

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

ESF 4.268 – Enriching Malta’s SME and Self-Employed Representation in Practice

REQUEST FOR QUOTATIONS – ref. GRTU 281015.1

Request for Service of Promotional Distribution

ISSUED ON: 20/10/2015

DEADLINE: 28/10/2015



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 service for promotional distribution.

The cost of this initiative shall be part-financed by the European Union European Social Fund Operational Programme II PA 4.

The selection of the successful bidder will take place on who would be the most technically compliant, able to handle initiative within the required timeline and cheapest bidder.

2. Dates

The promotional distribution will need to be completed by the **end of November 2015**.

3. Specifications

Promotional distribution of 3-Gate Guide (Qty 8,000) and a 12-page A4 document (Qty 8,000). This includes the printing and affixing of labels and packaging (adequate envelope or other) and insertion into packaging. One packet is to include a covering letter, one copy of the 3-Gate Guide and one copy of the 16-page A4 document. Labels and any packaging need to be provided by the supplier. Specific addresses shall be supplied by GRTU. Data is to be handled in full compliance to the law.

4. Timeframe

Quotations must reach GRTU offices via electronic mail on admin@grtu.eu by no later than **28th 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 26th October 2015. Any clarifications received after this deadline will not be considered. The cheapest technically compliant bidder will be chosen.

Quotations are to be submitted by 28th 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

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Quotation date: _____

Supplier’s details:

Company’s name:

Contact person’s name and surname:

Company’s Address:

Telephone number:

Email Address:

Promotional Distribution

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Final price:

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

Company Rubber Stamp:

Signature:

Name and Surname: _____



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