
- Share the wealth produced in the world
- Prevent foreigners from entering your country



**11 SUSTAINABLE CITIES AND COMMUNITIES**

How many people in developing countries live in slums?

- 30%
- 55%
- 80%



**12 RESPONSIBLE CONSUMPTION AND PRODUCTION**

Statement: there are plenty of fish in the sea.

- True, I can eat as many as I want!
- False. Overfishing, pollution and climate change are reducing the populations of fish in the oceans



**13 CLIMATE ACTION**

What is renewable energy?

- A brand of a energy drink
- Energy generated from natural resources—such as sunlight and wind
- A source of energy with a renewable subscription fee



**14 LIFE BELOW WATER**

Which of the following contributes to marine pollution...

- Litter on the beach
- Jellyfish and crabs
- Seaweed



**15 LIFE ON LAND**

We must protect our forests to fight climate change because :

- Forests are good places to play
- Trees produce oxygen
- We need wood for building houses



**16 PEACE, JUSTICE AND STRONG INSTITUTIONS**

Which of the following is a democracy?

- A country ruled by a dictator
- A country ruled by the people
- A country ruled only by men



**17 PARTNERSHIPS FOR THE GOALS**

A partnership is...

- When you are playing with a friend and you pretend to be parents
- When people and organisations support each other to achieve a common goal
- When two pupils eat at the same table every day



**SUSTAINABLE  
DEVELOPMENT  
GOALS**