

**REFERENCE NUMBER:**

PG/COMMS 961/25



**TITLE: RFQ FOR THE SUPPLY AND DELIVERY OF A4  
LEATHER FOLDERS WITH PROJECT GREEN LOGO  
EMBOSSED**

**Date Published:**

08<sup>th</sup> January 2026

**Site Visit:**

N/A

N/A

**Deadline for Submission of Offers:**

15<sup>th</sup> January 2026

at 23:45 hrs CEST

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**Project Green**

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

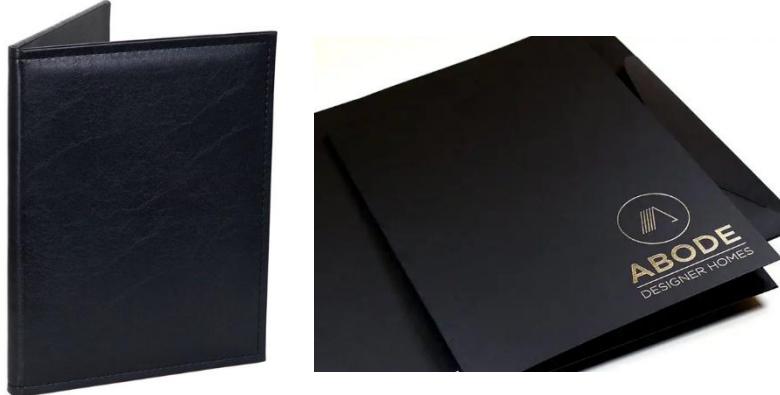
***Section 1: Instructions to Economic Operators***

- 1.1 Response to this RfQ is to be submitted by email on the following email address:  
[Procurement.pg@projectgreen.mt](mailto: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**
  - 2.1.1 The purpose of this RfQ is **for the Supply And Delivery of A4 Leather Folders with Project Green Logo Embossed.**
- 2.2 **Scope and Terms & Conditions**
  - 2.2.1 The Supplies shall be provided to Project Green in accordance with the technical specifications forming part of this RFQ, which Supplies shall be delivered to Project Green, as indicated by the CA.
  - 2.2.2 The Contractor shall be subject to a penalty for delay of €50 per day inclusive of Saturdays, Sundays and Public Holidays for any delays over the period of performance stated above. The Contracting Authority reserves the right to terminate the contract without notice when the penalties reach a value amounting to 30% of the contract price.
- 2.3 **Specifications**
  - 2.3.1 The Technical specifications for this RFQ is as follows:
    - 2.3.1.1
      - A4 Leather Presentation Folder
      - Black
      - With interior pocket
      - Embossed with PG logo with silver foil



Images for indicative purposes only.

2.3.2 The Economic Operator at the bidding stage shall provide the following:

- Images of the A4 Leather Folder

#### 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.

#### 3.0 **Financial Offer**

3.1 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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