

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 181115.6

Request for Research, Development and Setup of Online Business Guide Tool set Online

ISSUED ON: 11/11/2015

DEADLINE: 18/11/2015



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 and development of content, design and implementation of an online guide to serve as an educational tool to encourage small businesses to create an online identity and use the Internet to their advantage.

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 final tool will need to be completed by latest 4th December 2015.

3. Specifications

Research and development of content, design and implementation of an online guide to serve as an educational tool to encourage small businesses to create an online identity and use the Internet to their advantage and potentially sell products online. The final product is intended to be distributed at no charge. The subject of this work must be on the lines of "Practical tips about putting your business online" and should be in English. It should also include graphics and illustrations where appropriate. Images should be used to make the content of this work more readable, understandable and interesting. The target audience is Micro to Small businesses including self-employed, therefore the content should not be too technical and it should be understandable by non-technical audiences.

The guide should include links to appropriate online content where it is deemed that these will be helpful, however viewing the online content should not be mandatory.

The project is expected to be developed as follows:

Online presentation that will be created using one or more of the current web languages such as HTML5, PHP, ASP, Javascript, JQuery or other comparable but should not use Flash. The content should be viewable on mobile devices. The presentation should include a mixture of multimedia that will be used effectively to convey the message outlined above. The presentation should be divided into at least 15 segments or chapters or more.

Subjects should include but not be limited to:

- Why does my business need an online presence
- How to start setting up an online identity
- Essential features and considerations for your website
- Optional features for your website
- Explanation of important terms

4. Timeframe

Quotations must reach GRTU offices via electronic mail on admin@grtu.eu by no later than **18th November 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 17th 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 18th November 2015 by 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:

Research, Development and Setup of Online Business Guide Tool set Online as stipulated.

Final price:

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

Company Rubber Stamp:

Signature:

Name and Surname: _____



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