

MINISTERU
GHALL-AFFARIJJET BARRANIN



REPUBLIC
OF MALTA

MINISTRY
FOR FOREIGN AFFAIRS

Direttorat Servizzi Korporattivi

Procurement Unit
Directorate Corporate Services

CALL FOR QUOTES – QMFA 045/2014
CLOSING DATE: 23rd May, 2014 at 10:00

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

Section A: Instructions to Tenderers:

**Limited Period Contract for the
technical service and equipment rental of a Public Address system
(PA system) at the
Ministry for Foreign Affairs**

The Ministry for Foreign Affairs requires the technical service and equipment rental of a Public Address System (PA System) for Ministerial events and other occasions throughout the year. Normally, the location of the event will be at Palazzo Parisio, Ministry for Foreign Affairs, Merchants' Street, Valletta. The system might be used inside one of the Ministry's halls or the courtyard. Events may be organised even after office hours (e.g. in the evening).

Technical Specifications

Minimum PA System equipment required:

1. Audio mixer with at least six (6) inputs
2. Loudspeakers with stands (size of hall of up to 150 guests)
3. Loudspeakers with stands (size of hall of up to 50 guests)
4. Podium microphones
5. Gooseneck table microphones
6. Cordless microphones (including batteries)

The above equipment should be inclusive (but not limited to) of cabling, receivers and dome trunking to cover any wires as may be deemed appropriate;

NB: Unless otherwise agreed to between the Ministry and the selected service provider, electricity supply will be supplied by the Ministry.

Minimum audio technician / engineer services required:

1. The audio technician may be called for the service within 24 hours.
2. The audio technician shall test the system in the presence of the Officer in Charge of the event in order to confirm that its performance satisfies the requirements for the said event.
3. The technician is required to be on site during the event to operate the audio equipment and offer any technical support that may arise.
4. The technician may be required also on a Sunday or Public Holiday if the need arises. Therefore a separate rate per hr is to be included in the Schedule of prices.

Assembling/dismantling and transportation/carriage costs are to be included in the quotation.

Note:

The Ministry reserves the right to order other ancillary audio systems not included in this list.

Section B: Offer QMFA 045/2014**Schedule of Prices**

Item	Description as per Section A – Technical Specifications	Qty	Unit	Unit Price in € including VAT	Total Price in € including VAT
1	Audio Mixer <i>as per</i> technical specifications	1	each		
2	Loudspeakers on stands (max 150 guest)	1	each		
3	Loudspeakers on stands (max 50 guest)	1	each		
4	Podium microphone <i>as per</i> technical specifications	1	Each		
5	Gooseneck table microphones <i>as per</i> technical specifications	1	Each		
6	Cordless microphone <i>as per</i> technical specifications	1	each		
7	Audio Technician <i>as per</i> technical specifications	1	Per man hour		
	Audio Technician As per technical specifications for Sunday or Public Holiday.	1	Per man hour		
8	Assembling/dismantling and transportation/carriage costs per call				
Grand Total Price in € including VAT and Delivery Charges					

Company Information:

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

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 (if requested).
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. **Since this call is a limited period contract, the awarded contract shall be valid up to the maximum of €6,000 excluding VAT**
8. **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>

9. **Clarifications** can be sought up to Tuesday 20th May, 2014 at 10:00.
10. 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.
11. 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.
12. 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.
13. 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)
14. Items offered that do not conform to specifications will not be considered.

15. Tender will be awarded to the **cheapest specifications compliant offer**.

16. 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.

17. All quotes should be sent either:

- by email on procurement.mfa@gov.mt or
- by hand

by **10:00 on 23rd May, 2014**

18. ANY OFFERS SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.