

**Write Deal Association**  
**VO/0695**

***Project Reference – VOPS 35/2021***

**Publication of 4 High-Quality Magazines**

**Tender for the  
Printing of high-quality publications**

<b>Date Published</b>	<b>16-July-2021</b>
<b>Deadline for Submission</b>	<b>06-August-2021</b>
<b>Tender Opening</b>	<b>16-July-2021</b>
<b>Tender Number</b>	<b>WRITE001/2021</b>

**Right to Appeal**

Write Deal Association shall publish a notification on its website indicating the awarded contract and shall, by electronic means inform the tenderers concerned of the publication of the award. Any tenderer who feels aggrieved by the award indicated by Write Deal Association, may within 5 calendar days from the publication of the notice, file an objection with Write Deal Association, clearly setting forth any reason for the complaint.

*This project has been funded through the Voluntary Organisations Project Scheme managed by the 1 Malta Council for the Voluntary Sector on behalf of Parliamentary Secretary for Youth, Sports and Voluntary Organisations within the Ministry for Inclusion and Social Wellbeing.*

## SECTION 1 – PROJECT BACKGROUND

The project will be the development, creation and publication of four professional interactive magazines (printed & e-publications) in Maltese aimed at 13 & 14 year-old-children, called IMPATT. The magazines will have articles and/or interviews that will come to life through augmented reality (AR).

The magazines, which will have no adverts and/or advertorials, will be distributed free-of-charge to all schools in Malta and Gozo. The National Literacy Agency will be distributing the magazines. Furthermore, independent/private schools will also be contacted; with the possibility of their students also receiving the magazines (always, free-of-charge).

Every edition of the magazine will focus on each of the following Priorities: Volunteering, Poverty and Social Inclusion; Education; and Arts, Culture and Sports.

The magazines will include articles and/or interviews about various NGOs, volunteering activities, volunteers and other important subjects.

Thanks to the professional and highly detailed content, IMPATT will be supporting the work of voluntary organizations, whilst promoting and encouraging a culture of volunteering.

Furthermore, the interactive feature (Augmented Reality) that allows readers to enjoy the content by employing the senses of hearing and seeing, will ensure that this platform will be even more special and unique.

This tender relates to the printing of the magazines.

## SECTION 2 – INSTRUCTIONS FOR TENDERERS

### 2.1 General Instructions

**2.1.1** In submitting a tender, the tenderer accepts in full and in its entirety, the content of this tender document, including subsequent clarifications issued by Write Deal Association, whatever his own corresponding conditions may be, which he hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender document.

No account can be taken of any reservation in the tender as regards the tender document; any disagreement, contradiction, alteration or deviation shall lead to the tender offer not being considered any further.

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- 2.1.2** The subject of this tender is as above-mentioned and is called 'IMPATT', VOPS 35/2021. This project is implemented by Write Deal Association and is funded through the Voluntary Organisations Project Scheme managed by the Malta Council for the Voluntary Sector on behalf of Parliamentary Secretary for Youth, Sports and Voluntary Organisations within the Ministry for Inclusion and Social Wellbeing.
- 2.1.3** The item/services required shall be delivered between September 2021 and December 2021.
- 2.1.4** There will be four payments in all; that is a payment will be carried out after the delivery of each of the four batches of publications.
- 2.1.5** This call for tenders is being issued under an open procedure.
- 2.1.6** The tenderer will bear all costs associated with the preparation and submission of the tender. Write Deal Association will in no case be responsible or liable for such costs, whatever the conduct or outcome of the procedure

## **2.2 Time-table**

Deadline for request for additional information from Write Deal Association **27-July-2021**

Deadline for submission of tenders **06-August-2021**

Tender opening **16-July-2021**

*All times Central European Summer Time (CEST)*

## **2.3 Lots**

**2.3.1** This tender is not divided into lots, and tenders must be for the whole project.

## **2.4 Variant Solutions**

**2.4.1** No variant solutions will be accepted. Tenderers must submit a tender in accordance with the requirements of the tender document.

## **2.5 Financing**

**2.5.1** This project has been funded through the Voluntary Organisations Project Scheme managed by the Malta Council for the Voluntary Sector on behalf of

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Parliamentary Secretary for Youth, Sports and Voluntary Organisations within the Ministry for Inclusion and Social Wellbeing.

**2.5.2** The beneficiary of the financing is Write Deal Association and all fiscal receipts shall be addressed to the same organization.

**2.5.3** The budget allocated for this procurement must not exceed nine thousand euro (€9,000) inclusive of VAT and any other applicable taxes and charges.

## **2.6 Selection Criteria**

**2.6.1** In order to be considered eligible for the award of the contract, tenderers must provide evidence that they are a reputable printing and publication entity in a position to print the needed publications.

## **2.7 Explanations/Clarification Notes Concerning the Tender**

**2.7.1** Tenderers may submit questions strictly in writing to Write Deal Association by sending an email to [ruthfren@gmail.com](mailto:ruthfren@gmail.com) until the 27-July-2021. Write Deal Association shall reply to all tenderers' questions, and publish by 03-August-2021, clarification notes, up to at least 3 calendar days before the deadline for submission of tenders.

