



MINISTRY FOR GOZO



PARLIAMENTARY SECRETARIAT
FOR EUROPEAN FUNDS AND SOCIAL DIALOGUE

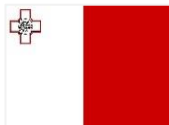
QUOTATION REFERENCE NUMBER: MGOZ Q 104/2018

QUOTATION FOR THE SUPPLY AND DELIVERY OF PROMOTIONAL ITEMS IN CONNECTION WITH THE SHARED KNOWLEDGE FOR ENERGY RENOVATION IN BUILDINGS BY PUBLIC ADMINISTRATIONS (SHERPA) PROJECT UNDER THE INTERREG MED PROGRAMME 2014-2020 TO THE ECOGOZO REGIONAL DEVELOPMENT DIRECTORATE, MINISTRY FOR GOZO

Date Published: Friday, 18th May 2018

Deadline for Submission: Friday, 1st June 2018 at 09:30am CEST

Quotation Opening: Friday, 1st June 2018 at 10:00am CEST



INTERREG MED Programme 2014-2020
Project part-financed by the European Union
European Regional Development Fund (ERDF)
Co-financing rate: 85% EU Funds; 15% National Funds



IMPORTANT

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

Ministry for Gozo

EcoGozo Regional Development Directorate, St. Francis Square, Victoria VCT 1335, Gozo, Malta. Tel: (356) 22156400
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Table of Contents

SECTION 1 - INSTRUCTIONS TO BIDDERS	3
1. General Instructions.....	3
2. Timetable.....	3
3. Lots	3
4. Variant Solutions.....	4
5. Financing.....	4
6. Clarification Meeting/Site Visit.....	4
7. Selection and Award Requirements	4
8. Criteria for Award	5
9. Submission of Quotation	5
10. Data Protection and Freedom of Information	7
11. Gender Equality	7
SECTION 2 - EXTRACTS FROM THE PUBLIC PROCUREMENT REGULATIONS	8
SECTION 3 - SPECIAL CONDITIONS	10
Section 4 - Technical Specifications ^(Note 3)	14

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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 Procurement and Delivery of Promotional Items related to the SHERPA project for the EcoGozo Regional Development Directorate, Ministry for Gozo
- 1.3 The place of acceptance of the supplies shall be at the EcoGozo Regional Development, time of delivery shall be within three (3) weeks from date of letter of acceptance, the INCOTERM2000 applicable shall be Delivery (Duty Paid).
- 1.4 This is a unit-price contract.
- 1.5 This call for quotations is being issued under an open procedure.

## 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>Clarifications to be sent via email on <a href="mailto:procurement.mgoz@gov.mt">procurement.mgoz@gov.mt</a> | 24/05/2018 | Noon    |
| Last date on which additional information are issued by the Contracting Authority                                                                                                                 | 28/05/2018 | Noon    |
| Deadline for submission of quotations<br>(unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering)                                                             | 01/06/2018 | 10:00am |

\* All times Central European Summer Time (CEST) as applicable

## 3. Lots

- 3.1 This quotation is divided into lots. Bidders may submit a quotation for one lot only, several lots (one or more lots) or all of the lots.
- 3.2 Bidders must offer the whole quantity or quantities indicated for each lot. Under no circumstances will quotations for part of the quantities required be taken into consideration. Each lot may form a separate contract and the quantities indicated for different lots will be indivisible.
- 3.3. Contracts will be awarded lot by lot, in accordance with the award criteria at Article 9.

#### **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 co-financed by the European Union/Government of Malta, in accordance with the rules of the Interreg MED Programme 2014-2020.

#### **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 2A)</sup>
- (v) Data on Joint Venture/Consortium (if applicable) <sup>(Note 2A)</sup>
- (vi) Power of Attorney (if applicable) <sup>(Note 2A)</sup>

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

- (i) Declaration concerning exclusion grounds
- (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' may be requested during the adjudication stage to supplement the technical offer submitted. If requested, the Samples must be submitted within (3) three working days of being notified to do so. <sup>(Note 3)</sup> If Samples are not submitted within the specified timeframe, offer will not be considered further.

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

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

**Notes to Clause 7:**

1. Not applicable for departmental tenders.
2. A) Tenderers will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five (5) working days from notification.  
  
B) Tenderers will be requested to rectify/submit only missing documents within five (5) working days from notification. No changes to the information provided in the Literature submitted will be allowed. Literature submitted shall be rectifiable only in respect of any missing information.  
All Rectifications are 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 documents, inserted in a single, sealed envelope:

- (i) Statement on Conditions of Employment
- (ii) Bidders' Details
- (iii) Bidder's Declaration
- (iv) Technical Offer
- (v) Declaration concerning Exclusion Grounds

All quotations 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.

