

Cohesion Policy 2007 -2013
Operational Programme II PA 4
Empowering People for More Jobs and a Better Quality of Life

REQUEST FOR QUOTATIONS – ref. GRTU 051015.1

Request for Provision of Research & Marketing

ISSUED ON: 14/09/2015

DEADLINE: 09/10/2015



Operational Programme II – Cohesion Policy 2007 – 2013
Empowering People for More Jobs and a Better Quality of Life
Project may be part- financed by the European Union
European Social Fund (ESF),
Co-financing rate: 85% EU Funds; 15% National Funds



Investing in your future

1. Objective

GRTU is requesting quotations for the provision of Research & Marketing services for various initiatives taking place in October & November 2015 that aims to outreach policy development matters to such stakeholders and to expose them to policy issues.

The cost of this initiative may be part financed by the European Union European Social Fund under Operational Programme II – Priority Axis 4. Results of selected provider would be communicated after the 1st October 2015 pending results from this project.

The selection of the successful bidder will be made according to the cheapest amongst the most technically complaint service providers.

2. Dates

The below initiatives will have to take place in October and November 2015. Dates can be discussed.

3. Activities

3.1 Setting up of specific theme lobby group under GRTU. We are envisaging the following activities to fall under this activity:

- a) Discuss and identify the scopes and parameters of the lobby group (approximately 10 participants)
- b) Training Session for the initial members (about 10 participants) to enhance their skills in specific areas which may core and useful (e.g. Presentation; Lateral Thinking; Communication; Diversification; Marketing; etc) (approximately 10 participants)
- c) Devising a Strategic/Business Plan for the Lobby Group to be able spearhead a way forward beyond the term of this project
- d) Drawing up a logo and corporate image for the lobby group

3.2 Outreach Exercise:

- a) 3000 A5-size leaflet (back and front) Preparation of Content in agreement with GRTU; This will also include design and printing

3.3 Policy Research and Development on Specific Policy Theme:

- a) Initial Research and Analysis of Existing Models (including overview of specific experiences in other EU Member States) and Background Literature on said topic
- b) Discuss findings and devise possible recommendations upon findings with the focus group (approximately 10 participants)
- c) Preparation of Concise Research Report on said subject with the inclusion of set Recommendations
- d) Prepare, design & print a guide with concise information that will be distributed to business owners (3 gate leaflet, 8,000 copies)

3.4 Report following Conference:

- a) Preparation of Concise Research Report following participation in a conference organized by GRTU on a specific policy theme. This will include meeting workshop rapporteurs. The report is intended to give a background on the policy area under

discussion, report on matters discussed and raised during the conference and workshops, and put forward recommendations to be presented.

3.5 Malta Budget 2016:

- a) Preparation of Concise Research Report following participation in a seminar organized by GRTU regarding Budget 2016 (main activity + 5 workshops). This will include the feedback of GRTU members, general research support based on Budget 2016 and GRTU's position on various topics
- b) Preparation and Design of a Concise (12 pager, 8,000 copies) Information Leaflet regarding Budget 2016 measures – targeted specifically at self-employed and SMEs

4 Timeframe

Quotations must reach GRTU offices via electronic mail on admin@grtu.eu by no later than **9th October 2015 by noon**. All prices must quote VAT separately and in full where applicable.

The invoice related to the event is to reach our offices by not later than 30th November, 2015. All prices must quote VAT separately and in full, which must not be added to the price or shown as a percentage.

Clarifications and further information are to be sought through the contact details admin@grtu.eu hereunder by 8th October 2015. Any clarifications received after this deadline will not be considered. The cheapest amongst the most technically complaint service providers will be chosen.

Quotations are to be submitted by 9th October 2015 at noon via email to the following contact details admin@grtu.eu

Only quotations submitted in the stipulated format below will be considered

Quotation date: _____

Supplier's details:

Company's name:

Contact person's name and surname:

Company's Address:

Telephone number:

Email Address:

Meeting Room Specifications:

TYPE	REQUIREMENTS	Specify if requirement can be met Yes/ No	Please add any further comment if needed	Specify price in Euro per person
Setting up of specific theme lobby group under GRTU. We are envisaging the following activities to fall under this activity:	Focus Group Session to discuss and identify the scopes and parameters of such lobby group (approximately 10 participants)			€
	Training Session for the initial members to enhance their skills in specific areas which may core and useful (e.g. Presentation; Lateral Thinking; Communication; Diversification; Marketing; etc) (approximately 10 participants)			€
	Devising a Strategic/Business Plan for the Lobby Group to be able spearhead a way forward beyond the term of this project			€
	Drawing up a logo and corporate image for the lobby group			€

Outreach Exercise	3000 A5-size leaflet Preparation of Content in agreement with GRTU; This will also include design and printing			€
Policy Research and Development on Specific Policy Theme	Initial Research and Analysis of Existing Models (including overview of specific experiences in other EU Member States) and Background Literature on said topic			€
	Focus Group Session to discuss findings and devise possible recommendations upon findings (approximately 10 participants)			€
	Preparation of Concise Research Report on said subject with the inclusion of set Recommendations			€
	Prepare, design & print a guide with concise information that will be distributed to members (3 gate leaflet, 8,000 copies)			€
Report following conference	Preparation of Concise Research Report following participation in a conference organized by GRTU on a specific policy theme. This will include meeting workshop rapporteurs. The report is intended to give a background on the policy area under discussion, report on matters discussed and raised during the conference and workshops, and put forward recommendations to be presented			€
Malta Budget 2016	Preparation of Concise Research Report following participation in a seminar organized by GRTU regarding Budget 2016. This will include			€

	<p>the feedback of GRTU members, general research support based on Budget 2016 and GRTU's position on various topics</p> <p>Preparation and Design of a Concise (12 pager, 8,000 copies) Information Leaflet regarding Budget 2016 measures – targeted mostly at self-employed and SMEs</p>			€
--	---	--	--	---

Final price:

Net:		€
Any Discounts (specify rate)	%	€
Vat (specify rate)	%	€
TOTAL:		€

Company Rubber Stamp:

Signature:

Name and Surname: _____



Operational Programme II – Cohesion Policy 2007 – 2013
Empowering People for More Jobs and a Better Quality of Life
 Project may be part-financed by the European Union
 European Social Fund (ESF),
 Co-financing rate: 85% EU Funds; 15% National Funds



Investing in your future