**2.7.2** Questions and answers, and alterations related to the tender document will be sent to all prospective bidders by email. It is the responsibility of tenderers to check their respective email account in order to obtain the latest information published prior to submitting their Tender.

**2.7.3** Prospective tenderers are required to register their respective contact details at [ruthfren@gmail.com](mailto:ruthfren@gmail.com) so that any clarifications/communications pertaining to this tender procedure will be communicated to them in due time as per tender document. Write Deal Association shall not be held responsible for any misdemeanor if this condition is not adhered to.

**2.7.4** Write Deal Association may, at its own discretion, as necessary, extend the deadline for submission of tenders to give tenderers sufficient time to take clarification notes into account when preparing their tenders.

## **2.8 Currencies of Tender and Payments**

**2.8.1** The currency of the tender is the Euro (€). The bids must be expressed in Euro (€).

**2.8.2** Payments will be made upon certification of works by Write Deal Association, based on the invoices issued by the successful tenderer, in accordance with the timeframes, terms and conditions of the contract.

## **2.9 Presentation & Submission of Tenders**

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- 2.9.1** The tender must comprise the following duly completed documents, inserted in a single, sealed envelope marked as 'Tender, VOPS 35/2021':
- (i) Tender Form (refer to Section 4).
  - (ii) Tenderer's technical offer in response to specifications outlined in Section 3. Include all relevant literature.
  - (iii) A financial bid (refer to Section 5).
- 2.9.2** The tenderers submission must be typed in, or handwritten in indelible ink. Any pages on which entries or corrections to his submission have been made must be initialed by the person or persons signing the tender. All pages must be numbered consecutively by hand, machine or in any other way acceptable to Write Deal Association.
- 2.9.3** All tenders must be received by normal mail by not later than **06-August-2021** and sent by mail (mail stamp not to be later than 05-August-2021) to:

*Write Deal Association  
195 Tower Street  
Mosta MST 3505.*

The tenders should have the stamp marked by not later than 05-August-2021. Tenders submitted by any other means (e.g. email) will not be considered.

- 2.9.4** No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

## **2.10 Alterations and Withdrawal of Tenders**

- 2.10.1** Tenderers may alter or withdraw their tenders by written prior notification to Write Deal Association. No tender may be altered after the deadline for submission.

- 2.10.2** Any notification of alteration or withdrawal must be prepared, sealed, marked and submitted in accordance with Clause 2.9, and the envelope must also be marked with "alteration" or "withdrawal".

## **2.11 Opening of Tenders**

- 2.11.1** Tenders will be opened by Write Deal Association on the 07-August-2021. A "Summary of Tenders Received" will be published on the Write Deal Association website: [www.animationmalta.org](http://www.animationmalta.org)

- 2.11.2** Envelopes marked "withdrawal" will be returned to the tenderer.

- 2.11.3** Reductions or alterations to tender prices made by tenderers after submission will not be taken into consideration during the analysis and evaluation of tenders.

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## **2.12 Secrecy of the Procedure**

**2.12.1** After the opening of the tenders, no information about the examination, clarification, evaluation or comparison of tenders or decisions about the contract award may be disclosed before the notification of award.

**2.12.2** Information concerning checking, explanation, opinions and comparison of tenders and recommendations concerning the award of contract, may not be disclosed to tenderers or any other person not officially involved in the process unless otherwise permitted or required by law.

**2.12.3** Any attempt by a tenderer to approach any member of Write Deal Association directly during the evaluation period will be considered legitimate grounds for disqualifying his tender.

## **2.13 Tender Evaluation Process**

**2.13.1** Write Deal Association will check the administrative and technical compliance of each tender. Tenders which are administratively and technically compliant will be evaluated financially.

## **2.14 Criteria for Award**

**2.14.1** The contract will be awarded to the most economically advantageous offer, who is able to comply with all the requested criteria.

## **2.15 Right of Write Deal Association to Accept or Reject any Tender**

**2.15.1** Write Deal Association reserves the right to accept or reject any tender and/or to cancel the whole tender procedure and reject all tenders. Write Deal Association reserves the right to initiate a new invitation to tender.

**2.15.2** Write Deal Association reserves the right to conclude the contract with the successful tenderer within the limits of the funds available.

**2.15.3** Cancellation may occur where:

- a) the tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
- b) the economic or technical parameters of the project have been fundamentally altered;
- c) exceptional circumstances or force majeure render normal performance of the project impossible;
- d) all technically compliant tenders exceed the financial resources available;
- e) there have been irregularities in the procedure, in particular where these have prevented fair competition.

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**In no circumstances will Write Deal Association be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a tender, even if Write Deal Association has been advised of the possibility of damages. The publication of a contract notice does not commit Write Deal Association to implement the programme or project announced.**

## **2.16 Notification of Award**

**2.16.1** Write Deal Association shall publish a notification on its website indicating the awarded contract, the financial aspect of the award and the name of the successful tenderer. Write Deal Association shall, by electronic means, inform the tenderers concerned of the publication of the award.