## 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*

EcoGozo Regional Development Directorate  
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 successful bidder with the artwork (text, design and graphics) for all the material to be provided, 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 exists.

A draft of the tri-fold leaflets, posters, bookmarks and business cards are to be submitted by the Contractor to the Contracting Authority for proofreading and final approval within one (1) week from the date of handing over of the artwork by the Contracting Authority to the Contractor. The Contractor may only proceed with the printing once approval is given 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.

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

As per General Conditions.

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

- 9.6 Sub-Article 9.6 is not applicable for Malta Funds.

### *Article 10: Origin*

- 10.1 As per General Conditions

**Article 11: Performance Guarantee**

11.1 Not Applicable

**Article 12: Insurance**

12.1 Not Applicable.

**Article 13: Performance Programme (Timetable)**

All items are to be delivered to the EcoGozo Regional Development Directorate or as otherwise directed by the Contracting Authority within three (3) weeks from the date of the official order.

**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 Printing and delivery of the tri-fold leaflets, posters, bookmarks and business cards are to be delivered to the Contracting Authority as directed within three (3) weeks from the submission of the proof-read samples by the Contracting Authority to the Contractor.

All other items shall be delivered within (3) weeks from the date of the letter of acceptance or official order of commencement.

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**

A daily penalty of €20 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 Subject to the provisions of the Public Procurement Regulations, the CA reserves the right to vary the quantities specified and the CA would not, by doing so, be held liable to any damages. The unit prices used in the quotation shall be applicable to the quantities procured under the modification.

**Article 24: Quality of Supplies**

As per General Conditions.

**Article 25: Inspection and Testing**

- 25.2 A draft of the tri-fold leaflets, posters, bookmarks and business cards are to be submitted by the Contractor to the Contracting Authority for proofreading and final approval within one (1) week from the date of handing over of the artwork by the Contracting Authority to the Contractor. The Contractor may only proceed with the printing once approval is given 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.

Inspection shall take place upon delivery at the EcoGozo Regional Development Directorate, or as otherwise directed by the Contracting Authority.

**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.

**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 50 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.

- 29.3 The packaging shall become the property of the recipient subject to respect for the environment.

#### ***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)

The following is a list of promotional items required:

### Lot 1: Printing Material

#### 4.1. Retractable Rollup Banners

- The dimensions must be in the range 850 mm ± 10% (width) × 2000 mm ± 10% (height);
- Printing must be in full colour (CMYK colour mode);
- Banners must include a lightweight stand;
- Banners should be able to retract inside the lightweight stand using a spring-loaded mechanism or similar;
- The external structure of the rollup stand must be stable and impervious, whereas the inside rollup-banner must be durable enough to withstand fading and crumbling;
- The rollup banner must be one-sided, displaying all text in the English language.
- The successful bidder is to provide the complete roll-up stand in a dust protector carrying bag for easy transport from one location to another.

#### 4.2. Tri-fold Leaflets

- The size of the leaflets shall be 450mm × 150mm (± 5mm);
- Material shall be from recycled paper of density 130 gsm;
- The whole leaflet needs to be printed in full colour (CMYK colour mode) in gloss finish;
- Leaflet will have prints on both sides and is to be roll folded as in Figure 1.

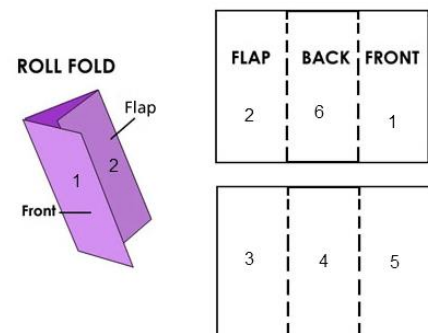


Figure 1: Roll fold of leaflets

#### 4.3. Presentation Folders

- The size of the presentation folders (when closed) shall be 220 ± 5 mm (width) × 310 ± 10 mm (height) suitable for holding A4 sized paper;
- The artwork on folder needs to be printed in full colour (CMYK colour mode) on one side;
- The presentation folder material shall be from recycled paper density of 300 gsm.

#### 4.4. Posters

- The size of the posters shall be A3 (297 mm × 420 mm);
- Material shall be from recycled paper of density 200 gsm;
- The whole poster needs to be printed in full colour (CMYK colour mode) in gloss finish.

#### **4.5. Bookmarks**

- The size of bookmarks shall be 50 ± 5 mm (width) × 190 ± 5 mm (height);
- Bookmarks shall be double-sided colour print (CMYK colour mode) and shall be printed on 300 gsm paper.

