

Call for Quotations



SUPPLY OF EDUCATIONAL MATERIAL IN THE FORM
OF SIX (6) DIFFERENT COASTERS

Issued by: *Environment and Resources Authority*

CfQ#: ERA_QT02/2018

Issue Date: *4th April 2018*

Response/Submission Date and Time: *Wednesday 11th April by noon*

Table of Contents

Section A: Instructions	2
Section B: General Information	2
Section C: Details of Information Requested	2
Section D: Additional Information	3
Section E: Financial Bid Form/BoQ	3

Section A: Instructions

1) Response to this Call for Quotations are 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 Quotation (CfQ) is the provision of a supply of educational material in the form of six (6) different coasters based on different pairs of species, for the Environment and Resources Authority (ERA), to be handed out as freebies during events in order to raise environmental awareness.

2) Beneficiary

The beneficiary, being Environment and Resources Authority 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 will be made available on the Contracting Authority's website: www.era.org.mt

3) Scope and Terms & Conditions

Printing, packaging and delivery of the six (6) different coasters based on different pairs of species shall be conducted according to specifications indicated below:

Size	Spherical with 100 mm diameter
Quantity	2,000 of each coaster (i.e. 6 different coasters based on different pairs of species)
Run on quantity (optional)	Cost of each additional 1,000 coasters of each of the above
Material	Direct print on medium density fibre (MDF) with cork backing or equivalent materials. Gloss finish.
Colour	4/4 i.e. full colour printing on top side and black on reverse side
Packaging	Each different coaster to be packed in batches of 100

Origination	Artwork supplied by ERA twelve (12) working days before date of delivery
Delivery	Delivery to be made to ERA offices by Monday 30 th April 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 purpose of this Call for Quotations is the provision of a supply of educational material in the form of six (6) different coasters, for the Environment and Resources Authority, to be handed out as freebies during events in order to raise environmental awareness.

The educational material aims to provide information about the local environment to the lay person in an interesting way through the distribution of freebies in the form of coasters.

The freebies shall be distributed during the Greenfest 2018 as part the Valletta 18 celebrations as well as during other ERA activities.

We shall require the printing, packaging and delivery of six (6) different coasters based on different pairs of species which shall be conducted according to specifications indicated below:

Two thousand (2,000) of each of six (6) different coasters based on different pairs of species as per following specifications:

Size	Spherical with 100 mm diameter
Quantity	2,000 of each coaster (i.e. 6 different coasters based on different pairs of species)
Run on quantity (optional)	Cost of each additional 1000 coasters of each of the above
Material	Direct print on medium density fibre (MDF) with cork backing or equivalent materials. Gloss finish.
Colour	4/4 i.e. full colour printing on top side and black on reverse side
Packaging	Each different coaster to be packed in batches of 100
Origination	Artwork supplied by ERA twelve (12) working days before date of delivery
Delivery	Delivery to be made to ERA offices by Monday 30 th April 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 price of the coasters 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