

MALTA COMPETITION AND CONSUMER AFFAIRS AUTHORITY**REQUEST FOR QUOTE**

The Malta Competition and Consumer Affairs Authority (MCCAA) would like to receive quotations for the service of:

DESCRIPTION OF THE PRODUCT OR SERVICE

Description: **Design of a magazine**

Content production and layout of this magazine which does not exceed twenty-four (24) pages. In this regard, the Authority will be providing the successful bidder with a complete draft of the content.

Quantity: 1

Delivery: No

Installation (if applicable): No

SPECIFICATIONS, REQUIREMENTS AND STANDARDS

The service should have the following requirements:

1. Design in full colour; including high quality stock photos. Please quote price per stock image.
 2. High resolution digital copies, in two formats – single page and spread format (front & back cover on split pages and rest in a 2-page spread).
 3. A high-resolution printable version. Format of this version will be confirmed at a later stage, once printing is booked. The printing will be taken care of by the Authority.
 4. Full cost (including VAT) for the overall project, including any action or activity required for the production of the magazine.
 5. A detailed breakdown of the cost clearly split according to the services required for the final product.
 6. Magazine to be finalised within two (2) weeks from the receipt of the text. The bidder shall be available for any amendments and/ or corrections as required by the Authority.
 7. The design shall reflect the Authority's brand guidelines, which will be provided by the MCCAA.
-

MALTA COMPETITION AND CONSUMER AFFAIRS AUTHORITY**REQUEST FOR QUOTE**

-
8. Project is scheduled to commence in November 2020.
 9. Quotation should be valid for a period of three (3) months.
-

DEADLINE FOR SUBMISSIONS

Time: Noon

Date: 16th October 2020

ADJUDICATION CRITERION

Criterion: Cheapest

Details:

IMPORTANT NOTE

The contracted supplier may be bound by a confidentiality and/or non-disclosure agreement. All quotations must include a price breakdown of all expenses involved excluding any applicable VAT and other taxes. Quotations received after the deadline will not be considered. All emails should be sent to procurement.mccaa@mccaa.org.mt.