#### **4.6. Business Cards**

- The size of the business cards shall be 85 mm ± 5mm (width) by 55 mm ± 5mm (height);
- The business cards shall be printed in a landscape layout;
- The text in the business cards shall be printed on a white background with black font.
- The business cards shall be printed in full colour (CMYK colour mode);
- The business cards shall be printed on 350 gms coated art card;
- The business cards shall have rounded corners.

### **Lot 2: Stationery**

#### **4.7. A6 Notepads**

- The size of notepad shall be A6;
- The notepad shall have differently coloured and sized sticky notes on the inside of the front cover as well as retractable ball-point pen that is housed within the notepad itself;
- In addition, on the inside of the back cover, there shall be 70 ±10 white blank pages heat bound from the left side;
- Front and back hard bound covers shall display the artwork provided by the Contracting Authority and needs to be printed in full colour (CMYK colour mode);
- The notepad shall have the means to be locked; a protruding part originating from the back cover shall fold and lock on the front cover by means of a magnetic mechanism;
- All paper and covers used in making this notepad shall be made out of recycled paper.

#### **4.8. A5 Notepads**

- The size of notepad shall be A5;
- The notepad shall have 100 white blank pages bound to the cover;
- Front and back hard bound covers shall display the artwork provided by the Contracting Authority and needs to be printed in full colour (CMYK colour mode);
- An elastic cord shall be the means of keeping the notepad closed;
- The notepad must also incorporate a ribbon that acts as a bookmark or page finder;
- All paper and covers used in making this notepad shall be made from recycled paper.

#### **4.9. Retractable Ballpoint Pens**

- The pens must be retractable ball pen bios filled with blue ink;
- The pens provided must have a light-coloured background on which the necessary logos and funding text are to be printed;
- Pens must conform to all European Union safety standards.

## **Lot 3: Computer Items**

### **4.10. USB memory stick**

- USB 3.0 stick shall have a memory capacity of at least 16 GB;
- The outer casing material of the USB stick shall be made of aluminium;
- Dimensions shall be in the following range: Length: 40 mm - 50 mm, Width: 10 mm - 15 mm, Height: 5 mm - 10 mm;
- The SHERPA logo, EU flag and ecoGozo logo are to be printed in full colour on one side;
- Colour of the USB stick shall be in brushed metal finishing;
- The USB stick shall be capable of being attached to a key chain ring.

### **4.11. Additional Notes**

- i. The finalised electronic version of the artwork contents of the rollup banners, leaflets, posters and bookmarks will be sent to the awarded bidder by the Contracting Authority with the official order to commence.
- ii. All artwork and design related to the above materials will be provided to the awarded bidder following official order.
- iii. The printing company 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.
- iv. Bidders are requested to submit the unit cost and total cost, exclusive of VAT. The quotation must include also costs related to the **delivery and unloading of items** at the EcoGozo and Regional Development Directorate, in Victoria, Gozo or as otherwise directed by the Contracting Authority.
- v. A sample of the tri-fold leaflets, posters, bookmarks and business cards are to be submitted by the Contractor to the Contracting Authority for final approval within one (1) week from the date of handing over of the artwork 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.

### **4.12. Delivery**

- i. All deliveries should take place from Monday to Friday during office hours as and when instructed by the Contracting Authority. The delivery must be made within (3) three weeks of the date of the official order.
- ii. 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.



- iii. 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.

## Sample List

List of samples to be submitted within (3) three working days, if and when notified, to do so by the Evaluation Committee.

| Item No. | Description      | Reference in Technical Specifications |
|----------|------------------|---------------------------------------|
| 1        | Trifold Leaflets | 4.2                                   |
| 2        | Posters          | 4.4                                   |
| 3        | Bookmarks        | 4.5                                   |
| 4        | Business Cards   | 4.6                                   |

## FINANCIAL BID - Lot 1

**Quotation Title:** QUOTATION FOR THE SUPPLY AND DELIVERY OF PROMOTIONAL ITEMS IN CONNECTION WITH THE SHARED KNOWLEDGE FOR ENERGY RENOVATION IN BUILDINGS BY PUBLIC ADMINISTRATIONS (SHERPA) PROJECT UNDER THE INTERREG MED PROGRAMME 2014-2020 TO THE ECOGOZO REGIONAL DEVELOPMENT DIRECTORATE, MINISTRY FOR GOZO

