



MINISTRY FOR FOREIGN AFFAIRS
PALAZZO PARISIO, MERCHANTS STREET, VALLETTA, MALTA

*Procurement Section
Directorate Corporate Services*

21st October 2014

**PUBLISHED CALL FOR QUOTATIONS – QMFA 053/2014
Closing – Tuesday 11th November, 2014 at 10:00 hrs**

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

The Ministry for Foreign Affairs requires purchasing the following item/s:

**Limited period contract for the
Commissioning, delivery and installation of Energy Efficient
Soffit Cassettes Air Conditioners at the Ministry for Foreign Affairs**

Section A: Technical Specifications

THE SCHEDULE

Item	Description	Qty	Unit
	<p>To supply, deliver to site, install and connect up and commission the following equipment. All the items in this bill to conform to the accompanying specification.</p> <p>Cooling Capacities for the units shall be as specified or larger. Smaller sized units will not be accepted.</p>		
A	<p>Soffit Cassette type unit as specified. Cooling Capacity 5.0kW</p> <p>This is the minimum cooling capacity based on indoor temp. 27 deg.CDB, 19.5 deg. CWB and an outdoor temperature of 35 deg. CDB.</p>	2	no.
B	<p>Twin refrigerant copper pipes (suct. & disch.) complete with insulation etc. between the indoor and outdoor units extra to the 5m supplied with each unit</p>	20	m
C	<p>PVC condensate drains from indoor units to discharge points as indicated including any necessary chasing as specified, extra to the 5m supplied with each unit 20mm diameter</p>	20	m

D	Wiring including any necessary conduit, fittings etc., between the power supply and equipment	Lump	Sum	
E	Full maintenance for 60 months from commissioning.	5	year	

In the event of the award, prior and Commissioning a site visit is mandatory without any commitment on behalf of the government in the presence of MFA personnel. The site visit is being requested in order to discuss the commissioning, delivery and installation conditions for each job request.

SPECIAL CLAUSES

S.01 Scope of Work

These specifications detail the requirements for the supply, installation and commissioning of soffit cassette split type heat pump air-conditioning units. These works shall be carried out at the Ministry for Foreign Affairs, Valletta.

S.02 Completion Period

All works shall be carried out within a maximum period of **2 days** from the date of order to commence works. If the Contractor fails to give details regarding his estimated completion period together with the submission, it shall be assumed that the period of completion stipulated above is accepted.

S.03 Penalty for Delay

Failure to complete works within the stipulated period shall entail a penalty of **€25** per day of delay, inclusive of Sundays and public holidays.

S.04 Contractor's Responsibility

The Contractor shall provide all the required material, tools, instruments and equipment and provide transport for his employees to and from the site of work.

The Contractor shall be responsible for his employees and his equipment and will be held responsible for any damage, structural or otherwise, caused as a consequence of the works in progress to Government and/or third party property.

The Contractor shall properly dispose of any debris and surplus material at the end of each working day.

S.05 Storage

The Contractor may, at the Client's discretion, be offered storage facilities for material and equipment during the period of works. Such arrangement shall be at the Contractor's risk and the Department shall therefore not be held responsible for any detrimental action, including theft or damage.

S.06 Submittals

Each Tenderer shall submit together with his quotation:

- (I) Description of the equipment and its components as offered together with all relevant manufacturers' catalogues illustrations and diagrams. All relevant technical and descriptive literature shall be in English.
 - Section 2 Outdoor unit
 - Section 3 Soffit Cassette Type Indoor Unit
 - Section 6 Control

- (ii) A guarantee on all equipment they intend to offer for a period of 60 months against faulty workmanship and materials and on the operation of the system as a whole. If during this period any parts or equipment have to be changed, the guarantee on that part is to be renewed for another year from the date of replacement. The prospective tenderer shall also guarantee the supply of spares up to the next ten years following the award of the contract.

