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**Call for Quotations – CfQ**

Design, printing and supply of Roll-Up Banner and Billboard in connection with ERDF project

ERDF.PA5.0121 – Wildlife Rehabilitation Centre.

Issued by: Nature Trust (Malta)

CfQ#: ERDF.PA5.0121 – CFQ 001

Issue Date: Wednesday 5th June 2019

Response/Submission Date and Time: Friday 14th June 2019 at 12:00 hrs (noon)

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|  | Operational Programme I – European Structural and Investment Funds 2014-2020  “Fostering a competitive and sustainable economy to meet our challenges”  Project part-financed by the European Regional Development Fund  Co-financing rate: 80% European Union; 20% National Funds |  |

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# Section A: Instructions

Response to this Call for Quotation (CfQ) are to be submitted through e-mail to [vincent@naturetrustmalta.org](mailto:vincent@naturetrustmalta.org), and [stefan@atrigaconsult.com](mailto:stefan@atrigaconsult.com) by Friday 14th June ad 12:00 hrs (noon).

All submissions will be dealt with in strictest confidence.

# Section B:

General Information

### 1) Purpose

The purpose of this CfQ is the:

* design, printing and supply of a roll-up banner
* design, printing and supply of a billboard poster, its installation on site using existing metal frame.

in connection with ERDF project ERDF.PA5.0121 – Wildlife Rehabilitation Centre.

### 2) Contracting Authority

The Contracting Authority, being Nature Trust (Malta), is the point of contact for this CfQ. Any enquiries should be sent by email. Please refer any inquiries to:

* [vincent@naturetrustmalta.org](mailto:vincent@naturetrustmalta.org), and
* [stefan@atrigaconsult.com](mailto:stefan@atrigaconsult.com).

Any CfQ addenda/updates will be made available on the Contracting Authority’s website: <https://www.naturetrustmalta.org/>.

### 3) Scope and Terms & Conditions

1. Bidders are kindly requested to provide a quote, using the response format in annex, which covers the following:

i) with regards to the roll-up banner

* 1. Design of the relevant art-work for a roll-up banner approximately 2000mm by 850mm (±50mm) excluding bleeds
  2. Submission thereof for review by the Contracting Authority and carrying out any changes requested.
  3. Following final approval by the Contracting Authority, printing of the relevant art-work in full colour
  4. The roll-up Banner shall be delivered including of stand, printed art-work and carry-bag.
  5. The design shall reflect the nature of the project (a synopsis below), and follow the VISUAL IDENTITY GUIDELINES 2014 – 2020 published by the Managing Authority for ERDF Funds. In this regard, the applicable template is that for poster on as per Figure 16 of these guidelines available in Section D Below.
  6. The quote shall indicate the price exclusive of VAT including any discounts, the VAT as a separate entry, and the total inclusive of VAT.

ii) with regards to the bill-board poster

1. Design of the relevant art-work for the poster to be attached to a metal frame measured approximately 5950 mm wide and approximately 2440mm high excluding bleeds. IT SHALL BE the RESPONSIBILITY OF THE SUCCESSFUL BIDDER to take the exact measurements.
2. Submission thereof for review by the Contracting Authority and carrying out any changes requested.
3. Following final approval by the Contracting Authority, printing of the relevant art-work in full colour
4. A picture containing sky, outdoor, ground

   Description automatically generatedThe artwork shall be attached by the successful bidder to the metal frame below.
5. The design shall follow the VISUAL IDENTITY GUIDELINES 2014 – 2020 published by the Managing Authority for ERDF Funds. In this regard, the applicable template is that for billboard design on as per Figure 10 of these guidelines available in Section D Below. The said template should be read together with Section 6 and Section 6.1.1 of the same guidelines.
6. The quote shall indicate the price exclusive of VAT including any discounts, the VAT as a separate entry, and the total inclusive of VAT.
7. The Image of the infrastructure or construction operation to be used in BOTH roll-up banner and billboard will be provided by the Contracting Authority.
8. Bidders shall quote for BOTH, and the adjudication shall be based on the cheapest total cost. Incomplete bids, including bids for either the roll-up banner only or the bill-board only, shall not be considered.
9. The first draft shall be submitted within 2 weeks from email awarding bid.
10. Any intellectual property relating to the design shall rest with the Contracting Authority, and the bidder/contractor shall relinquish any claim for such Intellectual property.
11. Adjudication shall be based on the cheapest price among the bids which are both administrative and technical compliant.

# 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 and discrimination as follows:**

I hereby declare that I do not fall under any of the grounds listed under Part VI of LN352/2016 to be filled in as part of Submission form in Section E.

□ I confirm the above

By submitting a quote, a bidder(s) shall also be declaring that it does not engage in any form of discrimination on the basis of sex, gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation. It also has policies to safeguarding individuals /employees against victimization and/or harassment. Bidders shall be excluded if they do not comply with such a requirement. Additionally, NatureTrust Malta. reserves the right to immediately stop any agreement with any Contractor and hold such a contractor liable for any losses which it may incur if following the signature of the agreement for the supply of items as per present RFQ/Tender, it transpires that such a declaration was not made in good faith and/or the Contractor engages or has engaged in any such form of discrimination.

* **Declaration concerning Selection Criteria**

Not Applicable

### 2) Specific Project Overview

The Roll-up Banner and the Billboard shall be used for activities forming part of ERDF project ERDF.PA5.0121 – Wildlife Rehabilitation Centre

The project will restore [the still unrestored] part of the ex-Deutsche Welle radio relay station at Xrobb l-Ghagin Natural Park, transform it into a Wildlife Rehabilitation Centre, and valorise it for tourism. It will provide ex-situ rehabilitation of wildlife from across Malta and surrounding seas: marine (turtles and cetaceans), terrestrial (such as hedgehogs, shrews, lizards, snakes and bats) and avian fauna. Following rehabilitation, if possible, they will be released into their natural habitat. It will be a unique, all year round visitor attraction providing an ‘authentic’, ‘creative’ and meaningful experience to visitors allowing them to ‘interact’ (within limits afforded by regulations and best practices) with the rehabilitating wildlife.

### 3) Response Format

Submissions are to be made through the document downloadable from Section E below. Responses shall 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

Economic Operators shall, at all time, respect the requirements of the VISUAL IDENTITY GUIDELINES 2014 – 2020 published by the Managing Authority for ERDF Funds:

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# Section E

### Financial Bid Form

The Bidders shall provide a quotation on the document available below

Quotations are to be submitted and shall be awarded including taxes/charges and any import duties applicable but excluding VAT. The VAT element, if requested, is to be quoted separately.

As stated above, bidders shall quote for BOTH the roll-up banner and the bill-board, and the adjudication shall be based on the cheapest total cost.