**Reference Number:** MGOZ Q 104/2018

### LOT 1: Printing Material

| Item no.                                                                                                           | Description                | Quantity* | Unit | Unit price including Duties & Other Taxes/Charges <u>but exclusive of VAT (Delivered Duty Paid-DDP)</u><br>€ | Total amount including Duties & Other Taxes/Charges <u>but exclusive of VAT (Delivered Duty Paid-DDP)</u><br>€ |
|--------------------------------------------------------------------------------------------------------------------|----------------------------|-----------|------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                  | Retractable Rollup Banners | 1         | No.  |                                                                                                              |                                                                                                                |
| 2                                                                                                                  | Tri-fold Leaflets          | 500       | No.  |                                                                                                              |                                                                                                                |
| 3                                                                                                                  | Presentation Folders       | 500       | No.  |                                                                                                              |                                                                                                                |
| 4                                                                                                                  | Posters                    | 50        | No.  |                                                                                                              |                                                                                                                |
| 5                                                                                                                  | Bookmarks                  | 500       | No.  |                                                                                                              |                                                                                                                |
| 6                                                                                                                  | Business Cards             | 180       | No.  |                                                                                                              |                                                                                                                |
| <b>Total Amount including Duties &amp; Other Taxes/Charges (Delivered Duty Paid-DDP) <u>but excluding VAT:</u></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.

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.

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

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

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

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

## FINANCIAL BID - Lot 2

**Quotation Title:** QUOTATION FOR THE SUPPLY AND DELIVERY OF PROMOTIONAL ITEMS IN CONNECTION WITH THE SHARED KNOWLEDGE FOR ENERGY RENOVATION IN BUILDINGS BY PUBLIC ADMINISTRATIONS (SHERPA) PROJECT UNDER THE INTERREG MED PROGRAMME 2014-2020 TO THE ECOGOZO REGIONAL DEVELOPMENT DIRECTORATE, MINISTRY FOR GOZO

**Reference Number:** MGOZ Q 104/2018

### LOT 2: Stationery

| Item no.                                                                                                           | Description                 | Quantity* | Unit | Unit price including Duties & Other Taxes/Charges <u>but</u> exclusive of VAT (Delivered Duty Paid-DDP)<br>€ | Total amount including Duties & Other Taxes/Charges <u>but</u> exclusive of VAT (Delivered Duty Paid-DDP)<br>€ |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------|------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                  | A5 Notepads                 | 150       | No.  |                                                                                                              |                                                                                                                |
| 2                                                                                                                  | A6 Notepads                 | 200       | No.  |                                                                                                              |                                                                                                                |
| 3                                                                                                                  | Retractable Ball Point Pens | 500       | No.  |                                                                                                              |                                                                                                                |
| <b>Total Amount including Duties &amp; Other Taxes/Charges (Delivered Duty Paid-DDP) <u>but</u> excluding VAT:</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.

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.

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

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

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

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

## FINANCIAL BID - Lot 3

**Quotation Title:** QUOTATION FOR THE SUPPLY AND DELIVERY OF PROMOTIONAL ITEMS IN CONNECTION WITH THE SHARED KNOWLEDGE FOR ENERGY RENOVATION IN BUILDINGS BY PUBLIC ADMINISTRATIONS (SHERPA) PROJECT UNDER THE INTERREG MED PROGRAMME 2014-2020 TO THE ECOGOZO REGIONAL DEVELOPMENT DIRECTORATE, MINISTRY FOR GOZO

**Reference Number:** MGOZ Q 104/2018

### LOT 3: Computer Items

| Item no.                                                                                                           | Description      | Quantity* | Unit | Unit price including Duties & Other Taxes/Charges <u>but exclusive of VAT (Delivered Duty Paid-DDP)</u><br>€ | Total amount including Duties & Other Taxes/Charges <u>but exclusive of VAT (Delivered Duty Paid-DDP)</u><br>€ |
|--------------------------------------------------------------------------------------------------------------------|------------------|-----------|------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                  | USB memory stick | 250       | No.  |                                                                                                              |                                                                                                                |
| <b>Total Amount including Duties &amp; Other Taxes/Charges (Delivered Duty Paid-DDP) <u>but excluding VAT:</u></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.

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.

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

## 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 Supply and Delivery of the Promotional Items 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)*

## 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 104/2018 of 18/05/2018. 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 of our quotation (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.

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 7 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>
    - (i) Tenderer's Technical Offer<sup>(Note 3)</sup>
  - (d) **Quotation Form, and Financial Offer** <sup>(Note 3)</sup>
- Notes:**
- 1 *Not applicable for departmental tenders.*
  - 2 *A) Tenderers will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five (5) working days from notification.*
    - B) Tenderers will be requested to rectify/submit only missing documents within five (5) working days from notification. No changes to the information provided in the Literature submitted will be allowed. Literature submitted shall be rectifiable only in respect of any missing information. All Rectifications are 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 11(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 to quotation 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

## 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>Telephone: ..... Fax: .....<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>Telephone: ..... Fax: .....<br>Email: ..... |
| 4 | Names of Partners                                                                                                                          | (i) .....<br>(ii) .....<br>(iii) .....<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:                                                                                                                        | Date of Signature:                                                     |
|   | .....                                                                                                                                      | .....                                                                  |

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 2.2) and clause 7(A)(vi) 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