



ASSET RECOVERY
BUREAU

Malta

Request for Quotations (RfQ) for Environmentally Friendly Design and Print of eighty (80) booklets [ARB/18/2019]

Deadline for Clarifications: 11th February at noon.

Closing date for Submission of Quotations: 14th February at noon.

1. Introduction

1.1. The Asset Recovery Bureau (hereinafter referred to as the ARB) is an autonomous public entity established under Subsidiary Legislation 9.23, known as the Asset Recovery Bureau Regulations.

2. Objective

2.1.1. The ARB is seeking quotations for Environmentally Friendly Design and Print of eighty (80) booklets. The printing material will be provided in pdf, jpeg and Word format by the ARB.

2.1.2. The ARB, however, reserves the rights to terminate any contract entered into with any service provider if the ARB is of the opinion that the work carried out by the service provider is not satisfactory or not secure enough or not in accordance with the Terms and Conditions outlined hereunder.

3. Terms and Conditions

- 3.1. The service provider must:
- 3.2. Be of good moral character;
- 3.3. Be able to communicate in Maltese and English;
- 3.4. Be in a position to provide all of the printed booklets by 20th March 2020.
- 3.5. Additionally, provide the final product in a soft-copy format which will be suitable to share on the ARB website.
- 3.6. Comply with any legislation effecting printing process;
- 3.7. By submitting their offer, bidders are accepting that this procedure is regulated by Maltese Law, and are deemed to be aware of all relevant laws; acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the procedure.
- 3.8. Applicants shall bear all costs associated with the preparation and submission of the quotation documents. The Asset Recovery Bureau shall not reimburse any fee associated with the preparation of quotation documents in the event that any or all offer/s is/are rejected.
- 3.9. Any attempt by a bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluators during the process of examining, clarifying, evaluating and comparing offers will lead to the rejection of his/her offer and may result in administrative penalties.

- 3.10. When putting forward an offer, the bidder is declaring that s/he is not affected by any potential conflict of interest.
- 3.11. The ARB reserves the right to cancel the call for quotations procedure and reject all quotations that had been received and also reserves the right to initiate a new call for quotations.
- 3.12. The ARB reserves the right to refuse any of the offers, even the most advantageous one, as well as the right to accept any offer in part.
- 3.13. Bidders are to submit a fixed price for the environmentally friendly design and print of eighty (80) booklets and artwork cost separately, in Euro and up to two decimal places.
- 3.14. Payment Terms - Payments shall be executed only upon the presentation of an invoice addressed to ARB and duly certified correct by ARB. The invoice is to indicate the Net amount (excl. VAT), VAT amount and Total in Euro up to two decimal places.

4. Request for Clarifications

- 4.1. Interested parties may submit requests for clarifications in writing to the ARB by sending an email on: finadmin.arb@gov.mt by not later than 11th February 2020 at noon.

5. Submissions

- 5.1. Interested parties are invited to submit their quotations, according to the Terms and Conditions as outlined in this request by not later than **14 February at noon** by sending a signed and scanned copy of offer on the following email address: finadmin.arb@gov.mt or by post on the following postal address: **72, Market Street, Floriana**. Submission must include the following:
 - 5.1.1. Annex I providing general information and Annex II pertaining to the financial offer abiding to all conditions specified mentioned under the Terms and Conditions listed in sections 3 of this RfQ.
 - 5.1.2. Financial Bid form duly filled and signed.

6. Award Criteria

- 6.1. The cheapest administrative and technical compliant offer as per Terms and Conditions in Section 3 of the RfQ shall be awarded
- 6.2. The ARB reserves the right not to proceed further with the RfQ process at any given time.
- 6.3. This Request for Quotations is in no way binding on the ARB. The ARB reserves the right to refuse any bid, even the cheapest administrative and technical compliant offer without providing any justification.

7. Further Information

- 7.1. A commitment will come about only when a commencement letter is published. Until a commencement letter is published, the ARB may decide to cancel the procedure, without the interested parties being entitled to claim any compensation.
- 7.2. This RfQ is without prejudice to ARB seeking alternative services.

ANNEX I - General Information***Request for Quotations (RfQ) for Environmentally Friendly Design and Print
of eighty (80) booklets [ARB/18/2019]*****Deadline for Clarifications: 11th February at noon.****Closing date for Submission of Quotations: 14th February at noon.**

General Details Information	
Full Name of Company:	
Company Address:	
Name & Surname of Contact Person:	
VAT Registration No.:	
Contact Telephone Number:	
Email Address:	
Website (if applicable):	
Signature:	Date:

ANNEX II – Financial Offer**Request for Quotations (RfQ) for Environmentally Friendly Design and Print of eighty (80) booklets [ARB/18/2019]****Deadline for Clarifications: 11th February at noon.****Closing date for Submission of Quotations: 14th February at noon.**

Quantity	Description	Net Amount including Taxes/Charges, other Duties & Discounts but <u>Exclusive of VAT</u> (Delivered Duty Paid - DDP)	VAT amount €	Total Amount including Taxes/Charges, other Duties, Discounts and VAT (Delivered Duty Paid - DDP)
80	Size: A4 Layout: Portrait Number of pages: 36 + cover Cover Print: 4 Colour Cover Finish: Gloss Laminated Media cover: 300gsm Inner Pages: 150gsm Inner Pages print: 4 Colour, 2 sided Inner Pages finish: Gloss laminated Binding: Saddle Stitch			
One-time cost	Artwork and Layout cost for booklets			
Total €				

Estimated delivery time from work confirmation. As per item 3.4 all of the printed booklets are to be ready by 20th March 2020.	
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Signature_____
Date

By signing this form, I hereby declare that I do not fall under any of the grounds listed under Part VI of S.L.601.03. and that I have read, understood and agreed to abide to the Terms and Conditions in Section 3 of this Request for Quotations.