

REFERENCE NUMBER:

PG/PROC 912/25



TITLE: SUPPLY AND DELIVERY OF PRINTED FREE STANDING BOARDS

Date Published:

09th December 2025

Site Visit:

N/A

N/A

Deadline for Submission of Offers:

15th December 2025

at 23:45 hrs

Project Green

Avenue 77, Triq Negozju, Zone 3
Central Business District, Birkirkara CBD3010
<https://projectgreen.mt>

Section 1: Instructions to Economic Operators

- 1.1 Response to this RfQ is to be submitted by email on the following email address:
Procurement.pg@projectgreen.mt
- 1.2 All submissions will be dealt with in strictest confidence.
- 1.3 Participation Fee is Free.

Note: The Contracting Authority shall reserve the right to accept or reject offers exceeding €5,000 exclusive of VAT.

Section 2: General Information

2.1 Purpose

The purpose of this RfQ is **the Supply and Delivery of Printed Free Standing Boards**

2.2 Scope and Terms & Conditions

Free Standing boards shall be delivered to Project Green offices at Avenue 77 Birkirkara or as otherwise indicated by the Contracting Authority. The material is to be supplied in accordance with the technical specifications forming part of this RfQ.

2.3 Specifications

2.3.1 List specifications below:

- The boards shall measure **1.0m (W)x 1.5m (H)**
- The boards shall be **Free Standing and stable**
- Designed for indoor use, to be used as separators between desks
- Printed in colour . Artwork will be provided by Project Green.
- Finish to be aesthetically appealing and consistent with Project Green's design standards.

Additional Requirements:

- Quotation to include material details

2.4 Execution Period

2.4.1 The time-limit for the execution of the contract shall be three (3) weeks from the date of the Purchase Order.

Section 3 Financial Offer

3.1 Financial Offer

The Economic Operator shall fill-in and submit their offer by filling the Form marked as '[Financial Bid Form](#)'. The Contracting Authority reserves the right to disqualify

bidders who fail to submit or provide all the requested information requested in the '[Financial Bid Form](#)'.

Economic Operators must quote all components of the price inclusive of taxes/charges, customs and import duties and any discounts BUT excluding VAT. VAT shall be paid in accordance with the current VAT regulations.

3.2 **Criteria for Award**

3.2.1 The sole award criterion will be the price. The contract will be awarded to the bidder submitting the cheapest priced offer satisfying the requested administrative and technical criteria.

The Contracting Authority reserves the right to accept or reject financial offers exceeding the estimated procurement value based on the current market rates.

The Contracting Authority reserves the right to disqualify offers received late even though they might be technically and financially compliant (please refer to the cover page of this RfQ for the respective deadlines).

Furthermore, the Contracting Authority reserves the right to refuse or cancel this RfQ, in part or in full, at its discretion without any obligation.

3.3 **Clarification meeting / Site-visit**

3.3.1 No Clarification meeting/site visit will be held.

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