



AWTORITÀ GĦAS-SAĦĦA U S-SIGURTÀ FUQ IL-POST TAX-XOĠĦOL  
OCCUPATIONAL HEALTH & SAFETY AUTHORITY

**Publ. Ref:**

**Call for Quotations:**

**CQ001/2024 New Visual Identity for the Occupational Health  
and Safety Authority.**

Date Published: Wednesday, 03<sup>rd</sup> Jan 2024 @ 16:30 CET

Closing Date: Monday, 08<sup>th</sup> January 2024 @ 11:00 CET

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## **CQ001/2024 New Visual Identity for the Occupational Health and Safety Authority.**

Dear Prospective Bidder,

The Occupational Health and Safety Authority is seeking quotations for a new visual identity for the Authority, and we are inviting your esteemed company to submit a proposal for consideration.

### **Submission Guidelines:**

- Quotations marked “*CQ001/2024 New Visual Identity for the Occupational Health and Safety Authority*” will be received by email at the Procurement Section, Occupational Health & Safety Authority up to **11:00h of Monday, 08<sup>th</sup> January 2024.**
- Only quotations received via the designated email address [procurement.ohsa@ohsa.mt](mailto:procurement.ohsa@ohsa.mt) shall be considered for evaluation.
- Include a detailed breakdown of costs for each phase and any additional expenses.
- Provide a portfolio showcasing relevant past work and experiences.

### **Key Dates:**

- Deadline for Quotations: 8th January 2024 @ 11:00am
- Phase 1 Delivery (Brand Concepts): 15th January 2024
- Phase 2 Delivery (Typography, General Usage Policies, Stationary Design, Colours, Social Media Assets, Placements): 20th January 2024



## General Instructions

### Scope of Work:

#### Phase 1 – Brand Concepts (15th January 2024)

- Provide at least 6 diverse concepts for the Authority's new visual identity.
- Ensure all concepts are submitted in a format suitable for evaluation.

#### Phase 2 – Brand Concepts (20th January 2024)

- **Typography:** Propose a set of fonts that reflect the Authority's identity.
- **General Usage Policies:** Develop guidelines on how the visual identity should be used consistently across various platforms.
- **Stationary Design:** Create templates for official documents, letterheads, and other stationary.
- **Colours:** Suggest a colour palette that aligns with the Authority's mission and values.
- **Social Media Assets:** Design visuals tailored for various social media platforms.
- **Placements:** Provide recommendations on how the visual identity should be strategically placed for maximum impact.

Submitted offers are expected to adhere to the following requirement/s:

1. Prices should be listed reflecting the bill of quantities including the final cost per item; the final cost of entire supply contract to OHS. Price/s quoted to be **exclusive of VAT, and any quoted supplies must be delivered to OHS premises @ ground floor.**
2. A **single rate of supply** exclusive of VAT needs to be quoted and to be kept constant for the duration of this procurement.
3. Economic Operators submitting an offer are confirming that they do not fall under the **exclusion criteria** (and blacklisting) as per Public Procurement Regulations.
4. **Awarded** Economic Operator will eventually be asked to complete a more detailed *Suppliers Data Sheet* to facilitate interaction and payment.



## **Stock, Delivery, Invoicing & Payment terms:**

- Items to be delivered **within 3 (three) working weeks** following advice of award to the successful bidder.
- OHSA binds itself to take delivery of the entire purchase (subject to conditions outlined in this call and those entitled *Award Criteria*) by not later than 3 months from the date of award.
- Invoices to be issued by Supplier according to each quantity being delivered.
- Method of Payment: by SEPA online Direct Credit Transfer 30 days from invoice.

## **Samples:**

- **No samples are applicable for this call.**

## **Award Criteria:**

- Although **preference will be given to the cheapest and technically compliant offer**, OHSA is not bound to accept the lower of any offer and likewise to give reasons for the acceptance or rejection of any offer.
- **At all stages of this procurement process, the supply of the items may be subject to quality assurance assessments that might result in rejection should the supply not meet the desired quality levels.**
- Creativity and Originality of Concepts
- Adherence to the Deadline
- Experience in Similar Projects
- Cost Competitiveness



## Clarifications:

- Requests for clarification will be received until **Friday, 5<sup>th</sup> January 2024 @ 10:00h** on [procurement.ohsa@ohsa.mt](mailto:procurement.ohsa@ohsa.mt), marked **CQ001/2024 New Visual Identity for the Occupational Health and Safety Authority – Clarifications**, and shall be answered accordingly by not later than noon of the same date.

## Results:

- The opening report will be published on OHSA's notice board and website (<https://www.ohsa.mt/>) for 10 consecutive calendar days after the closing date.
- The schedule will include Economic Operators' name, Response Date and Pricing Information offered.
- The successful bidder will be notified within 5 working days from the closing date for submissions.
- All submissions will be acknowledged by email.

## About the Occupational Health and Safety Authority (OHSA)

The Occupational Health and Safety Authority (OHSA) in Malta plays a crucial role in safeguarding the well-being of workforce in Malta. Established to ensure a healthy and safe working environment, OHSA diligently regulates occupational health and safety standards across various industries. Committed to preventing workplace accidents and promoting employee welfare, OHSA collaborates with businesses, workers, and relevant stakeholders to implement and enforce effective safety measures. By fostering a culture of responsibility and compliance, OHSA contributes to the overall prosperity and resilience of Malta's labour force, making significant strides in occupational health and safety practices on the island.



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