

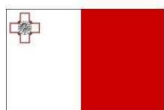
ERDF.PA 5.0106/8

**CFQ FOR THE SUPPLY OF PLAQUES FOR THE CULTURAL AND
RELIGIOUS TOURISM EXPERIENCE WITHIN ST. DOMINIC'S PRIORY IN
RABAT**

Date Published: 12 November 2021

Deadline for Submission: 3 December 2021 at 09:30am CET/CEST

Quotation Opening: 3 December 2021 at 10:00am CET/CEST



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 Funds; 20% National Funds



Please consider your environmental responsibility before printing.

Humanitas Foundation c/o St Dominic Priory

St Dominic Square, Rabat, Malta

Project Leader: Fr Chris Caruana

Tel: 21454592 Email: humanitasmalta@gmail.com

Table of Contents

Section A: Instructions.....	3
Section B: General Information	3
Section C: Details of information requested	4
Section D: Additional Information	5
Section E: Financial Bid Form	5

Section A: Instructions

1) Response to this CfQ are to be submitted through e-mail on humanitasmalta@gmail.com

All submissions will be dealt with in strictest confidence.

2) The Estimated Procurement Value for this CfQ has been based on comprehensive research including appropriate financial analysis. In the context of this procurement, the Estimated Procurement Value, based on market research, is that of € 2,000 excluding VAT.

The purpose of this value shall be the guidance of prospective bidders when submitting their offer and is not to be considered as a binding capping price.

Therefore, the published Estimated Procurement Value is not restrictive and final on the Contracting Authority. Economic Operators are free to submit financial offers above or below the Estimated Procurement Value. However, the Contracting Authority reserves the right to accept or reject Financial Offers exceeding the Estimated Procurement Value

Section B: General Information

1) Purpose

The purpose of this Call for Quotation (CfQ) is the supply of permanent plaques to be utilised in the cultural and religious tourism experience within St Dominic's Priory.

The CfQ shall be governed by the General Rules Governing NGOs V1.0 and General Conditions for Supplies Contracts V4.3.

2) Beneficiary

The beneficiary, being the Humanitas Foundation is the point of contact for this CfQ. Please refer any inquiries to:

Humanitas Foundation
St. Dominic's Priory,
St. Dominic's Square,
Rabat RBT2521, Malta.

Tel.: 7928 7991

Email: humanitasmalta@gmail.com

Any CfQ addenda/updates will be made available on the Contracting Authority's website: <https://humanitasmalta.org/tenders/> not later than three (3) working days before the deadline.

3) Scope and Terms & Conditions

The Humanitas Foundation is seeking to procure the following items:

Item 1. A3 Engraved Plaque:

- i. Quantity 1;
- ii. Dimensions: A3 (0.297m x 0.420m);
- iii. Material: aluminium;
- iv. Background: silver;
- v. Text/Logos: engraved.

Item 2. A4 Engraved Plaques:

- i. Quantity 3;
- ii. Dimensions: A4 (0.210m x 0.297m);
- iii. Material: aluminium;
- iv. Background: silver;
- v. Text/Logos: engraved.

The requested items are to be supplied within 4 weeks from order confirmation.

Service providers are to adhere to the Visual Identity Guidelines 2014-2020 annexed to this CfQ.

Plaque contents will be provided by the Humanitas Foundation, examples are being annexed to this CfQ as reference.

The procurement will be awarded to the cheapest technically compliant bidder who abides to the specifications requested in this CfQ.

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 on General Rules Governing NGOs;
- CfQ Form;
- Technical Offer Form; and
- Financial Bid Form.

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

Annexed to this CfQ bidders can find templates for the supplies being procured.

Section E: Financial Bid Form

Bidders are to complete the Financial Bid Form annexed to this CfQ, note that when submitting more than one option for a particular quotation, they should submit multiple quotations.

Bidders are committed to retain the validity of the Quotation for a period of forty-five (45) days from the closing date for the submission of the CFQ.