



REQUEST FOR QUOTES – PRINTING OF SCHOOL BOOKLETS

1. Introduction

The Archbishop's Seminary, (hereinafter referred to as "Seminary") is by means of this Request for Quotes (hereinafter referred to as "RFQ") inviting interested parties to submit competitive quotes to The Archbishop's Seminary invites submissions of competitive proposals from prospective contractors to **print, pack and deliver booklets for the scholastic year 2024/2025. Booklets will be provided as pdf files in a ready to print format by the Archbishop's Seminary.** All quotes are to be in line with the following key terms and conditions.

2. Purpose and objectives

This document is presented in order to enable prospective contractors the flexibility to present quotes that in their opinion best meet the minimum requirements set in the RFQ. The information provided in this document is thus intended to convey the performance level expected of the contractor. Contractors replying to this information are thus encouraged to assimilate such data and enhance their offer by presenting solutions based on their experience and knowledge.

Bidders must ensure that they provide, as a minimum, the overall functionality described herein. Failure to meet at least such minimum requirements will automatically disqualify prospective contractors.

3. Key terms and conditions

All interested bidders:

- a) Should note that the school caters for 800 students all needing booklets thus bidders must realise that the number of print runs in colour or black and white as specified by the Seminary shall be of high volume.
- b) The contractor should have in-house printing facilities.
- c) The contractor should be able supply printed and bound material in single booklets of up to 250 pages each (in colour or B&W). Please indicate your minimum and maximum page count based on your machines.
- d) The contractor should provide in the RFQ, rates for all the below specifications.

B/W A4
B/W A3
Colour A4
Colour A3
Spiral A4 up to 150pgs
Spiral A4 (150pgs to 250pgs)
Spiral A4 (up to 484pgs)
Spiral A3/big
Laminations
Glued up to 150pgs
Glued (150pgs to 250pgs)
Glued (up to 484pgs)
Cardboard A4
Cardboard A3
Coloured Paper

- e) All prices quoted are to be **inclusive** of all taxes.
- f) Paper for printing is to be procured by the contractor and shall be as per the specifications indicated by the Seminary.
- g) The files for the booklets will be made available to the contractor in pdf format on or around the month of June.
- h) The finished printed material will be fully delivered close to the start of the scholastic year by mid-September.
- i) The contractor will keep a backup of the files until the work is completed and will delete them by the 4th week following the delivery date.
- j) The contractor will not publish or transmit any of the word or PDF files to any third party without the express permission of the Seminary.
- k) The contractor will ensure that the booklets are suitably packed in bags to meet the ordinary handling and ordinary risks that may be encountered in transit.
- l) Bidders are to quote prices in Euros, and such prices shall include all costs inherent to and attributable to the supply, source, bundle and deliver of the required school booklets including VAT, customs duty, insurance, freight, labour costs.

Failure to abide with the above guarantees may render the contract between parties null and the proponent will be liable to a non-fulfilment penalty. Such penalty, payable to the Seminary will be worked out at 25% of the contracted sum.

4. Special Conditions

- a) The Seminary shall have the right to reject any item should it not be to its full satisfaction or should the booklets not be in accordance with the agreed specifications submitted by the bidder and approved by the Seminary for the award of this contract.
- b) The Seminary reserves the right to terminate the contract if frequent justified complaints received by the school are registered and communicated in writing to the supplier.
- c) Any defective supplies shall be collected by the contractor and replaced by others within ten (10) days of the complaint.
- d) The contractor will provide the Seminary, within a reasonable time, samples of the booklets as may be requested by the school.
- e) The Archbishop's Seminary reserves the right to refuse any offer in part or in whole including the most advantageous. The Seminary shall not be liable for damages, whatever their nature or relation to the cancellation of this RFQ (in particular, damages arising from loss of profits) and whatever the circumstances.
- f) Any dispute, controversy or claim arising out of / or relating to this contract or the breach, termination or declaration of the invalidity thereof, shall be settled by arbitration in accordance with the Malta Arbitration Act Chap. 387 and the rules of the Malta Arbitration Centre as at present in force.
- g) A copy of all documentation, invoices, VAT receipts and other documents deemed necessary should reach the Seminary when the delivery has been affected.

Proposals will be received in a sealed envelope either by registered mail or else by hand. The proposal is to be addressed to:

**RFQ - PRINTING OF SCHOOL BOOKLETS
THE HEADMASTER
90, THE ARCHBISHOP'S SEMINARY
TAL- VIRTU' ROAD
RABAT, RBT 2604**

Sincerely,
Fr Mark Ellul
Head of School