

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 181115.1

Request for Research and Development of Content, Design & Printing of Online Business Guide

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 printing of a guide of minimum 96-pages and maximum 112-page.

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 document will need to be completed by latest 4th December 2015. The printed version of the document needs to be supplied by 9th December 2015.

3. Specifications

Research and development of content, design and printing of a guide of minimum 96-pages and maximum 112-pages. The aim of this work is to encourage Maltese small business to set up an online identity 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 people.

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 document is expected to be printed as follows:

Book measuring 210 x 148 trim between 96- to 112- page (excluding 4 pages for cover) in full colour all over. Text pages in 130 GSM Matt Coated (FSC Certified). Cover pages in 300 GSM Matt Coated (FSC Certified) – finishing in cover gloss laminated outer side. Perfect Bound.

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 and Development of content, design and printing of a guide of minimum 96-pages and maximum 112-pages.

Final price:

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

Company Rubber Stamp:

Signature:

Name and Surname: _____



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