



20th February, 2015

Published Call for Quotations – QMFA 009/2015

CLOSING DATE: Friday 13th March, 2015 at 10:00 hours

Compulsory Site Visit: 27th February, 2015 at 10:00 hours

***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.***

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

**Commissioning, manufacturing, delivery and installation of
Glass panes and doors
at the Ministry for Foreign Affairs**

Section A: Instructions to Tenderers:

1. The Ministry for Foreign Affairs (MFA) requires a solution to install glass panes and doors to contain an open area on the 1st floor, Palazzo Parisio, Merchants Street, Valletta.
2. The approximate dimensions of the arches are as indicated in figure 1 below. Image is not proportional. Interested bidders are expected to measure the arches to confirm the size.

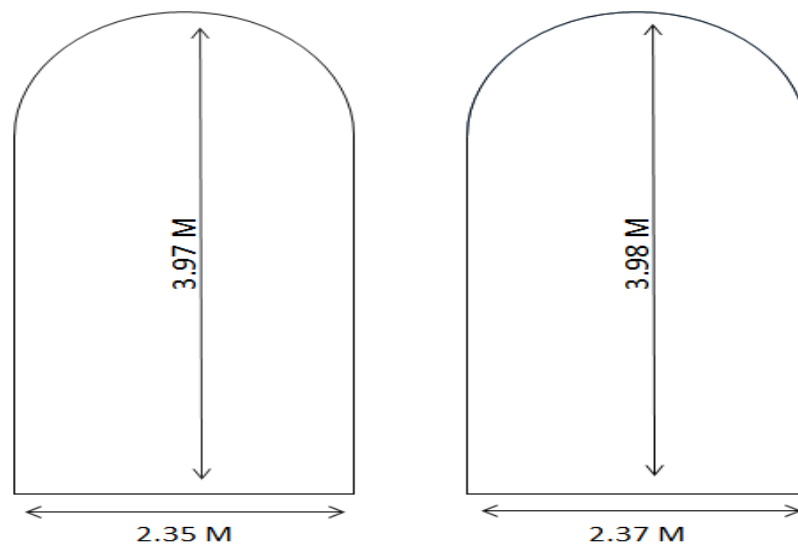
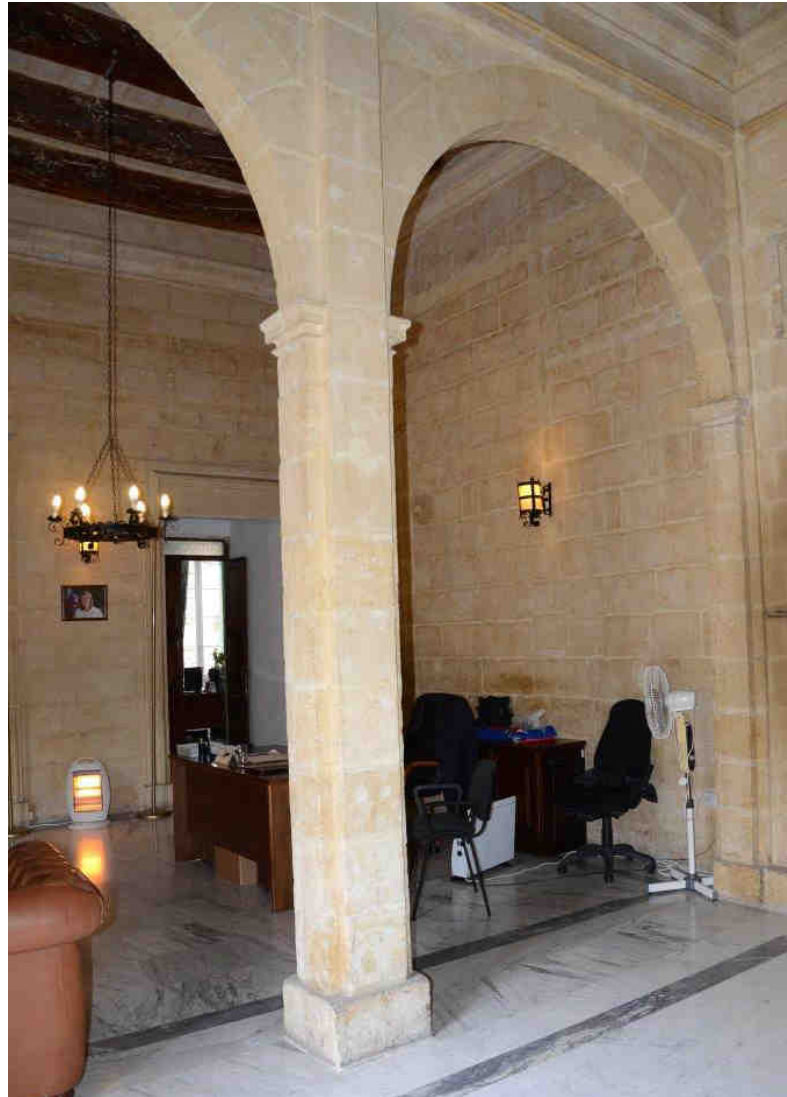