S.07 Tendered Rates

The tendered rates shall be inclusive of all work as specified as well as any other works, which are of a contingent or indispensable nature for completing the work in its entirety and to the satisfaction of the Engineer. The rates shall be inclusive of all materials necessary, profits, VAT, landing charges and levies on all imported goods, all hire of plant and machinery required as also all transport of materials to the site of works. Tenderers quoting on a delivered to store/site basis are to submit prices/rates INCLUSIVE of VAT, Customs Import Duty, Levy, Eco-Contribution and any other charges, as applicable. Moreover, the successful

bidder shall be bound to conform in all respects with VAT legislation and regulations.

S.08 Arbitration

Any dispute, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof shall be settled by arbitration in accordance with the rules of the Malta Arbitration Centre as at present in force.

Any reference in the attached General Conditions to other arbitration procedures shall not apply.

S.09 Occupational Health and Safety

The contractor shall assume full responsibility and accountability, according to the current legislation, concerning the Health and safety of his/her employees and/or sub-contractors, including any third parties involved in the execution of this contract.

The contractor shall be bound to conform with the Occupational Health and Safety Authority Act 2000 (Cap 424) and to all regulations/legal notices that form part of this Act; as well as any other national legislation, regulations, standards, and/or codes of practice, in effect during the execution of the contract, regarding health and safety issues, as they apply for the contractor's particular operating situation and nature of work activities.

S.10 Trading License

The tenderer must quote a valid Trading License number relative to the nature of the service covered by this contract in the appropriate space provided in the 'Schedule of Rates'.

S.11 Data Protection Act.

The information collected on this form shall be processed in accordance to the Data Protection Act 2001. The contents of this document are confidential and intended solely for the use of this organization, and will not be disclosed or copied without your consent to anyone outside the Education Division unless the law permits.

S.12 General Condition (Works)

The below General Conditions governing the employment of labour in connection with Government Conditions, in so far as they are not inconsistent with the above, shall also apply.

- 12.1 The Contractor shall superintend the works himself or appoint a representative to do so. Such appointments shall be submitted to the Supervisor for approval. The approval may be withdrawn at any time. Should the Supervisor refuse to approve, or withdraw approval of the appointment, he shall set out the grounds on which his decision is based, and the Contractor shall submit an alternative appointment without delay. The address of the Contractor's representative shall be deemed to be the address for service given by the Contractor.
- 12.2 If the Supervisor withdraws his approval of the Contractor's representative, the Contractor shall, as soon as is practicable, after receiving notice of such withdrawal, remove the representative from the works and replace him with another representative approved by the Supervisor.
- 12.3 The Contractor's representative shall have full authority to make any decision necessary for the execution of the works, to receive and carry out administrative orders and to countersign the work register referred to in these General Conditions or the Annexes.
- 12.4 In any event, the Contractor shall be responsible for ensuring that the works are carried out satisfactorily, including ensuring that the specifications and administrative orders are adhered to by his own employees and by his subcontractors and their employees.

TECHNICAL SPECIFICATION

1. Scope of Work

- 1.1 The area in question shall be air-conditioned by means of a split type reverse cycle heat pump units. These shall consist of indoor and outdoor units connected with lagged copper pipes and shall be capable of absorbing the heat gains from the building structure, occupants and other sources present within the area in order to maintain the desired conditions. **The nominal cooling capacities are based on indoor temperatures of 27 deg. C D.B., 19.5 deg. C WB and an outdoor temperature of at least 35 deg. C DB. However, the units shall be capable of operating in temperatures of up to 45 deg.C. This shall be specified in the technical literature supplied with the offer.**
- 1.2 It is expected that these units be highly reliable and shall operate with maximum quietness as well as to maintain the required conditions automatically. They shall be located as directed by the client/Engineer.
- 1.3 **The outdoor unit shall have a galvanised case and shall be suitably finished.**
- 1.4 Related works detailed in the specification include:
- i) Drilling of holes through walls and floors and chasing where required for the passage of copper pipes and drains.
 - ii) Making good of any holes to the outside of the building so as to render these weatherproof.
 - iii) Removal and reinstatement of part of a soffit ceiling to install the units.
- 1.5 Works also include the supply and installation of:
- i) The air conditioning equipment including outdoor and indoor units and any ancillary equipment required for a complete installation.
 - ii) The piping system including fittings, valves, insulation, drains, etc. for a complete piping and drain system.
 - iii) Connecting up of the equipment to electrical supply points provided by others.
 - v) Testing and commissioning of the complete air-conditioning system.

