

MINISTERU  
GHALL-AFFARIJJIET BARRANIN



REPUBLIC  
OF MALTA

MINISTRY  
FOR FOREIGN AFFAIRS

Taqsimax-Xiri  
Direttorat Servizzi Korporattivi

Procurement Unit  
Directorate Corporate Services

**PUBLISHED CALL FOR QUOTES – QMFA 036/2014**

**CLOSING DATE: 20<sup>th</sup> May, 2014 at 10:00**

*NOTE: When submitting offers by email,  
please include the above reference and Name of Item in the subject field.*

**29<sup>nd</sup> April, 2014**

**Section A: Instructions to Tenderers:**

The Ministry for Foreign Affairs needs the following item/s:

**Supply and Delivery of Honorary Consulate-General and Honorary  
Consulate Plaques**

**Technical Specifications**

1. Dimensions: 40cm x 25cm
2. Plaque colour: Gold
3. Deep engraving: Black
4. Material: Bronze Aluminium (no wooden base required)
5. Maltese and English text for the new Honorary Consulate-General and Honorary Consulate plaques is indicated in Annex I.
6. For reference purposes only, the current plaques are as indicated in the diagram below:



7. Each plaque is to be sealed in a transparent plastic sealed wrap.
8. A small transparent bag enclosing four (4) brass gold mirror cap screws is to be included with each plaque.
9. Plaques are to be delivered at the Ministry for Foreign Affairs, Merchants Street, Valletta.

**Note:**

**The selected bidder will be requested to provide the Ministry with the final artwork and a specimen of both plaques before proceeding with the order.**

**Period Contract**

**The Ministry reserves the right to order additional quantities of the above items within the period of one year from the issuance of the Letter of Acceptance, until the ceiling of €6,000 (excluding VAT) is reached.**

**Section B: Offer****Schedule of Prices**

<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price in € including VAT</b>	<b>Total Price in € including VAT</b>
<b>1</b>	Honorary Consulate-General plaques as indicated in Section A above, inclusive of artwork.	<b>65</b>	<b>1</b>		
<b>2</b>	Honorary Consulate plaques as indicated in Section A above, inclusive of artwork.	<b>15</b>	<b>1</b>		
<b>3</b>	Brass mirror cap screws (set of 4) in plastic bag as indicated in Section A above	<b>80</b>	<b>(set of 4)</b>		
<b>Grand Total Price in € including VAT and Delivery Charges</b>					

**Company Information:**

Full name of company	
Address of Company	
Full name of contact person	
Contact Telephone Number / Mobile Number & Fax Number	
Email Address	
<b>VAT/ Registration number</b>	
Quotation Date	
Delivery period	

## **Section C; Terms and Conditions**

1. You are kindly requested to submit your quote/s for the above item/s.  
**All quotes should include the following information:**
  - Full name of company,
  - Address of Company,
  - Full name of contact person,
  - Contact Telephone Number / Mobile Number & Fax Number,
  - Email Address,
  - **VAT number,**
  - Quotation Date,
  - Literature, Drawings, Digital Images and / or technical data of item being quoted on request,
  - Lead time from official notification before delivery of work
2. Please note that quotes are to be submitted in **Euro currency**. Prices quoted are to be quoted Duty Delivery Paid and VAT component quoted separately.
3. Quotes must be provided in Word, Excel, pdf or jpg formats. When links are provided for Technical Specifications, these should lead to the website and must not require the downloading of any programs, the creation of accounts or other functions. Other formats will NOT be considered.
4. Please note that **ALL** quotes must include the Reference number together with the name of item being requested. In cases, where this information is not included, the Contracting Authority reserves the right NOT to consider the quote.
5. Quotes can be sent either through email or brought by hand, in which case they should be inserted in the **Tender Box found at the Directorate Corporate Services, Ministry for Foreign Affairs, Level 4, 331, Allied House, St Paul Street, Valletta. Quotes can be brought by hand from Monday to Friday between 8.00 am and 12.00 pm only.** Offers received via E-mail will be inserted in a sealed envelope and posted in the respective box.
6. Quotes must be valid for a minimum of **90** days.
7. **Delivery costs must be included in all received quotes.**
  - Prices are to include delivery costs. The Bidder is advised to contact Valletta Local Council to familiarise self with any charges, permits and any other obligations that are to be borne

by the contractor to effect delivery. The Contracting Authority shall not be charged with any other charges on delivery which were not reflected in the respective bid.

- If a crane or other machinery is to be used, reference is being made to this form which is to be filled in and submitted to the Local Council. For further information kindly contact local council on 21234141 or 21251397.

<http://www.snapadministration.com/snapdatafiles/files/CityOfValletta/633823159651745000.pdf>

8. **Clarifications** can be sought up to Tuesday, 6<sup>th</sup> May 2014 at 10:00.
9. Tenderers must quote all components of the price **inclusive** of taxes, customs and import duties and any discounts. Tenderers not registered with the VAT authority in Malta, must **still** include in their financial offer any VAT that the contracting authority may have to pay either in Malta or the country where the tenderer is registered irrespective of the reverse charge mechanism. The financial offer will be considered as the total financial cost to the contracting authority including any VAT that may have to be paid not through the winning tenderer. Except as may otherwise be provided for in the contract, no payment will be made for items which have not been costed.
10. All Suppliers/contractors are advised to bid their rates and prices on the appropriate Schedule of Rates provided above. No offers are accepted if are found not in accordance with or deviate from the original Schedule of Rates provided with this Advert.
11. If the tenderer offers a discount, the discount must be absorbed in the rates of the Bill of Quantities/Financial Statement. The prices for the contract must include all of the works to be provided. The prices quoted are fixed and not subject to revision or escalation in costs.
12. Given information, specifications and manuals must be in English or Maltese. Tenderers submitting information, specifications and manuals in other languages only will be automatically disqualified. (where applicable)
13. Items offered that do not conform to specifications will not be considered.
14. Tender will be awarded to the **cheapest specifications compliant offer**.

15. Please note that it is entirely the Tenderer's responsibility to ascertain that the quote is received **BEFORE the deadline** for submission of quotes. Thus, the government cannot be held responsible for quotes which are not recorded on the Schedule of Offers sheet after the quotes opening session because these were received after the expiry of the above deadline.
16. All quotes should be sent either:
- by email on [procurement.mfa@gov.mt](mailto:procurement.mfa@gov.mt) or
  - by hand as indicated in point 5 above
- by **10:00 on 20<sup>th</sup> May, 2014**
17. **ANY OFFERS SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.**

Annex I  
(2 pages)