

Call for Quotations



Design and Printing of a Layman's Report for the LIFE
BaħAR for N2K Project



The LIFE BaħAR for N2K (LIFE12 NAT/MT/000845)
Project is 50% co-financed by the
EU LIFE+ Funding Programme
Il-proġett LIFE BaħAR for N2K (LIFE12
NAT/MT/000845) huwa kofinanzjat (50%) mill-fond
LIFE+ tal-Unjoni Ewropea



Issued by: *Environment and Resources Authority*

CfQ#: *ERA_QT06/2018*

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Response/Submission Date and Time: *Monday 14th May 2018 by noon*

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Section A: Instructions

1) Response to this Call for Quotations is to be submitted solely through the following e-mail address: procurement.era@era.org.mt

All submissions will be dealt with in strictest confidence.

Section B:

General Information

1) Purpose

The purpose of this Call for Quotations is the design and printing of a layman's report detailing the project's aims and actions, results and lessons learnt in the LIFE BaHAR for N2K project.

2) Beneficiary

The beneficiary, being the Environment and Resources Authority (ERA) is the point of contact for this Call for Quotations. Please refer any inquiries to:

Environment and Resources Authority
Hexagon House,
Spencer Hill,
Marsa
Telephone: 22923500
E-mail: procurement.era@era.org.mt

Any Call for Quotations addenda/updates shall be made available under the Procurement section of the Contracting Authority's website: www.era.org.mt

3) Scope and Terms & Conditions

The scope of this Call for Quotations is to identify bidders interested in designing and printing a layman's report detailing the project's aims and actions, results and lessons learnt in the LIFE BaHAR for N2K project.

The contractor shall be expected to provide:

- Design and layout of the report in three languages (English, Maltese and Spanish). Design must be created from scratch by the winning Bidder.
- Provision of downloadable soft copies in PDF of the report in all three languages.
- Provision of the editable version (InDesign file or equivalent) of the report in each language.
- Printing of 500 copies in English, 100 copies in Maltese and 100 copies in Spanish.

All text, logos, photographs and maps shall be provided by the beneficiary. The printed copies shall be delivered by 31st May 2018.

Section C

Details of information requested

1) General Economic Operator Information

The Contracting Authority is asking interested Economic Operators to submit a response containing the following information:

- Declaration concerning exclusion grounds as follows:-

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

I confirm the above

- Declaration concerning Selection Criteria

(Not Applicable)

2) Specific Project Overview

The layman's report is required for reporting purposes and as part of a publicity campaign of the project. It will serve to promote the results and achievements of the LIFE BaHAR for N2K project.

The following are the minimum requirements:

Minimum Requirements
Design:
The design of the layman's report must be in full colour and must include photographs, graphics, maps, descriptions and technical details regarding the project's aims actions, results and lessons learnt. The front page will include full-colour photographs.
Three (3) different design options must be provided. ERA will select the design to be used. Design may be amended according to the directions of the Authority.
All information (text and technical details) and photographs will be provided by ERA.
The size of the report must be A4 booklet.
The report will contain approximately 38 pages and 2 cover pages.
The report must incorporate the Life BaHAR project logo and the project's website link, the LIFE logo, N2K logo, and all the project beneficiaries' logos. All of these logos will be provided by ERA.

The European Union support received for this project has to be specified as well as all other Common Provisions applicable to such EU LIFE projects; which will be provided by ERA.
Provision of downloadable soft copies in PDF of the report in all three languages.
Provision of the editable version (InDesign file or equivalent) of the report in each language.
<u>Printing:</u>
ERA requires 500 copies of the A4 report in English, 100 copies in Maltese and 100 copies in Spanish.
The A4 report should be double sided and with heat bound finishing.
The report should be printed on a 100gsm chlorine acid free paper while the cover page should be printed on a 250gms chlorine acid free paper.
The report must be printed and all copies delivered by 31 st May 2018.

The Layman's Report is to be developed in discussion with ERA throughout the whole process and the final version shall be that approved by the Authority.

Additional Requirements

The Contractor shall have the necessary setup, personnel and equipment to artistically design and produce the visual artwork of this report.

The copyright and any other intellectual property rights of the photographs provided and of any outputs arising from this activity and all other activities carried out under this Call for Quotations shall remain the sole and exclusive property of the Contracting Authority.

The Environment and Resources Authority shall hold all the artistic and material rights and thus be able to use the final product on whichever advertising medium it deems fit without the need of crediting any third parties.

Furthermore, the appointed Contractor shall treat all information, material and correspondence related to the execution of this contract as strictly confidential and shall not disclose any such information, materials and correspondence to any third party whatsoever without prior written consent from the Environment and Resources Authority (ERA).

The downloadable copies, editable versions and printed copies will be delivered by 31st May 2018.

3) Response Format

Responses are to be straightforward, clear, concise and specific to the information requested. In order for submissions to be considered complete, Economic Operators must provide all the requested information mentioned in this document as well as any other comments, observations or suggestions which potentially may assist the Contracting Authority in the Call for Quotations.

Section D

Additional Information

Not applicable.

Section E

Financial Bid Form

The Economic Operators are kindly requested to provide the total price for the design, layout and printing of 700 copies of the Layman's Report according to the requested specifications in the respective Financial Bid Form.

Quotations are to be submitted and shall be awarded including taxes/charges and any import duties applicable but excluding VAT.

Signature

Name of Company