## **2.17 The Letter of Acceptance**

**2.17.1** Within 7 calendar days of receiving the letter of acceptance (against acknowledgment of receipt) from Write Deal Association, the successful tenderer will sign a copy of the Letter of Acceptance and date the Letter of Acceptance and return it to Write Deal Association.

**2.17.2** If the selected tenderer fails to sign and return the copy of the Letter of Acceptance and other required documentation within the prescribed 7 calendar days, Write Deal Association may consider the acceptance of the tender to be cancelled.

The tenderer whose tender has been evaluated as second most economically advantageous may be recommended for award, and so on and so forth.

**2.17.3** Only the signed Letter of Acceptance will constitute an official commitment on the part of Write Deal Association, and activities may not begin until the contract has been signed both by Write Deal Association and the successful tenderer.

## **SECTION 3 – TECHNICAL SPECIFICATIONS**

**NOTE: Where in this tender document a standard is quoted, it is to be understood that Write Deal Association will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by Write Deal Association.**

### **3.1 Contract Objective**

*This project has been funded through the Voluntary Organisations Project Scheme managed by the Malta Council for the Voluntary Sector on behalf of Parliamentary Secretary for Youth, Sports and Voluntary Organisations within the Ministry for Inclusion and Social Wellbeing.*

**3.1.1** This tender is for the publication of four high-quality magazines: VOPS 35/2021. This project has been funded through the Voluntary Organisations Project Scheme managed by the Malta Council for the Voluntary Sector on behalf of Parliamentary Secretary for Youth, Sports and Voluntary Organisations within the Ministry for Inclusion and Social Wellbeing..

### **3.2 Delivery Period**

**3.2.1** The delivery Period shall be between September 2021 and December 2021.

### **3.3 Specifications**

The following are specifications for four high publications to be published throughout September 2021 and December 2021.

Quantity per publication: 5,000

Number of publications: 4

Total quantity of publications: 20,000

Number of pages per publication: 20 self-cover

Print: 4x4

Size: A4 Portrait

Thickness of pages: Art Matt 150gsm

Finished Stapled

Artwork to be provided.

After the agreement between Write Deal Association and the successful bidder, publications are to be delivered within 5 working days after artwork is sent.

### **3.5 Budget**

**BUDGET NOT TO EXCEED €9,000 (nine thousand Euro including all taxes)**

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## SECTION 4 – TENDER FORM

### VOPS 35/2021 - Tender for the Publication of High-Quality Magazines for Write Deal Association

#### TENDER SUBMITTED BY:

Name of Company:	
Contact Person (Name & Surname):	
Email Address:	
Address of Company:	
Contact Telephone Number:	

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### C. TENDERER'S DECLARATION(S)

**To be completed and signed by the tenderer (including each partner in a consortium).**

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

1. We have examined, and accept in full and in its entirety, the content of this tender document (including subsequent Clarifications Notes issued by Write Deal Association) for invitation to tender required VOPS 35/2021. We hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration or deviation shall lead to our tender offer not being considered any further.
2. We confirm that the Grand Total Price of our tender (inclusive of duties, other taxes/charges, Eco-Contribution (if any) and any discounts) is according to the Grand Total on page 13 of this document.
3. This tender is valid for a period of 3 weeks from the final date for submission of tenders.
4. We are not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy. We also declare that we have not been convicted criminally, or found guilty of professional misconduct. Furthermore, we are up-to-date in the payment of social security contributions and other taxes.
5. We accept that we shall be excluded from participation in the award of this tender if compliance certificates in respect of declarations made under Clause 4 of this declaration are not submitted by the indicated dates.
6. We will inform Write Deal Association immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognize and accept that any false, inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Government of Malta and the European Communities.
7. Our tender submission has been made in conformity with the Instructions to Tenderers, and in this respect we confirm that the following documentation has been included:
  - Tender Form (Section 4)
  - Technical Offer (in response to specifications outlined in Section 3).
  - Financial Bid (Section 5)
8. We note that Write Deal Association is not bound to proceed with this invitation to tender and that it reserves the right to cancel the contract. It will incur no liability towards us should it do so.

Name and Surname : \_\_\_\_\_

I.D. / Passport Number: \_\_\_\_\_

Signature of tenderer: \_\_\_\_\_

Duly authorised to sign this tender on behalf of: \_\_\_\_\_

Company VAT No: \_\_\_\_\_

Stamp of the firm/company: \_\_\_\_\_

Place and date: \_\_\_\_\_

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## SECTION 4 – TENDER FORM

### VOPS 35/2021 - Tender for the Publication of High-Quality Magazines for Write Deal Association

	Amount of Euro €
Cost	
VAT	
<b>Total Cost &amp; VAT</b>	

The budget allocated for this procurement must not exceed nine thousand Euro (€9,000) inclusive of all applicable taxes.

The successful bidder shall be bound to conform in all respects with VAT legislation and regulations.

Signature: \_\_\_\_\_  
(the person or persons authorized to sign on behalf of the tenderer)

Date: \_\_\_\_\_

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