



REFERENCE NUMBER: MGOZ Q 2/2018

Quotation for the Printing and Delivery of Posters, Flyers and Booklets for the Carnival Festivities

Date Published: Tuesday, 9th January 2018

Quotation Opening: Tuesday, 16th January 2018 At 10:00am CET

Participation is free of charge

IMPORTANT

Clarifications shall be uploaded and will be available to view/download from <http://mgoz.gov.mt>

Ministry for Gozo

Tourism and Economic Development Directorate, St. Francis Square, Victoria, Gozo VCT 1335
Tel: 22100222 Email: procurement.mgoz@gov.mt

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# SECTION 1 - INSTRUCTIONS TO BIDDERS

## 1. General Instructions

- 1.1 In submitting a quotation, the bidder accepts in full and in its entirety, the content of this quotation document, including subsequent Clarifications issued by the Contracting Authority (CA), whatever his own corresponding conditions may be, which he hereby waives. Bidders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this quotation document. No account can be taken of any reservation in the quotation as regards the quotation document; any disagreement, contradiction, alteration or deviation shall lead to the quotation offer not being considered any further.
- 1.2 The subject of this quotation is the Printing and Delivery of Posters, Flyers and Booklets for the Carnival Festivities.
- 1.3 The place of acceptance of the supplies shall be as indicated in the Technical Specifications of this dossier or as may be directed by the Contracting Authority's representative. The items shall be delivered to Culture Office, Banca Giuratale, Victoria, Gozo within seven (7) working days of handing over the text and design by the directorate due to the urgent nature of this call. The INCOTERM<sup>2000</sup> applicable shall be **Delivery (Duty Paid)**.
- The contract shall be carried out in the following stages and timeframes:
- Provision of sample for proof reading within 2 working days from date of handing over of text and design by the Contracting Authority to the Contractor.
- Printing and delivery of posters, flyers and booklets to the Contracting Authority and Maltapost as directed, within five (5) working days from the submission of proof read samples by the Contracting Authority to the Contractor.
- 1.4 This is a lump sum supply contract.
- 1.5 This call for quotations is being issued under an open procedure.
- 1.6 The Contracting Authority for this quotation is the Tourism and Economic Development Directorate.

## 2. Timetable

|                                                                                                                                                                                                          | DATE                          | TIME*   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------|
| Clarification Meeting/Site Visit<br>(Refer to Clause 6.1)                                                                                                                                                | n/a                           | n/a     |
| Deadline for request for any additional information from the Contracting Authority<br><b>Clarifications to be sent via email on <a href="mailto:procurement.mgoz@gov.mt">procurement.mgoz@gov.mt</a></b> | 11 <sup>th</sup> January 2018 | Noon    |
| Last date on which additional information are issued by the Contracting Authority                                                                                                                        | 12 <sup>th</sup> January 2018 | Noon    |
| Deadline for submission of quotations<br>(unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering)                                                                    | 16 <sup>th</sup> January 2018 | 10:00am |

\* All times Central European Time (CET)

## 3. Lots

- 3.1 This tender is not divided into lots, and tenders must be for the whole of quantities indicated. Tenders will not be accepted for incomplete quantities.

## 4. Variant Solutions

- 4.1 No variant solutions will be accepted. Bidders must submit a quotation in accordance with the requirements of the quotation document.

## **5. Financing**

- 5.1 The project is financed from local budget funds.

## **6. Clarification Meeting/Site Visit**

- 6.1 No clarification meeting/site visit is planned.

## **7. Selection and Award Requirements**

- 7.1 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) No Bid Bond is required. <sup>(Note 1)</sup>
- (ii) Declare agreement, conformity and compliance with the General Rules Governing Tendering (included as part of the Bidder's Declaration). <sup>(Note 3)</sup>
- (iii) Declare agreement, conformity and compliance with the provisions of the Bidder's Declaration. <sup>(Note 3)</sup>
- (iv) Declare agreement, conformity and compliance with the provisions of the Statement on Conditions of Employment. <sup>(Note 2)</sup>
- (v) Data on Joint Venture/Consortium (if applicable) <sup>(Note 2)</sup>
- (vi) Power of Attorney (if applicable) <sup>(Note 2)</sup>

### **(B) Exclusion (including Blacklisting) and Selection Criteria - information to be submitted as per attached form.** <sup>(Note 2)</sup>

- (i) Declaration concerning exclusion grounds - Blacklisting and Exclusion Form
- (ii) Declaration concerning Selection Criteria - Not Applicable

### **(C) Technical Specifications**

- (i) Bidder's Technical Offer in response to specifications that the bidder will comply with all terms and conditions of the quotation <sup>(Note 3)</sup>
- (ii)

Samples as per Form marked 'Sample List' shall be submitted together with quotation document.

