



22nd November, 2016

Published Call for Quotations – QMFA 053/2016

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

Design, supply, and delivery of convention CDs for the Ministry for Foreign Affairs

CLOSING DATE: Tuesday 6th December, 2016 at 10:00 hours

All offer submissions should be sent either by email on offers.mfa@gov.mt or by hand as indicated in the Call.

Any clarification requests are to be sent only on the email indicated in article xi of Section C: Terms and Conditions.

***NOTE: It is within your interest to READ the whole of this document
When submitting offers by email,
please include the above QMFA reference and Name of Call in the subject field.***

Section A: Instructions to Tenderers:

1. The Ministry for Foreign Affairs (MFA) requires the design, supply and delivery of 350 CDs inclusive of:
 - i. artwork design of CD paper envelope sleeve;
 - ii. artwork design of CD;
 - iii. recording of data to be provided by the Ministry on the CDs,
 - iv. printing of sleeves and CDs, and
 - v. delivery of the CDs at the Ministry for Foreign Affairs.
2. The size of the CD is 12cm.
3. The selected supplier is to provide the artwork which will be agreed directly between the Director Maltese Living Abroad and the supplier.
4. Production of printing works and burning of data on the CDs is to start only after the Director Maltese Living Abroad agrees on the artwork. Draft sleeve is being reproduced in Annex I of this document.

Section B: Offer

Schedule of Prices

Item	Description	Qty	Unit	Unit Price in € including delivery but excluding VAT*	Total Price in € including delivery but excluding VAT*
1	Commissioning of Artwork as per Section A.	1	Lump Sum		
2	Provision of CDs including Sleeve as per Section A	350	Each		
Grand Total Price in € including delivery but excluding VAT					

VAT Rate (amend rate if necessary)	18%
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Company Information:

Full name of company	
Address of Company	
Full name of contact person	
Designation of contact person	
Contact Telephone / Mobile Number	
Email Address	
VAT/ Registration number	

I hereby confirm that all conditions have been read and understood. I confirm that I oblige self to the said conditions.

Signature:

(the person or persons authorised to sign on behalf of the bidder)

Date:

Section C: Terms and Conditions

- i. 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 and Designation of contact person,
 - Contact Telephone Number / Mobile Number,
 - Email Address,
 - VAT number,
 - Date.
- ii. Please note that quotes are to be submitted in Euro currency.
- iii. Soft copies of the Submission must be provided in Word, Excel, pdf 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.
- iv. Please note that ALL documents 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 you interest to participate.
- v. Offers are to be sent through email on offers.mfa@gov.mt by the deadline indicated in the Call.
- vi. Quotes must be valid for a minimum of 90 days.
- vii. Quotes are to be submitted, without any commitment on behalf of the government.
- viii. Where and as applicable, **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.

- ix. The Government reserves the right to:
- purchase different quantities than indicated in Section A Instructions to tenderers from the awarded tender, as long as it does not exceed €5,000;
 - impose Penalties if items are not delivered within the time stipulated in the quote submitted by the awarded tenderer, which must never exceed 3 weeks from date of order;
 - purchase a quantity of items on behalf of the awarded tenderer if the awarded tenderer fails to deliver the items within the time stipulated in the quote submitted by the same tenderer, which must never exceed 3 weeks from date of order.

x. **Clarifications can be sought up to Friday 25th November, 2016. Clarifications are to be requested by sending an email to procurement.mfa@gov.mt . The Contracting Authority will issue any additional information by Wednesday 30th November, 2016 by email.**

- xi. Tenderers must quote all components of the price inclusive of taxes/charges, and any discounts but exclusive of VAT on the appropriate Schedule of Rates provided in Section B above. It is of the utmost importance to stress that VAT shall be paid in accordance with the applicable VAT Regulations. No offers are accepted if are found not in accordance with or deviate from the original Schedule of Rates provided with this Call. The financial offer will be considered as the total financial cost to the Contracting Authority. Except as may otherwise be provided for in the contract, no payment will be made for items which have not been costed.
- xii. If the tenderer offers a discount, the discount must be absorbed in the rates of the Schedule of Prices (Section B). 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.
- xiii. Items offered that do not conform to specifications will not be considered.
- xiv. Tender will be awarded to the cheapest specifications compliant offer.
- xv. Please note that it is entirely the Tenderer's responsibility to ascertain that the Quote/Request for Participation is received BEFORE the deadline for submission. Thus, the government cannot be held responsible for Quotes/Request for Participation which are not recorded on the Schedule of Offers sheet after the opening session because these were received after the expiry of the above deadline.

- xvi. All submissions should be sent either:
- by email on offers.mfa@gov.mt or
 - by hand as indicated in point (v) above.
- by **Tuesday 6th December, 2016 at 10:00 hours**
- xvii. ANY OFFERS SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.

Fig I

