

CALL FOR QUOTATIONS

**for the provision of services related to the
design, artwork and printing of an annual report**

File Reference	CfQ_PU02-2021_Annual_Report
Date Published	January 7, 2021
Closing Date	January 14, 2021

Note:

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

1. Background

MEUSAC (the Malta-EU Steering and Action Committee) is an agency within the Office of the Prime Minister, established in terms of the Public Administration Act (Cap. 595) to carry out functions related to consultation on European Union (EU) policy and legislation, EU-related information and assistance on EU funding programmes.

2. Services required

MEUSAC (hereafter referred to as the 'Contracting Authority') is seeking a reputable service provider to provide design, artwork and printing services for the publication of the Contracting Authority's annual report for 2020.

The full specifications are found in Section 4 below.

3. Timeframes

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

Date Published	January 7, 2021
Closing Date	January 14, 2021 at 10.00 hrs CET
Deadline for request for any additional information from the Contracting Authority	January 11, 2021 at 10.00 hrs CET
Last date on which additional information is issued by the Contracting Authority	January 12, 2021 at 10.00 hrs CET
Delivery of services requested	February 26, 2021

4. Deliverables

The Contracting Authority will commission a reputable firm to provide the following services related to the publication of its annual report for 2020:

- a. Digital design and artwork in full colour.
- b. The size of the report shall be twenty-four (24) centimetres by sixteen (16) centimetres, portrait format.
- c. The number of pages of the publication, (including cover pages) would be seventy-two (72).
- d. The selected bidder will be expected to provide a creative and innovative page layout for the publication. Bidders may view the report for 2019 at <https://meusac.gov.mt/wp-content/uploads/2020/05/MEUSAC-Annual-Report-2019.pdf>.
- e. The text (in English) for articles, logos to be used and photos will be provided by the Contracting Authority. Any rights in relation to Intellectual Property are to be fully respected.
- f. The service provider must adhere to the brand guidelines provided by the Contracting Authority.
- g. The final design and content of the publication must be approved by the Contracting Authority. The service provider will be expected to affect any changes requested by the Contracting Authority at each stage of the process.
- h. Printing of fifty (50) copies of the publication in full colour, on matt paper in not less than 200gsm laminated cover and 150gsm inside pages.
- i. The printed publication must be 'perfect bound' with the cover and pages glued at the spine.
- j. The publication must also be provided to the Contracting Authority in high resolution, '.pdf' format for uploading on online platforms.
- k. The printed version of the publication must be delivered to the Contracting Authority's premises at 280, Republic Street, Valletta by February 26, 2021.

5. Selection and Award Requirements

In order to be considered eligible for the award of the contract, bidders must provide evidence that they meet or exceed certain minimum criteria described hereunder, by submitting the following Annexes:

(A) Eligibility Criteria

- i) Details of Bidder (Annex 1)
- ii) Bidder's Declaration (Annex 2)
- iii) Proof of Technical Capacity

Details of key expert for the execution of the contract as per Annex 3 marked 'Key Expert'.

Key Expert: Designer

This expert is expected to possess the following:

- Excellent interpersonal and communication skills;
- An excellent level of proficiency in design and creativity.

The Contracting Authority reserves the right to verify any references as required.

Public employees may be recruited as experts as long as it is ascertained through the attached self-declaration (Annex 4) that they do not fall under any of the provisions laid down in the Public Administration Act Cap. 497 of the Laws of Malta (First Schedule - Code of Ethics Article 5).

(B) Financial Offer

- i) A filled-in Financial Bid Form (Annex 5), including a clear breakdown of all items.

6. Award Criteria

The contract will be awarded to the cheapest technically compliant quotation.

7. Cancellation of the Call for Quotations Procedure

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

Cancellation may occur where:

- i. The Call for Quotations procedure has been unsuccessful, namely where no quotations or no suitable quotations have been submitted;
- ii. The economic or technical parameters of the project have been fundamentally altered;
- iii. The exceptional circumstances or *force majeure* render normal performance of the project impossible;
- iv. There have been irregularities in the procedure, in particular where these have prevented fair competition;
- v. All technically compliant quotations exceed the financial resources available.

In no circumstances will the Contracting Authority be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a quotation, even if the Contracting Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Contracting Authority to implement the project announced.

8. Formalities

Any information and/or clarifications are to be addressed to info.meusac@gov.mt.