### **(D) Financial Offer**

- (i) A filled-in Financial Bid Form <sup>(Note 3)</sup>

#### **Notes to Clause 7.1:**

1. *Not applicable for departmental quotations.*
2. *Quotations will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five working days from notification. Rectification is free of charge.*
3. *No rectification shall be allowed. Only clarifications on the submitted information may be requested.*

## **8. Criteria for Award**

- 8.1 The sole award criterion will be the price. The contract will be awarded to the cheapest priced quotation satisfying the administrative and technical criteria.

## **9. Submission of Quotation**

The quotation must comprise the following duly completed document and sample inserted in a single, sealed envelope:

- (i) Statement on Conditions of Employment
- (ii) Blacklisting and Exclusion Form
- (iii) Bidders' Details
- (iv) Bidder's Declaration
- (v) Technical Offer
- (vi) Financial Offer
- (vii) Sample list

All quotations and samples must be received by date and time indicated in the timetable at Clause 2 and deposited in the tender box.

All packages must bear only:

- (i) the reference of the invitation to quotation concerned;
- (ii) the name of the bidder.

The quotations must be submitted in English and deposited in the tender box **before** the deadline. Late submissions will not be accepted. They must be submitted:

EITHER by recorded delivery (courier service) or hand delivered to:  
**Procurement Unit**  
**Corporate Services Directorate**  
**Ministry for Gozo**  
**St. Francis Square**  
**Victoria, Gozo**

Quotations submitted by any other means will not be considered.

No liability can be accepted for late delivery of quotations. Late quotations will be rejected and will not be evaluated.

Bidders may alter or withdraw their quotations by written notification prior to the above deadline. No quotation may be altered after the deadline for submission.

Any notification of alteration or withdrawal must be prepared, sealed, marked and submitted in the same manner as the quotation submission explained above, and the envelope must also be marked with "alteration" or "withdrawal".

Quotations will be opened in a public session on the date and time indicated in the timetable at Clause 2 at the Procurement Unit, Ministry for Gozo, St. Francis Square, Victoria, Gozo. A 'Summary of Quotations Received' will be drawn up and affixed on the Contracts notice board at the Ministry for Gozo and shall also be available to view on the Ministry's website, <http://mgoz.gov.mt/en/Pages/Procurement/Notice%20Board/Notice-Board.aspx>

Reductions or alterations to quotation prices made by bidders after submission will not be taken into consideration during the analysis and evaluation of the quotations.

The Contracting Authority reserves the right to accept or reject any quotation and/or to cancel the whole quotation procedure and reject all quotations. The Contracting Authority reserves the right to initiate a new invitation to quote.

In the event of a quotation procedure's cancellation, bidders will be notified by the Contracting Authority.

**In no circumstance 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 programme or project announced.**

## ***10. Data Protection and Freedom of Information***

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.

## ***11. Gender Equality***

In carrying out his/her obligations in pursuance of this contract, the tenderer 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. Tenderers are to ensure that these principles are manifest in the organigram of the company where the principles aforementioned, including the selection criteria for access to all jobs or posts, at all levels of the occupation hierarchy are amply proven. In this document words importing one gender shall also include the other gender.

## ***12. General***

In submitting this quotation, the bidder is declaring 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, s/he 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 there to in effect during the execution of the contract.

## SECTION 2 - EXTRACTS FROM THE PUBLIC PROCUREMENT REGULATIONS

### *Part IX of the Public Procurement Regulations*

#### Appeals from decisions taken after the closing date for the submissions of an offer

**270.** Where the estimated value of the public contract meets or exceeds five thousand euro (€5,000) any tenderer or candidate concerned, or any person, having or having had an interest or who has been harmed or risks being harmed by an alleged infringement or by any decision taken including a proposed award in obtaining a contract, a rejection of a tender or a cancellation of a call for tender after the lapse of the publication period, may file an appeal by means of an objection before the Public Contracts Review Board, which shall contain in a very clear manner the reasons for their complaints.

