

Request for QUOTES

for the design of an Online Toolkit

Purpose of this Request for Quotes

Fondazzjoni Sagħtar is seeking the services **for the Design of an Online Toolkit** entitled 'Inwaqqfu l-Vjolenza Flimkien' which is planned to be published in the coming months.

1. Introduction

Fondazzjoni Sagħtar is an independent and autonomous voluntary organisation, without any political affiliation, founded with the main purpose of serving a social and educational function among Maltese and Gozitan educators and students.

The Commission on Gender-Based Violence and Domestic Violence has granted funding for the Project 'Vjolenza Qatt u ma' Hadd/Violence? Never, against Whoever' following Fondazzjoni Sagħtar's application through the Together We Empower Programme.

Part of this project entails the design and publishing of an online toolkit.

2. Services Required

Conditions and specifications for REQUEST FOR QUOTATION for the Design of an Online Toolkit being published by *Fondazzjoni Sagħtar*:

2.1 The service is required for:

1. The design of the Online Toolkit

This should highlight the main aims of the toolkit while targeting the appropriate audience.

- A4 size
- Circa 25 pages
- Pdf document to be shared online and on social media

2. Promotional Content

For promotional content, pages from the toolkit itself may be used but the bidder might be requested to adapt the design to fit the advert accordingly.

2.2 The Timeframe:

1. The design of the toolkit is being requested by 10th October 2025.

The content will be forwarded to the bidder by 15th September 2025, the bidder must be committed to provide the design in the stipulated timeframe.

2. Availability and additional Service in the following months

Despite that the main design would be completed, Fondazzjoni Sagħtar may ask the bidder for minor additional content or adjustments, mainly to be used for advertising purposes.

3. Quotations

Quotations covering the breakdown of all expenses and including VAT shall be sent to info@saghtar.org.mt

All Quotations must be submitted by not later than 7th July 2025.