Minor civil works such as the drilling of holes through walls and ceilings, chasing for the passage of pipes and the support of all equipment on the roof shall be the

responsibility of the air-conditioning contractor and shall be included in the price quoted in the schedule.

- 1.6 The tenderer shall give a 5-year guarantee on parts and labour on all individual items of the installation and also on the operation of the systems as a whole. This shall come into effect from the date of hand over of the equipment to the client. Should any parts be replaced within this period, the guarantee period on those parts shall be renewed for another five years in the case of a compressor and another year for any other component part.
- 1.7 **The units being offered shall be Class A rated on both heating and cooling.**

2. Outdoor Condensing Unit

- 2.1 The main components of the outdoor unit shall be housed in a **galvanised enclosure** neatly finished in suitable paint. This shall have a slim profile enabling it to be mounted unobtrusively and in the most confined spaces. The outdoor unit shall be supplied with a bracket for wall mounting. This shall also be galvanised.
- 2.2 The compressor shall be rendered soundproof by being mounted in a compartment or by other means. Inspection panels shall be easily removable facilitating access to all electrical and mechanical components and controls.
- 2.3 The cooling fan shall be of the vertically mounted type. A protection grille shall cover it and this shall also be weather proof. Weatherproof protection grilles shall also be provided for the air intake and discharge. The motors shall be silent running and fitted with rubber anti-vibration mountings.

3. Soffit Cassette Type Indoor Unit

- 3.1 The unit shall be equipped with a condensate pump. The cooling capacity for the unit shall be quoted at medium fan setting. Prices indicated in the Bill of Quantities shall include at least 5m of copper pipes and drains.
- 3.2 The unit shall have a low profile and an attractive and aesthetically pleasing design. It shall be equipped with a three-speed fan possibility for low, medium and high speeds.

- 3.3 Discharge deflection grilles shall be provided on the air outlet to allow for directional control. These shall swing automatically to ensure an even distribution. Inlet grilles shall be fixed direction. These grilles shall be made of high temperature resistant thermoplastic and shall not warp with prolonged use.
- 3.4 Acoustical and thermal insulation shall be used throughout the indoor unit. The fan shall be mounted on self-aligning bearings. Motor shall be silent running, rubber mounted and equipped with thermal overloads. Air filters shall be of the washable cassette type, rapidly removed and accessible.
- 3.5 The unit shall have easy access to the following components without the necessity of removal or dismantling.
- Wiring diagram and identification plate
 - Terminal strips and electrical connections
 - Valves and refrigerant pipe connections
 - Blower motor assembly
 - Air filter
 - Air intake and discharge grilles
 - Condensate tray

4. Refrigerant Connections and Piping

The connections between the indoor and outdoor units shall be twin lagged copper pipes. In case of bending, the pipes shall not be subjected to radii smaller than 3.5 times the pipe diameter. Pipe insulation shall be stone colour/white and shall have fire resistant properties. These shall be clearly and comprehensively explained in the quotation.

5. Refrigerant Circuit

The unit shall operate using R410A as refrigerant.

The refrigerant circuit shall include the following:

- a) **Inverter** driven Compressor, equipped with thermal and electrical protection, linked to a hermetically sealed and brazed refrigerant circuit.

- b) Pressure reducing device which shall be in adjustable and of the capillary type.
- c) A built in filter for the refrigerant.
- d) Inverting valve for cooling/heating cycle mode selection.
- e) Phase failure protection.
- f) High and low pressure switches.
- g) Oil protection.