Proposals are to be addressed to info.meusac@gov.mt and must be titled, '**Call for Quotations for the provision of services related to the design, artwork and printing of an annual report (CfQ_PU02-2021_Annual_Report)**' by not later than 10.00 hrs CET of January 14, 2021. Late submissions will not be considered.

9. Payment Schedule

The payments will be made, on presentation of a final invoice. Following payment, the successful bidder must submit a fiscal receipt within 15 days.

**Annex 1
Details of Bidder**

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

Annex 2

Bidder's Declaration

We have examined, and accept in full and in its entirety, the content of this Call for Quotations Dossier (including subsequent Clarifications Notes issued by the Contracting Authority) and we hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration or deviation shall lead to our offer not being considered any further. We also declare that neither the company submitting the bid nor any subcontractors (if applicable) fall under any of the exclusion grounds or are blacklisted under any offence listed under Part VI of the Public Procurement Regulations.

It is hereby declared that all employees engaged on this contract shall enjoy working conditions such as wages, salaries, vacation and sick leave, maternity and parental leave as provided for in the relative Employment Legislation. Furthermore, we shall comply with Chapter 424 of the Laws of Malta (Occupational Health and Safety Authority Act) as well as any other national legislation, regulations, standards and/or codes of practice or any amendment thereto in effect during the execution of the contract. In the event that it is proved otherwise during the execution of the contract it is hereby being consented that the contract is terminated with immediate effect and that no claim for damages or compensation be raised by us.

Once the provision of this service is allocated we will provide all the deliverables in Section 4 of the Call for Quotations Dossier.

In carrying out the obligations in pursuance of this contract, we will ensure the application of the principle of gender equality and shall thus 'inter alia' refrain from discriminating on the grounds of gender, marital status or family responsibilities.

Signature:

Name of Signatory:

I.D. Card Number:

Name of bidder/contractor:

Date:

Annex 3

Key Expert

The Evaluation Committee reserves the right to request the bidders to substantiate their claims in respect to the staff proposed.

Name of Expert	Proposed Position	Specialist Area of Knowledge
	Key Expert: Designer	

Kindly fill in the Statement on Exclusivity and Availability (Page 9)

and the Declaration for Individuals who are Public Officers (where applicable) (Page 10)

Statement on Exclusivity and Availability

TO BE COMPLETED BY EACH INDIVIDUAL KEY EXPERT

I, the undersigned, hereby declare my exclusivity and availability in the above-mentioned procedure in case of award. I further declare that I am able and willing to work for the period(s) foreseen in the event that this quotation is successful.

I confirm that during the above period(s) I am not engaged in another project in a position which will prevent me from providing the services for which I am being nominated.

Furthermore, should this quotation be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other quotations and contracts and that the notification of award of contract to the bidder may be rendered null and void.

Name of Key Expert:

Name of Bidder:

Date:

Signature:

Annex 4

Declaration Form

TO BE COMPLETED BY EACH INDIVIDUAL WHO IS
EMPLOYED WITH THE PUBLIC ADMINISTRATION (WHERE APPLICABLE)

I, the undersigned, hereby declare that I do not have any Conflict of Interest as defined in the Public Administration Act, Chapter 497 of the Laws of Malta – First Schedule, Code of Ethics, Article 5.

I also declare that, I am not engaged in another project or in a position which may give rise to a possible private or personal interest sufficient to influence or appear to influence the objective exercise of my duties as public employee.

By making this declaration, I understand that as a public employee I shall avoid any financial or other interest or undertaking, which could directly or indirectly compromise the performance of my duties as public employee.

I am fully aware that the onus to disclose any possible conflict of interest lies solely on me and I shall be responsible to disclose any foreseen conflict of interest to my seniors/head of organisation within one week from when the need arises as well as inform the Contractor accordingly.

Furthermore, I confirm that I shall also abide by the provisions laid down in Article 21 – Ethics Clauses of the General Rules Governing Tendering.

Name:

Signature:

Date:

**Annex 5
Financial Bid Form**

N.B. Offers are to be submitted and will only be accepted up to two decimal points.

Global price for this bid as outlined in this document:

Description	Price inclusive of all taxes but excluding VAT Amount in Euro (€)
Total cost for the design, artwork and printing of an annual report	€..... Amount in words:

Breakdown of Costs:

Description	Price inclusive of all taxes but excluding VAT Amount in Euro (€)
Design and artwork	€.....
Printing in full colour	€.....