**271.** The objection shall be filed within ten (10) calendar days following the date on which the contracting authority or the authority responsible for the tendering process has by fax or other electronic means sent its proposed award decision or the rejection of a tender or the cancellation of the call for tenders after the lapse of the publication period.

**272.** The communication to each tenderer or candidate concerned of the proposed award or of the cancellation of the call for tenders shall be accompanied by a summary of the relevant reasons relating to the rejection of the tender as set out in regulation 242 or the reasons why the call for tenders is being cancelled after the lapse of the publication period, and by a precise statement of the exact standstill period.

**273.** The objection shall only be valid if accompanied by a deposit equivalent to 0.50 per cent of the estimated value set by the contracting authority of the whole tender or if the tender is divided into lots according to the estimated value of the tender set by the contracting authority for each lot submitted by the tenderer, provided that in no case shall the deposit be less than four hundred euro (€400) or more than fifty thousand euro (€50,000) which may be refunded as the Public Contracts Review Board may decide in its decision.

**274.** The Secretary of the Public Contracts Review Board shall immediately notify the Director, the Ministerial Procurement Unit and, or the contracting authority, as the case may be, that an objection had been filed with his authority thereby immediately suspending the award procedure.

**275.** The Department of Contracts, the Ministerial Procurement Unit or the contracting authority involved, as the case may be, shall be precluded from concluding the contract during the period of ten (10) calendar days allowed for the submission of appeals. The award process shall be completely suspended if an appeal is eventually submitted.

**276.** The procedure to be followed in submitting and determining appeals as well as the conditions under which such appeals may be filed shall be the following:

(a) any decision by the General Contracts Committee, the Ministerial Procurement Unit or the Special Contracts Committee or by the contracting authority, shall be made public by affixing it to the notice-board of the Department of Contracts, the Ministerial Procurement Unit or of the office of the contracting authority, as the case may be, or by uploading it on government's e-procurement platform prior to the award of the contract if the call for tenders is administered by the Department of Contracts;

(b) the appeal of the complainant shall also be affixed to the notice-board of the Public Contracts Review Board and shall be communicated by fax or by other electronic means to all participating tenderers;

(c) the contracting authority and any interested party may, within ten (10) calendar days from the day on which the appeal is affixed to the notice board of the Review Board and uploaded where

applicable on the government's e-procurement platform, file a written reply to the appeal. These replies shall also be affixed to the notice board of the Review Board and where applicable they shall also be uploaded on the government's eProcurement platform;

(d) the authority responsible for the tendering process shall within ten (10) days forward to the chairman of the Public Contracts Review Board all documentation pertaining to the call for tenders in question including files and tenders submitted;

(e) the secretary of the Review Board shall inform all the participants of the call for tenders, the Department of Contracts, the Ministerial Procurement Unit and the contracting authority of the date or dates, as the case may be, when the appeal will be heard;

(f) when the oral hearing is concluded, the Public Contracts Review Board, if it does not deliver the decision on the same day, shall reserve decision for the earliest possible date to be fixed for the purpose, but not later than six (6) weeks from the day of the oral hearing:

Provided that for serious and justified reasons expressed in writing by means of an order notified to all the parties, the Public Contracts Review Board may postpone the judgment for a later period;

(g) the secretary of the Review Board shall keep a record of the grounds of each adjournment and of everything done in each sitting;

(h) after evaluating all the evidence and after considering all submissions put forward by the parties, the Public Contracts Review Board shall decide whether to accede or reject the appeal or even cancel the call if it appears to it that this is best in the circumstances of the case.



## SECTION 3 - SPECIAL CONDITIONS

These conditions amplify and supplement, if necessary, the General Conditions governing the contract. Unless the Special Conditions provide otherwise, those General Conditions remain fully applicable. The numbering of the Articles of the Special Conditions is not consecutive but follows the numbering of the Articles of the General Conditions. Other Special Conditions should be indicated afterwards.

### *Article 2: Law Applicable*

- 2.1 The laws of Malta shall apply in all matters not covered by the provisions of the contract.
- 2.2 The language used shall be English.

