

## CALL FOR QUOTATIONS

**for the supply and delivery of items needed for a storybook launch**

<b>File Reference</b>	CfQ_JCI_MEUSAC-2020_Activity-Week_Storybook-Launch-Setup
<b>Date Published</b>	October 13, 2020
<b>Closing Date</b>	October 20, 2020

*Note:*

*Bidders are bound by their offers until at least 90 days after the deadline for submission*

## **1. Background**

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MEUSAC (Malta-EU Steering and Action Committee) is a government agency established by Legal Notice 154 of 2017 and in terms of the Public Administration Act (Cap. 595) to carry out functions related to consultation on European Union (EU) policy and legislation, the dissemination of EU-related information and assistance on EU funding programmes.

Between November 2 and 6, 2020 MEUSAC will be organising a week of activities to promote its services to different audiences and age groups. One of the main events will see the launch of a storybook for children, taking place at 10am on Tuesday, November 3, 2020. The event will be held at the MEUSAC main meeting room (4<sup>th</sup> floor) at 280, Republic Street, Valletta.

It is being envisaged that all material must be delivered by Friday, October 30, 2020. Republic Street is accessible daily for vehicles till 09.30 hrs CET.

## **2. Services required**

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The overall objective of this Call for Quotations is to supply and deliver one (1) carpet, one (1) pvc cut-out print and hiring of five (5) cube modular seats, to be used during a storybook launch for children.

The full specifications are found in Section 4 below.

## **3. Timeframes**

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

<b>Date Published</b>	October 13, 2020
<b>Closing Date</b>	October 20, 2020 at 10.00 hrs CET
<b>Deadline for request for any additional information from the Contracting Authority</b>	October 15, 2020 at 10.00 hrs CET
<b>Last date on which additional information is issued by the Contracting Authority</b>	October 16, 2020 at 10.00 hrs CET
<b>Delivery of services requested</b>	October 30, 2020

#### **4. Deliverables**

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MEUSAC (hereafter referred to as the 'Contracting Authority'), will commission a reputable service provider to supply and deliver the following:

##### **A. Modular Cubes**

- i. Hiring of five (5) cube modular seats for adults;
- ii. Each cube to have four (4) sides and top;
- iii. Five (5) different colours from the following – orange, green, blue, yellow, red, white;
- iv. Minimum dimensions: 40cm X 40cm X 40cm;
- v. All cubes must have same size and style.

##### **B. Carpet**

- i. One (1) carpet;
- ii. Dark green colour, similar to the shade of the grass;
- iii. Dimensions: 650cm X 300cm.

##### **C. Cut-out**

- i. One (1), graphic pvc stand with two (2) separate layers, each of 1cm thickness pvc;
- ii. Full colour;
- iii. Dimensions: 200cm height, 150cm width, 25cm depth;
- iv. Cut-out should be supported by a back strut;
- v. Artwork as per Annex 5 and attached file.

#### **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, by submitting the following Annexes:

##### **(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), including a clear breakdown of all items.

## **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:

- i. The Call for Quotations procedure has been unsuccessful, namely where no quotations or no suitable quotations have been submitted;
- ii. The economic or technical parameters of the project have been fundamentally altered;
- iii. The exceptional circumstances or *force majeure* render normal performance of the project impossible;
- iv. There have been irregularities in the procedure, in particular where these have prevented fair competition;
- v. 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: for supply and delivery of items needed for a storybook launch - CfQ\_JCI\_MEUSAC-2020\_Activity-Week\_Storybook-Launch-Setup**' by not later than 10.00 hrs CET of October 20, 2020. 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 Call 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 Call 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. Offers are to be submitted and will only be accepted up to two decimal points.**

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

Description	Price inclusive of all taxes but excluding VAT  Amount in Euro (€)
Supply and delivery of material for a storybook launch for children	€.....  Amount in words:  .....  .....

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

Description	Price inclusive of all taxes but excluding VAT  Amount in Euro (€)
Hiring of five (5) Cube Modular Seats	€.....
One (1) Carpet	€.....
One (1) Cut-out	€.....

Annex 5  
Artwork

