

Request for QUOTES

for the printing of a Workbook

Purpose of this Request for Quotes

Fondazzjoni Sagħtar is seeking the services **for the Printing 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 Printing of a Workbook being published by *Fondazzjoni Sagħtar*:

2.1 The idea is to print 4000 copies of the workbook in 297mm x 210mm (portrait):

1. Printing of the main cover of the Workbook

Requesting quotes for printing on 200GSM matte paper in full colour with gloss lamination.

2. Inside of the Workbook

56 pages of 115GSM matte paper in full colour.

3. Promotional Content

4 A1 posters and 10 A3 posters.

4. Delivery

The quotation must include delivery of the workbooks to our premises at 759, Triq il-Kbira San Ġużepp, il-Ħamrun

2.2 The Timeframe:

1. The printing of the book is being requested by 8th January 2027.

The design of the workbook will be forwarded to the printer at the beginning of December 2026. The bidder must be committed to provide the printing and delivery in the stipulated timeframe.

2. Availability and additional Service in the following months

Despite that the book would be completed, Fondazzjoni Sagħtar may ask the bidder for further printing of material related to the book. This will be at an extra cost to Fondazzjoni Sagħtar.

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 Printing of a Workbook**

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