### *Article 4: Communications*

Tourism and Economic Development Directorate  
Culture Office  
Ministry for Gozo  
St. Francis Square  
Victoria, Gozo

### *Article 7: Supply of Documents*

Further to the provisions of the General Conditions, the Contracting Authority will provide the awarded Contractor with the text and design for all the material to be supplied, as listed in the Financial Bid form. All artwork provided to the Contractor under this contract shall remain the absolute property of the Contracting Authority. Any formatting of the artwork obtained as part of the performance of the contract, shall be the absolute property of the Contracting Authority, which may use, publish, assign or transfer them as it deems fit, without geographical or other limitation, except where intellectual or industrial property rights already exist.

A draft of the booklets, flyers and posters are to be submitted by the Contractor to the Contracting Authority for final approval within two (2) working days from the from date of handing over of text and design by the Contracting Authority to the Contractor. The contractor may only proceed with the printing once an approval has been issued by the Contracting Authority. In the case that any amendments are requested by the Contracting Authority, the contractor must resubmit the draft bearing the necessary amendments for approval within one (1) working day from any such request.

### *Article 8: Assistance with Local Regulations*

As per General Conditions.

### *Article 9: The Contractor's Obligations*

- 9.6 As per General Conditions.

### *Article 10: Origin*

- 10.1 As per General Conditions.

### *Article 11: Performance Guarantee*

- 11.1 In the case that the value of the contract does not exceed €10,000, no performance guarantee is required.

**Article 12: Insurance**

12.1 Not applicable.

**Article 14: Contractor's Drawings/Diagrams**

14.1 A draft of the booklets, flyers and posters are to be submitted by the Contractor to the Contracting Authority for final approval within two (2) working days from the from date of handing over of text and design by the Contracting Authority to the Contractor. The contractor may only proceed with the printing once an approval has been issued by the Contracting Authority. In the case that any amendments are requested by the Contracting Authority, the contractor must resubmit the draft bearing the necessary amendments for approval within one (1) working day from any such request.

**Article 15: Tender Prices**

15.1 As per General Conditions.

**Article 16: Tax and Customs Arrangements**

16.1 As per General Conditions

**Article 17: Patents and Licences**

17.1 As per General Conditions

**Article 18: Commencement Order**

18.1 Contract shall commence from the date of the letter of acceptance or official order.

**Article 19: Period of Execution of Tasks**

19.1 The awarded bidder shall print and deliver items (1) A3 Posters, (2) Large Format Posters, (3) A4 Booklets to the Culture Office, Banca Giuratale, Victoria Gozo and item (4) Double Sided A5 Flyers to the Maltapost as per the following stages due to the urgent nature of this call:

Provision of sample for proof reading within 2 working days from date of handing over of text and design by the Contracting Authority to the Contractor.

Printing and delivery of posters, flyers and booklets to the Contracting Authority and Maltapost as directed, within five (5) working days from the submission of proof read samples by the Contracting Authority to the Contractor.

Following award of contract, the Contracting authority also reserves the right to seek the purchase of such items from other suppliers should the ordered supplies not be delivered in the agreed time scales, and the Contracting authority would not by doing so, be held liable for any damages. In such a case, any extra expenses incurred, further to the contract rates, shall be borne by the Contractor.

**Article 21: Delays in Execution**

21.1 A daily penalty of Fifty Euro (€50.00) shall be charged to the Contractor in the event of any failure to satisfactorily provide the requested supplies as stipulated in this Contract within any timeframes agreed in writing with the Contracting Authority. Moreover, the Contracting Authority reserves the right to engage other Contractors and any extra expenses incurred, further to the contract rates, shall be borne by the Contractor. The daily penalty shall be applied for a period of not more than fifteen (15) days.

**Article 22: Modification to the Contract**

- 22.1 Further to the General Conditions, the Contracting Authority reserves the right to vary the quantities specified and would not by doing so, be held liable for any damages. The price of the quantities procured under the modification will be calculated on a pro-rata basis according to the lump sum submitted by the awarded contractor

**Article 24: Quality of Supplies**

- 24.2 As per General Conditions.

**Article 25: Inspection and Testing**

- 25.2 Inspection shall take place upon delivery at the location in Gozo indicated in the Technical Specifications of this dossier, or as otherwise directed by the Contracting Authority. The supplies shall be checked for any defects/damages, and if any are found, the contractor is bound to replace the defective item/s within **three (3) working days** of the original delivery.

**Article 26: Methods of Payment**

- 26.1 Payments will be made in Euro.

Payments shall be authorised by the Contracting Authority, and paid by the Treasury Department.

- 26.3 As per General Conditions.

