



SCHOOL PRINTING SERVICES: REQUEST FOR QUOTES

Date Published: 8th July 2021

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 for the service of **printing, packing and delivering booklets for the scholastic year 2021/2022. All material to be printed 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 vendors 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 vendor. Vendors 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 vendors.

3. Key terms and conditions

All interested bidders:

- A. Must provide quotations for print runs in colour or black and white as specified by the Archbishop's Seminary.
- B. The Vendor should have in-house printing facilities.
- C. The Vendor should be able to supply printed and bound in single booklets of up to 100 pages each.
- D. The Vendor should provide, rates for laminations, binding, and glued finishes, in the quote
- E. All prices quoted are to be inclusive of all taxes.
- F. Paper for printing is to be procured by the Vendor.

- G. The files for the booklets will be made available to the printing company at least two (2) weeks prior to the needed date
- H. The Vendor will keep a backup of the files until the work is completed and will delete them by the 4th week following the delivery date.
- I. The Contractor will not publish, share or transmit any of the softcopy documents to any third party without the ? written consent of the Archbishop's Seminary.
- J. 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.
- K. Bidders are to quote prices in Euros, and such prices shall include all costs inherent to and attributable to the supply, source, bundle and delivery of the required school booklets including VAT, customs duty, insurance, freight, labour costs.
 - a. The Vendor is to further indicate the price cost of every booklet being printed.

Failure to abide with the above guarantees may render the contract between parties null and void 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/copybooks 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 vendor will provide The SEMINARY, samples of the booklets as may be requested by The SEMINARY, within a reasonable time frame
- E. The 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.

A copy of all documentation, VAT receipts and other documents deemed necessary should reach the SEMINARY on the delivery has been affected.

5. Proposed Timeline (liable to change)

- 8th-15th July – period for clarification
- July 20th till noon – handing in of proposals – in a sealed envelope addressed as follows:

RFQ - BOOKLETS

The Headmaster

The Archbishop's Seminary

- July 27th Award of Contract