

Request for QUOTES

for the design of a Workbook for Children

Purpose of this Request for Quotes

Fondazzjoni Sagħtar is seeking the services **for the Design of a Workbook** entitled 'It-Tagħlim tas-Snajja (Edizzjoni Speċjali tas-Sagħtar)' 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 Malta Council for the Voluntary Sector has granted funding for the Project 'It-Tagħlim tas-Snajja (Edizzjoni Speċjali tas-Sagħtar)' following Fondazzjoni Sagħtar's application through the Small Initiatives Support Scheme.

This project entails the design and publishing of a workbook mainly targeted at year 5 students, who as the name implies are learning about different Maltese trades. The workbook is set to consist of 56 pages (excluding cover).

2. Services Required

Conditions and specifications for REQUEST FOR QUOTATION for the Design of a Workbook being published by *Fondazzjoni Sagħtar*:

- 2.1 The idea of the project is to carry out 10 interviews with persons from different trades. The design is required for 10 articles about these interviews including photos and an accompanying activity for children. 4 pages (two double page spreads) will be dedicated to each trade for a total of 40 pages. The remaining 16 pages will include articles about the trades in general and institutions working in the sector. The service is required for:

1. The design of the main cover of the Workbook

This should highlight the main aims of the book while targeting the appropriate age (year 5 students).

2. Each Activity in the Workbook

The workbook will include 10 main activities set over a two double-page spreads (4 pages total) and 16 pages dedicated to different articles.

3. Promotional Content

For promotional content, pages from the workbook 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 workbook is being requested by 16th November 2026.

The material will be forwarded to the bidder by 12th October 2026, the bidder must be committed to provide all the designs 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

Interested organisations or individuals are to submit the quotation covering the breakdown of all expenses and including VAT on info@saghtar.org.mt clearly indicating in the subject of the email: **A Quotation for the Design of a Workbook.**

All Quotations must be submitted by not later than 31st August 2026. Late submissions will not be considered.