- 26.5 An Invoice must be issued by the Contractor for each delivery and respective payments will be processed following certification by the Contracting Authority.

**Article 28: Delayed Payments**

- 28.1 The Contracting Authority shall pay the contractor sums due within **60** days of the date on which an admissible payment is registered, in accordance with Article 26 of these Special Conditions. This period shall begin to run from the approval of these documents by the competent department referred to in Article 26.1 of these Special Conditions. These documents shall be approved either expressly or tacitly, in the absence of any written reaction in the 30 days following their receipt accompanied by the requisite documents.

- 28.2 Once the deadline laid down in Article 28.1 has expired, the Contractor may, within two (2) months of late payment, claim late-payment interest:
- a) meaning simple interest for late payment at a rate which is equal to the sum of the reference rate and at least eight percent (8%);
  - b) on the first day of the month in which the deadline expired.

The late-payment interest shall apply to the time which elapses between the date of the payment deadline (exclusive) and the date on which the Contracting Authority's account is debited (inclusive).

**Article 29: Delivery**

- 29.1 The Contractor shall bear all risks relating to the goods until provisional acceptance at destination. The supplies shall be packaged so as to prevent their damage or deterioration in transit to their destination.
- 29.2 As per General Conditions.
- 29.3 The packaging shall remain the property of the recipient subject to respect for the environment.
- 29.5/6 Each delivery made must be accompanied by a Delivery Note. An official invoice must also be presented for each separate delivery.

The quantities indicated in the Financial Bid Form are only an indicative quantity and can be decreased or increased according to the Contracting Authority's exigencies.

Delivery shall be affected within seven (7) working days of handing over the text and design by the directorate due to the urgent nature of this call.

Printing and delivery of posters, flyers and booklets to the Contracting Authority and Maltapost as directed, within five (5) working days from the submission of proof read samples by the Contracting Authority to the Contractor.

***Article 32: Warranty***

- 32.1 Not applicable.

***Article 33: After Sales Service***  
Not Applicable.

***Article 35: Breach of Contract***

- 35.3 Without prejudice to the Government's right to dissolve 'ipso jure' the contract in the case of infringement of any condition thereunder and apart from the deduction established for delay in delivery, any such infringement shall render the contractor, in each case, liable to a deduction by way of damages of 5 per cent of the value of the contract, unless the Government elects, with regard to each particular infringement, but not necessarily with regard to all infringements, to claim actual damages incurred.

***Article 41: Dispute Settlement by Litigation***

If no settlement is reached within 120 days of the start of the amicable dispute-settlement procedure, each Party may seek:

- (a) either a ruling from a national court, or
- (b) an arbitration ruling, in the case where the parties i.e. the contracting Authority and the Contractor, by agreement decide to refer the matter to arbitration.

## SECTION 4 - TECHNICAL SPECIFICATIONS (Note 3)

Note: Where in this tender document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.

This Call for Quotation is for the Printing and Delivery of :

### (1) A3 Posters

|    |                                |                                                                             |
|----|--------------------------------|-----------------------------------------------------------------------------|
| 1. | <b>A3 Posters</b>              | <ul style="list-style-type: none"><li>• A3 Posters in Full Colour</li></ul> |
| 2. | <b>Size of Poster</b>          | <ul style="list-style-type: none"><li>• A3</li></ul>                        |
| 3. | <b>Quality of Poster Paper</b> | <ul style="list-style-type: none"><li>• 130 GSM Gloss paper</li></ul>       |
| 4. | <b>Quantity</b>                | <ul style="list-style-type: none"><li>• 200 copies</li></ul>                |
| 5. | <b>Printing</b>                | <ul style="list-style-type: none"><li>• Full Colour</li></ul>               |

Sample to be sent with Quotation Document as per Sample List

### (2) Large Format Posters

|    |                         |                                                                                       |
|----|-------------------------|---------------------------------------------------------------------------------------|
| 1. | <b>Poster</b>           | <ul style="list-style-type: none"><li>• Large Format Posters in Full Colour</li></ul> |
| 2. | <b>Size of Poster</b>   | <ul style="list-style-type: none"><li>• Poster Size 56cm x 80cm</li></ul>             |
| 3. | <b>Quality of paper</b> | <ul style="list-style-type: none"><li>• 150 GSM Matt paper</li></ul>                  |
| 4. | <b>Quantity</b>         | <ul style="list-style-type: none"><li>• 2 Posters</li></ul>                           |
| 5. | <b>Printing</b>         | <ul style="list-style-type: none"><li>• Full Colour</li></ul>                         |