6. Control

The indoor units shall include a **wireless remote control** unit. This controller shall at least include the following.

- a) On/Off switch
- b) Speed Control
- c) Cooling/ventilation only/heating selector.
- d) Thermostat for air conditioning temperature control.
- e) Timer

7. Condensate Draining

- 7.1 The indoor units shall be equipped with a condensate pump. The drains shall slope in the direction of discharge. These pipes shall have a minimum slope of 2.5cm/m in the direction of flow.
- 7.2 The price for each individual unit shall include a length of at least 5m of drain. This shall run as instructed by the client/engineer. The tenderer shall as part of the offer supply a rate per metre run of drain extra to these five metres should this be required.

8. Electrical Requirements

All units shall require a single-phase 240V, 50Hz supply. All electrical systems and wiring shall conform to the latest edition of the I.E.E. and to current Enemalta regulations. In this respect, all induction motors above 1.5kW shall be equipped with power factor correction equipment to operate at a power factor of not less than 0.9 lagging at maximum rated power.

INSTALLATION

9. General

Except where otherwise stated, workmanship shall comply with British Standard Codes of Practice, where applicable. It shall be of the highest standard throughout. The contractor shall ensure that the standard of finish demanded by this contract is achieved. Branded materials shall be assembled, constructed and joined in accordance with the manufacturer's instructions and recommendations.

10. Installation of Equipment

The location of indoor and outdoor units shall be as instructed by the Engineer or Client. The support of the various items of equipment shall be the responsibility of the contractor. This shall include any necessary supports, drilling of holes through walls, chasing if required, builders work and making good of anything that is broken during installation.

11. Outdoor Units

The outdoor unit/s shall be installed, supported and adequately isolated, so that no vibration transmission shall occur between it and the structure. Suppliers' recommended working clearances should be strictly adhered to. **It is not acceptable to have the outdoor unit supported on pieces of wood or left on the roof.**

12. Indoor units

The installation of the indoor units necessitates the removal and reinstatement of parts of the existing soffit. This shall be deemed to be included in the price for the supply and installation of the unit. **The ceilings consist of iron I beams and stone slabs. The indoor units and copper pipes shall not be supported from the stone slabs but from the metal beams. They shall therefore be positioned accordingly.**

13. Pipes

- 13.1 Copper refrigerant pipes shall be surface run above the soffit ceiling and supported from the iron beams. **Pipe supports and brackets shall not be fixed to the stone slabs but only to the iron beams.** All brackets used shall be galvanised and painted in a protective finish elsewhere and only touch up shall be allowed on site.
- 13.2 Drain pipes of high temperature rigid PVC shall be properly joined in accordance with the manufacturer's recommendations and slope downstream at a gradient of 1:100 and not less than 1:250.
- 13.3 Under no circumstances shall joints in pipes (PVC and copper) be made in the thickness of walls, floors or ceilings. Pipes shall not be embedded in walls or floors unless specifically directed.

14. Pipe Insulation

Insulation shall be applied in such a manner that air circulation between it and the pipe shall be avoided. It shall only be applied after the pipes have been pressure tested to the satisfaction of the Engineer.

15. Other Works

Civil works connected with the installation mainly include the preparation of holes through walls, some of which may be made from concrete blocks. The air conditioning contractor shall carry these out. Holes shall be neatly prepared and to the size suitable for the pipe being fitted. These shall be made good and rendered weather proof if located on the outer walls of the building or leading to a shaft exposed to the outside. Other civil works include chasing and the support of the equipment. Adequate plinths/supports shall be prepared for the outdoor unit.

16. Painting

- 16.1 All rusted metal surfaces shall be wire-brushed down to bare metal and shall not be painted prior to the approval of the Engineer. All painted surfaces, which are

meant to remain exposed, shall be given a coat of primer and two final coats of high gloss enamel paint of approved colour.