Figure 1: Approximate dimensions of the arches.

3. The glass structure will be installed at the location indicated below:





4. The following diagram provides an indication of the glass enclosure requested.



5. The glass should be sandblasted with the Republic of Malta emblem in clear glass on each panel and door.
6. The time of delivery shall not be more than eight (8) weeks from date of issuance of Letter of Acceptance by MFA.
7. Bidders who are interested are to submit their interest to attend a site visit to discuss the issue, measure the archways in questions and have subsequently submit a proposal in line with point 2 above.
8. **Interested bidders should attend a compulsory Site Visit planned for Friday 27th February, 2015 at 10:00 hrs, at the Ministry for Foreign Affairs. The meeting point is the side entrance on Melita Street. All interested parties are advised NOT to submit any price prior to the site visit. Bidders who fail to attend the requested Site Visit will be considered as administratively non compliant and hence disqualified at evaluation stage.**
9. Minutes of the Site Visit will be issued to those interested bidders who attend the meeting.
10. **Bidders may submit more than one solution, but these have to be submitted on different forms.**
11. The selected Contractor is strictly advised to discuss the execution of the works with the project manager in order to incur the least possible inconvenience and abide to by all Health & Safety Regulations.

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, manufacturing, delivery and installation of Glass panes and doors at the Ministry for Foreign Affairs as per technical specifications in Section A	2	<i>Lump Sum</i>		
Grand Total Price in € including VAT and Delivery					

Bidders may submit more than one solution, but these have to be submitted on different forms.

The selected contractor is strictly advised to discuss the execution of the works with the project manager in order to incur the least possible inconvenience and abide to by all Health & Safety Regulations.

Estimate time of delivery from date of issuance of Letter of Acceptance by MFA	
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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	

Statement on Conditions of Employment

**Tenderers are to ensure that self-employed personnel are not engaged on this contract.
Non-compliance will invalidate the contract.**

It is hereby declared that all employees engaged on this contract shall enjoy working conditions such as wages, salaries, vacation and sick leave, maternity and parental leave as provided for in the relative Employment Legislation. Furthermore, we shall comply with Chapter 424 of the Laws of Malta (Occupational Health and Safety Authority Act) as well as any other national legislation, regulations, standards and/or codes of practice or any amendment thereto in effect during the execution of the contract.

In the event that it is proved otherwise during the execution of the contract it is hereby being consented that the contract is terminated with immediate effect and that no claim for damages or compensation be raised by us.

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

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 and Designation of contact person,
 - Contact Telephone Number / Mobile Number,
 - Email Address,
 - VAT number,
 - Date.
2. Please note that quotes are to be submitted in Euro currency.
3. Soft copies of the Submission must be provided in Word, Excel, pdf or jpg formats.
4. 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.
5. Documents 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. Documents 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. Quotes are to be submitted, without any commitment on behalf of the government.
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. The Government reserves the right to:
 - impose Penalties if items are not delivered within the time stipulated in the quote submitted by the awarded tenderer, which must never exceed 2 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 2 weeks from date of order.
10. Clarifications can be sought up to 4th March 2015. Clarifications are to be requested by sending an email to procurement.mfa@gov.mt . The Contracting Authority will issue any additional information by 9th March 2015.
11. Tenderers must quote all components of the price inclusive of taxes, and any discounts. 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.
12. 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.
13. 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.
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 offer is received BEFORE the deadline for submission. Thus, the government cannot be held responsible for Quotes 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.
17. All submissions should be sent either:
 - by email on procurement.mfa@gov.mt or
 - by handby 10:00am on Friday 13th March, 2015
18. ANY OFFERS SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.