Sample to be sent with Quotation Document as per Sample List

### (3) A4 Booklets

|    |                         |                                                                                                                                                                                                                                        |
|----|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <b>Number of Pages</b>  | <ul style="list-style-type: none"><li>• Outside and Inside Cover and Central pages in Full Colour, Matt</li><li>• 16 Pages Black and White Inserts Matt</li></ul>                                                                      |
| 2. | <b>Size of Paper</b>    | <ul style="list-style-type: none"><li>• A4 Booklet</li></ul>                                                                                                                                                                           |
| 3. | <b>Quality of paper</b> | <ul style="list-style-type: none"><li>• 150 GSM Matt Paper in Full Colour (outside and inside cover)</li><li>• 115 GSM Matt Paper Coloured (Central Page)</li><li>• 115 GSM 16 Pages Black and White Matt paper Insert pages</li></ul> |
| 4. | <b>Quantity</b>         | <ul style="list-style-type: none"><li>• 500 copies</li></ul>                                                                                                                                                                           |
| 5. | <b>Printing</b>         | <ul style="list-style-type: none"><li>• Outside and Inside Cover and Central pages in Full Colour, Matt</li><li>• 16 Pages Black and White Inserts Matt</li></ul>                                                                      |
| 6. | <b>Binding</b>          | <ul style="list-style-type: none"><li>• Stapled</li></ul>                                                                                                                                                                              |

Sample to be sent with Quotation Document as per Sample List

### (4) Double Sided A5 Flyers

|    |                         |                                                                                         |
|----|-------------------------|-----------------------------------------------------------------------------------------|
| 1. | <b>Flyers</b>           | <ul style="list-style-type: none"><li>• Double Sided A5 Flyers in Full Colour</li></ul> |
| 2. | <b>Size of Flyers</b>   | <ul style="list-style-type: none"><li>• A5</li></ul>                                    |
| 3. | <b>Quality of paper</b> | <ul style="list-style-type: none"><li>• 130 GSM Gloss paper</li></ul>                   |
| 4. | <b>Quantity</b>         | <ul style="list-style-type: none"><li>• 14,000 Flyers</li></ul>                         |
| 5. | <b>Printing</b>         | <ul style="list-style-type: none"><li>• Full Colour Double Sided</li></ul>              |

Sample to be sent with Quotation Document as per sample list

Delivery of the Posters and Booklets shall be made to the Culture Office, Banca Giuratale, Independence Square, Victoria within seven (7) working days of handing over the text and design by the directorate due to the urgent nature of this call.

The Contractor shall deliver the 14,000 flyers to Maltapost for distribution within five (5) working days from the submission of proof read samples by the Contracting Authority to the Contractor.

The cost of distribution by Maltapost shall be paid by the Contracting Authority.

Samples of Posters, Booklet and Flyer as per List of Samples is to be provided with quotation document.

The artwork and text for the items to be printed shall be provided by the Contracting Authority to the awarded bidder.

Bidders are requested to submit the lump-sum exclusive of VAT for the whole quantities in each item. The quotation must include also costs related to the **delivery** of items to the location instructed by the Contracting Authority.

The contractor shall treat all documents and information received in connection with the contract as private and confidential. The company shall not publish or disclose any particulars of the agreement or the information sent related to the task assigned without the prior consent of the Directorate.

#### Delivery

- The delivery must be made within five (5) working days from the submission of proof read samples by the Contracting Authority to the Contractor.
- The contracting authority reserves the right to increase or decrease the quantities being indicated in the Technical Specifications and the Financial Bid Form according to its exigencies and the Contracting Authority would not, by doing so, be held liable to damages or other costs whatsoever.
- Payments will only be settled following delivery of the items ordered and after the Contracting Authority confirms that the items conform with the specifications of this document and certification of relative invoice is processed.

## Technical Offer<sup>(Note 3)</sup>

**Note: Where in this tender document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.**

This form is to be submitted by the bidders with their offer. Bidders that fail to complete, duly sign and submit the requested information will be deemed as non compliant and will not be considered further for final adjudication.

### **Declaration:**

I / We declare that as part of our technical offer, I/we confirm that the printing and delivery of Posters, Flyers and Booklets being requested in this document will be carried out in accordance with the Technical specifications and all conditions and standards indicated in the Technical specifications, and as detailed in the Financial Bid form.

