

CALL FOR QUOTATIONS

for the printing of a storybook for children

File Reference	CfQ_PU03-2020_EDIC_Storybook_Printing
Date Published	November 9, 2020
Closing Date	November 16, 2020

Note

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



Co-funded by
the European Union



1. Background

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. 595) to carry out functions related to consultation on European Union (EU) policy and legislation, EU-related information and assistance on EU funding programmes.

For the period 2018-2020, MEUSAC hosts and manages Europe Direct Valletta - an EU Information Centre, part-financed by the European Commission to provide EU citizens in Malta with information about the EU, referring them to specialised information services and signposting to other services and networks.

MEUSAC and Europe Direct Valletta have recently launched a storybook for 11 and 12-year-old children, titled, 'Mas-Sigra tal-Ballut', to explain the fundamental principles and values of the European Union to children.

2. Services required

MEUSAC (hereafter referred to as the 'Contracting Authority') is seeking a reputable service provider to print a storybook for children.

The full specifications are found in Section 4 below.

3. Timeframes

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

Date Published	November 9, 2020
Closing Date	November 16, 2020 at 10.00 hrs CET
Deadline for request for any additional information from the Contracting Authority	November 11, 2020 at 10.00 hrs CET
Last date on which additional information are issued by the Contracting Authority	November 12, 2020 at 10.00 hrs CET
Delivery of services requested	December 2, 2020

4. Deliverables

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

- a. Printing in full colour of 5,500 (five thousand, five hundred) copies of an 80-page storybook (including cover) for children.
- b. The size of the storybook is 160mm (W) by 240mm (H).
- c. The inside pages of the storybook shall be printed on 130gsm uncoated paper.
- d. The cover shall be printed on 300gsm matt laminated paper.
- e. The storybook shall be stapled in the middle with two staples.
- f. The storybook will be provided to the selected bidder in high-resolution, '.pdf' format ready for printing.
- g. The paper used for printing shall be of FSC type. The FSC logo is included in the copyright page.
- h. Bidders may view the digital version of the storybook at <https://meusac.gov.mt/wp-content/uploads/2020/11/Mas-Si%C4%A1ra-tal-Ballut.pdf>.
- i. The final product shall be delivered in two batches: to the Contracting Authority's premises at 280, Republic Street, Valletta and to the Education Department in Floriana by December 2, 2020. The exact amounts to be delivered to the two (2) locations will be specified by the Contracting Authority.

5. Selection and Award Requirements

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) Statement on Conditions of Employment (Annex 2)

(B) Financial Offer

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

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, '**Call for Quotations for the printing of a storybook for children (PU03-2020_EDIC_Storybook_Printing)**' by not later than 10.00 hrs CET of November 16, 2020. 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.

Annex 1
Details of Bidder

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

Annex 2
Statement on Conditions of Employment

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
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 (€)
Total cost for the printing of storybook	€..... Amount in words: