



Valletta, 10/06/2025

REQUEST FOR OFFERS

for design, production and delivery of promotional materials
within the project implementation

“FairForward – Shaping Inclusive Workplaces Across Europe”

Section I: Contracting party

Name of Beneficiary: General Workers Union (GWU)

Address: Workers' Memorial Building, South Street, Valletta VLT 1103, Malta

Contact person: Kevin Camilleri

E-mail: projects@gwu.org.mt

Telephone number: +356 21237165

Section II Description and scope of services. Obligations of service provider.

The subject of this procedure is the provision of graphic design, production and delivery services for promotional materials produced within the above-mentioned project.

The service shall include:

- Graphic design and layout of project-branded promotional materials in accordance with the visual identity requirements of the FairForward project and the European Union visibility rules;
- Production of the following promotional materials:
 - 245 notebooks;
 - 245 pens;
 - 245 folders;
- Printing and branding of all materials with the approved project visual identity;
- Packaging and delivery of the finished materials to the project partner organisations located in:
 - Malta;
 - Spain;
 - Poland;
 - Serbia;
 - Montenegro;
 - Lithuania;
 - Italy.



The service provider shall ensure high-quality design, production and printing standards, durability of the materials, consistency of branding across all items, and compliance with the deadlines agreed within the project implementation framework.

The provider shall be responsible for all production, packaging and delivery costs.

Section III Term of services

The service provider is expected to respect the following deadlines:

- The offer shall not require a prepayment
- The invoice for the services shall be issued within 14 days from completion of the service.
- The time limit for payment of the invoice must not be shorter than 30 days

Section IV Submission of proposals

The proposal should be submitted using this Google Form link:

<https://forms.gle/GZotM7swgRaMrxjT6>

until 30/06/2025.

Late proposals will not be accepted.

Service provider will be chosen until 01/07/2025.

Section V Criteria of assessment of proposals

The contract will be awarded to the best proposal taking into account the best price-quality ratio.

Section VI Other information

Conflict of interest

In order to avoid conflict of interest the following persons and/or entities are excluded from this procedure:

- Beneficiary's personnel and staff,
- family members and relatives of beneficiary and its key personnel,
- affiliated persons, companies and institutions,
- any persons, companies and institutions with shared economic interest and/or personal or equity relationship with Beneficiary.

After signing the contract any major changes to the contract shall be excluded. A draft contract may be delivered via e-mail on request.

The service provides shall respect all rules and obligations required by the European Union, in particular those with regards to confidentiality, conflict of interests, liability, intellectual property rights, ownership of materials, checks, audits and evaluation.

Full and partial proposals are allowed.