Name of Tenderer / Company: .....

Signature:.....

Date:.....

*(the person or persons authorised to sign on behalf of the tenderer)*



## FINANCIAL BID

Quotation Title: Quotation for Printing and Delivery of Posters, Flyers and Booklets for the Carnival Festivities.

Reference Number: MGOZ Q 2/2018

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.

| Item No                                                                                                                    | Description                                     | Quantity* | <u>TOTAL COST</u> including Taxes /Charges, other Duties & Discounts <u>but</u> Exclusive of VAT (Delivered Duty Paid - DDP) |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                            |                                                 |           | €                                                                                                                            |
| 1                                                                                                                          | Printing and Delivery of A3 Posters             | 200       |                                                                                                                              |
| 2                                                                                                                          | Printing and Delivery of Large Format Posters   | 2         |                                                                                                                              |
| 3                                                                                                                          | Printing and Delivery of A4 Booklets            | 500       |                                                                                                                              |
| 4                                                                                                                          | Printing and Delivery of Double Sided A5 Flyers | 14,000    |                                                                                                                              |
| <b>GRAND TOTAL INCLUDING TAXES/CHARGES, OTHER DUTIES &amp; DISCOUNTS BUT EXCLUSIVE OF VAT (DELIVERED DUTY PAID - DDP):</b> |                                                 |           |                                                                                                                              |

\*Quantities are only indicative and the directorate reserves the right to increase or decrease the quantities ordered according to its exigencies, and the Contracting Authority would not, by doing so, be held liable to damages or other costs whatsoever.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

ID: \_\_\_\_\_

## BIDDER DETAILS

(A separate, distinct Bidder Details Form must be submitted for EACH OPTION - if applicable - submitted)

|                                    |  |
|------------------------------------|--|
| Company's Name:                    |  |
| Contact Person's Name and Surname: |  |
| Business Address:                  |  |
| VAT Registration Number            |  |
| Telephone Number:                  |  |
| Mobile Number:                     |  |
| E-mail address:                    |  |

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**ID:** \_\_\_\_\_

# BIDDER'S DECLARATION(S)

To be completed and signed by the bidder (including each partner in a consortium).

In response to your letter of invitation to quotation for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined, and accept in full and in its entirety, the content of this quotation document (including subsequent Clarifications Notes issued by the Contracting Authority) for invitation to quotation No MGOZ Q 2/2018 of 09/01/2018. 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 quotation offer not being considered any further. We also declare agreement, conformity and compliance with the General Rules Governing Tendering.
- 2 We offer to provide, in accordance with the terms of the quotation document and the conditions and time limits laid down, without reserve or restriction, the supplies, as per description on the Financial Bid
- 3 The total price (inclusive of duties, other taxes and any discounts but excluding VAT) is:  
€: .....
- 4 This quotation is valid for a period of 90 days from the final date for submission of tenders.
- 5 We are making this application in our own right and [as partner in the consortium led by < name of the leader / ourselves > ] for this quotation. We confirm that we are not quoting for the same contract in any other form. [We confirm, as a partner in the consortium, that all partners are jointly and severally liable by law for the performance of the contract, that the lead partner is authorised to bind, and receive instructions for and on behalf of, each member, and that all partners in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract's performance]. We are fully aware that, in the case of a consortium, the composition of the consortium cannot be modified in the course of the quotation procedure.
- 6 We are not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy. We also declare that we have not been convicted criminally, or found guilty of professional misconduct. Furthermore, we are up-to-date in the payment of social security contributions and other taxes.
- 7 We accept that we shall be excluded from participation in the award of this quotation if compliance certificates in respect of declarations made under Clause 6 of this declaration are not submitted by the indicated dates.
- 8 We agree to abide by the ethics clauses of the instructions to bidders and, in particular, have no potential conflict of interests or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application. We have no interest of any nature whatsoever in any other quotation in this procedure. We recognise that our quotation may be excluded if we propose key experts who have been involved in preparing this project or engage such personnel as advisers in the preparation of our quotation.
- 9 We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any false, inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Government of Malta and the European Communities.
- 10 Our quotation submission has been made in conformity with the Instructions to Bidders, and in this respect we confirm having included in the appropriate packages as required, the following documentation:
  - (a) **General Information** <sup>(Note 2)</sup>
    - (i) Statement on Conditions of Employment
  - (b) **Exclusion (including Blacklisting) and Selection Criteria** <sup>(Note 2)</sup>
    - (i) Declaration concerning exclusion grounds - Blacklisting and Exclusion Form
  - (c) **Evaluation Criteria/Technical Specifications** <sup>(Note 3)</sup>

