

## CALL FOR QUOTATIONS

**Provision of artwork, printing and installation of signage**

<b>File Reference</b>	<b>EDIC-30-2019-SiTC-Signage</b>
<b>Date Published</b>	02 September 2019
<b>Closing Date</b>	09 September 2019

*Note:*

*Bidders are bound by their offers until at least 90 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 to supply and install pvc signage for a public event to be held on Friday, 27 September, 2019 at Freedom Square, Valletta.

The following services will be requested:

- a) Provision of artwork,
- b) Printing on pvc boards,
- c) Installation.

## **3. Timeframes**

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

<b>Date Published</b>	02 September, 2019
<b>Closing Date</b>	09 September, 2019 at 10.00 hrs CET
<b>Deadline for request for any additional information from the Contracting Authority</b>	04 September, 2019 at 10.00 hrs CET
<b>Last date on which additional information is issued by the Contracting Authority</b>	05 September, 2019 at 10.00 hrs CET
<b>Delivery of services requested</b>	27 September, 2019

#### **4. Deliverables**

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

##### **1) Artwork**

- a. The provision of artwork to be printed on pvc boards according to the following dimensions:
  - i. Horizontal artwork for four (4) signs measuring two hundred (200) cm by seventy-five (75) cm each.
  - ii. Vertical artwork for two (2) signs measuring three hundred and sixty (360) cm by thirty (30) cm each.

The artwork will consist of logos and titles as well as a design complementing the main canvas backdrop of the stand set-up. See image in Annex 5.

Logos and titles will be provided by the Contracting Authority.

- b. The selected service provider must follow the brand guidelines and instructions given by the Contracting Authority and seek final approval before printing the signage.

##### **2) Printing**

- a. The printing of the artwork on one side of the six (6) pvc boards according to the dimensions in Section 1a. However, two (2) of the horizontal boards shall be printed on both sides.
- b. Printing must be in full colour, high resolution (not less than 300dpi).

##### **3) Installation**

- a. The selected service provider will be expected to append the pvc boards and an existing three hundred (300) cm by two hundred (200) cm canvas backdrop (provided by the Contracting Authority) with cable ties to the truss structure (see image in Annex 5) as indicated by the Contracting Authority.
- b. Installation shall be carried out in the morning of the day of the event at a time indicated by the Contracting Authority.
- c. All charges for transportation and installation are to be borne exclusively by the selected bidder.

**An image of the set-up of the event can be found in Annex 5 of this CfQ.**

## **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 Call for Quotations Procedure**

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

Cancellation may occur where:

- The Call 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, '**Call for Quotations: EDIC-30-2019-SiTC-Signage**' by not later than 10.00 hrs CET of 09 September 2019. Late submissions will not be considered.

## **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 Bid Form**

**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:**

<b>Description</b>	<b>Price inclusive of all taxes but excluding VAT</b> <b>Amount in Euro (€)</b>
Supply and installation of pvc signage	€.....  <b>Amount in words:</b>  .....  .....

**Annex 5**

**Set-up – 27 September 2019**

