

Call for Quotations



Printing of Educational Posters – Thirteen (13) posters
in A4 size

Issued by: *Environment and Resources Authority (ERA)*
CfQ#: *ERA_QT10 (ii)/2017*
Issue Date: *Friday 3rd November 2017*
Response/Submission Date and Time: *Tuesday 14th November 2017 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 CfQ is to be submitted 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 (CfQ) is the provision of a supply of environmental educational material in the form of thirteen (13) different posters, published by the Environment and Resources Authority, to be used to raise environmental awareness.

2) Beneficiary

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

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

Any CfQ addenda/updates will be made available under the Procurement section of the Contracting Authority's website: www.era.org.mt

3) Scope and Terms & Conditions

Printing, packaging and delivery of thirteen (13) different posters shall be conducted according to the specifications indicated below:

Sizes	A4 (2 sided)
Quantity	1000 of each different poster (ie 13 A4 posters)
Run on quantity (optional)	Cost of each additional 500 posters of each of the above
Paper	Gloss / 200 gsm
Certification	Paper to be FSC certified (certification will be required) – please supply your FSC number in the quotation
Colour	4/4 ie full colour printing on both sides
Packaging	Each different poster to be packed in batches of 500 with a divider for every 100
Origination	Artwork supplied by ERA
Other	Print on reverse side must not be seen through paper
Delivery	Within 10 working days of confirmation of order. Delivery to be made to ERA offices.

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 (CfQ) is the provision of a supply of environmental educational material in the form of thirteen (13) different posters, published by the Environment and Resources Authority, to be used to raise environmental awareness.

The educational material aims at providing accurate and concise information about the local environment which is understandable to the lay person.

The material shall be disseminated during ERA activities as well as upon demand by interested individuals, institutions and the general public

The paper used shall be Forest Stewardship Council (FSC) certified in line with ERA's overall goal to safeguard the environment.

We shall require the printing, packaging and delivery of thirteen (13) different posters which shall be conducted according to the specifications indicated below:

Sizes	A4 (2 sided)
Quantity	1000 of each different poster (13 A4 posters)
Run on quantity	Cost of each additional 500 posters of each of the above
Paper	Gloss / 200 gsm
Certification	Paper to be FSC certified (certification will be required) – please supply your FSC number in the quotation
Colour	4/4 ie full colour printing on both sides
Packaging	Each different poster to be packed in batches of 500 with a divider for every 100
Origination	Artwork supplied by ERA
Other	Print on reverse side must not be seen through paper
Delivery	Within 10 working days of confirmation of order. Delivery to be made to ERA offices.

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 posters according to the requested size and quantity 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