**(d) Financial Offer and Bidder's Details** <sup>(Note 3)</sup>

**Notes:**

1. *Not applicable for departmental quotations.*
2. *Quotations will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five working days from notification. Rectification is free of charge.*
3. *No rectification shall be allowed. Only clarifications on the submitted information may be requested.*

11 I acknowledge that the Contracting Authority shall request rectifications in respect of incomplete/non-submitted information pertinent to the documentation listed in Clause 10(a) of this Quotation Form. We understand that such rectification/s must be submitted within five (5) working days, and will be free of charge, and that failure to comply shall result in our offer not being considered any further.

12 We note that the Contracting Authority is not bound to proceed with this invitation for quotations and that it reserves the right to cancel or award only part of the contract. It will incur no liability towards us should it do so.

Name and Surname: \_\_\_\_\_

I.D. / Passport Number: \_\_\_\_\_

Signature of bidder: \_\_\_\_\_

Duly authorised to sign this quotation on behalf of: \_\_\_\_\_

Company/Lead Partner VAT No: \_\_\_\_\_  
*(if applicable)*

Stamp of the firm/company: \_\_\_\_\_

Place and date: \_\_\_\_\_

## Statement on Conditions of Employment

**Tenderers are to ensure that self-employed personnel are not engaged on this contract.  
Non-compliance will invalidate the contract.**

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.

Signature: .....

*(the person or persons authorised to sign on behalf of the tenderer)*

Date: .....

**Data on Joint Venture/Consortium (Where applicable)**

|   |                                                                                                                                            |                                                                                |
|---|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 1 | Name                                                                                                                                       | .....                                                                          |
| 2 | Managing Board's Contact Details                                                                                                           | Address: .....<br>.....<br><br>Telephone: ..... Fax: .....<br><br>Email: ..... |
| 3 | Agency in the state of the Contracting Authority, if any<br><i>(in the case of a Joint Venture/Consortium with a foreign lead partner)</i> | Address: .....<br>.....<br><br>Telephone: ..... Fax: .....<br><br>Email: ..... |
| 4 | Names of Partners                                                                                                                          | (i) .....<br><br>(ii) .....<br><br>(iii) .....<br><br>(iv) .....               |
| 5 | Name of Lead Partner                                                                                                                       | .....                                                                          |
| 6 | Agreement governing the formation of the Joint Venture/Consortium<br><i>(Enclose Joint Venture/ Consortium Agreement)</i>                  |                                                                                |
|   | Place of Signature:<br>.....                                                                                                               | Date of Signature:<br>.....                                                    |

Signature: .....

*(the person or persons authorised to sign on behalf of the tenderer)*

Date: .....

## POWER OF ATTORNEY

Please attach here the Power of Attorney empowering the signatory of the tender and all related documentation as per clause 2.3 of the General Rules Governing Tendering (version 2.0) and clause 7(A)(v) of Section 1 - Instructions to Tenderer.

**Signature:** .....  
*(the person or persons authorised to sign on behalf of the tenderer)*

**Date:** .....

**BLACKLISTING AND EXCLUSION FORM  
DECLARATION CONCERNING EXCLUSION GROUNDS**

I hereby declare that I do not fall under any of the grounds listed under Part VI of LN352/2016.

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Signature

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Name of Company



## SAMPLES LIST

### List of samples to be submitted with THE QUOTATION DOCUMENT:

| Item | Description                                                                                                               | Reference in Quotation Document |
|------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 1    | A3 Poster: Art paper 130gsm, Gloss (1 sheet)                                                                              | Technical Specifications        |
| 2    | Poster 56cm x 80cm: Art Paper 130 gsm. Matt (1 sheet)                                                                     | Technical Specifications        |
| 3    | A4 Booklet Inside and Outside Cover:<br>Art Paper 150 gsm, Matt<br>Insert Sheets Art Paper 115gsm, Matt (1 sheet of each) | Technical Specifications        |
| 4    | Double Sided Flyer: Art Paper 150gsm, Matt (1 sheet)                                                                      | Technical Specifications        |