

MINISTERU
GHALL-AFFARIJJET BARRANIN



REPUBLIC
OF MALTA

MINISTRY
FOR FOREIGN AFFAIRS

Taqsimax-Xiri
Direttorat Servizzi Korporattivi

Procurement Unit
Directorate Corporate Services

PUBLISHED CALL FOR QUOTES – QMFA 017/2014

CLOSING DATE: 28th March, 2014 at 10:00

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

7th March, 2014

Section A: Instructions to Tenderers:

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

**Commissioning of Scaffolding at Palazzo Parisio,
Merchant Street and Melita Street, Valletta**

Technical Specifications

1. To erect and dismantle a Scaffolding structure (**in four phases**) measuring approximately **17 metres in Height x 8 metres in Length x 1.5 or 2 metres in Width each section**, complete with all necessary fittings, for instance but not limited to:
 - a. walk on **planks**,
 - b. **ladder** access from section to section,
 - c. debris netting **protective green nylon mesh**,
 - d. double **handrails**,
 - e. fully boarded **platforms**,
 - f. **adjustment of structure** due to inclination at street level as and when required,
 - g. **toe boards**,
 - h. equipped, with dusk to dawn **photocell sensitive switch light indicators** during night time, and
 - i. **fluorescent highlighted indicators** one at each end and also one in middle,
2. The set up is to be on site for an estimated time frame of 12 weeks with a possibility to extend it by a further period of 10 weeks.
3. All structure must be in full compliance with local regulations and policies regarding **Occupational Health and Safety**.

4. The pavements and entrances to Palazzo Parisio are to be left fully accessible to staff and for the general public at all times and **safe** from all Potential **Hazards**.
5. The successful bidder is to seek all necessary relevant permits and clearances from the **Valetta Local Council and other authorities** in connection with the relevant works pertaining to the erection of the scaffolding structure at Merchant Street and Melita Street respectively. Any charges/expenses incurred in the provision mentioned above must be borne by the contractor unless otherwise included in the offer.
6. The said scaffolding structure is to be certified by a competent **Engineer**, whereby he or she will certify that the structure in question is according to **Occupational Health and Safety Regulations** and that there is **no potential hazard** to the staff and the general Public. A proof of such certification is to be submitted to the Contracting Authority on request.
7. **It is highly advisable for interested bidders to attend a Site Visit without any commitment none whatsoever on behalf of the government.** Site visit is to be attended at the Ministry of Foreign Affairs, Palazzo Parisio, Valletta entrance through the side door in Melita Street, **on Tuesday 18th March, 2014 at 10:00hrs.**



Facade of Palazzo Parisio Merchants Street



Melita Street side of Palazzo Parisio

Bidders should submit **all** costs specified in Section B below.

Section B: Offer**Schedule of Prices**

Item	Description	Qty	Unit	Unit Price in € including VAT	Total Price in € including VAT
1	Set-up and dismantling costs for all phases				
2	Rental per week				
3	Certificate of qualified Engineer				
4	Adjustment of structure due to inclination at street level as and when required,				
5	Other costs (please specify)				
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	
Lead time from official notification before initial of work	

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 initial 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, 25th March 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**. It is to be noted that for the purpose of evaluation, the total rental price shall be calculated for a maximum total period of 22 weeks.

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 or
- by hand

by **10:00** on **28th March, 2014**

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