- 16.2 All galvanised metal surfaces shall be given adequate coats of etching primer and two final coats of high gloss enamel paint of an approved colour.

17. Commissioning and Testing

- 17.1 All commissioning and testing shall be carried out in accordance with CIBSE commissioning Code Series A to the full satisfaction of the site Engineer.

- 17.2 The Contractor shall be responsible to provide all test points, test instruments and any related equipment for carrying out such tests, even if such requirements are not detailed and specified elsewhere on these documents.

- 17.3 The Contractor shall provide the Engineer with all certified performance characteristics and test data for all of the functional equipment.

- 17.4 Under no circumstances shall piping be buried or insulated before tests have been carried out to the satisfaction of the Engineer and before the Engineer has authorised the contractor to do so.

18. Manuals

Users manuals for all items of equipment including a booklet with simple operating instructions for the different systems shall also be handed over together with the drawings. Works shall not be deemed to be complete unless these are made available.

19. Electrical

- 19.1 Electrical works carried out in connection with the above detailed works shall be strictly in accordance with the latest edition of the I.E.E. and Enemalta regulations.

- 19.2 The electrical supply to the air-conditioning units shall be carried out by others. An adequate supply shall be located adjacent to each indoor/outdoor unit. All other electrical connections shall be the responsibility of the contractor.

20. Maintenance and Guarantee period

- 20.1 Included in the tender shall be a maintenance agreement for all the units covering the guarantee period of 60 months or five years. **The guarantee period and maintenance period shall come into effect upon completion of the installation and commissioning.**
- 20.2 A detailed agreement for Full Maintenance of all the equipment shall be supplied with the offer. This shall be binding during the maintenance period.

Section B: Offer

SCHEDULE OF PRICE

Item	Description	Qty	Unit	Rate	Amount
				as per clause S.07	as per clause S.07
	<p>To supply, deliver to site, install and connect up and commission the following equipment. All the items in this bill to conform to the accompanying specification.</p>				
	<p>Cooling Capacities for the units shall be as specified or larger. Smaller sized units will not be accepted.</p>				
A	<p>Soffit Cassette type unit as specified. Cooling Capacity 5.0kW</p>	2	no.		
	<p>This is the minimum cooling capacity based on indoor temp. 27 deg.CDB, 19.5 deg. CWB and an outdoor temperature of 35 deg. CDB.</p>				
B	<p>Twin refrigerant copper pipes (suct. & disch.) complete with insulation etc. between the indoor and outdoor units extra to the 5m supplied with each unit</p>	20	m		
C	<p>PVC condensate drains from indoor units to discharge points as indicated including any necessary chasing as specified, extra to the 5m supplied with each unit 20mm diameter</p>	20	m		

D	Wiring including any necessary conduit, fittings etc., between the power supply and equipment	Lump	Sum		
E	Full maintenance for 60 months from commissioning.	5	year		
				Grand Total Price	

Completion Period _____ days

Signature _____ Date _____

Company Information:

Full name of Company	
Address of Company	
Trading Licence No	
Valid up to	
Full name of contact person	
Contact Telephone Number / Mobile Number & Fax Number	
Email Address	
VAT/ Registration number	
Quotation Date	
Literature, Drawings, Digital Images and / or technical data of item being quoted	
A copy of the guarantee on all equipment for a period of 60 months as per Clause S.06	

Section C: Instructions to tenderers

1. You are kindly requested to submit your offer/s for the above item/s. **All offers should include the following information:**
 - Full name of Company,
 - Address of Company,
 - Company trading license no
 - Full name & Designation 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,
 - Estimate of completion period
2. Soft copies of the Submission 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.
3. Quotes must be valid for a minimum of 90 days.
4. **Since this call is a limited period contract, the awarded contract shall be valid for two (2) years or up to the maximum of €6,000 excluding VAT whichever comes first.**
5. The Ministry may, after giving the Contractor seven days' notice, terminate the contract in any of the following cases:
 - a) the Contractor fails to effect delivery in whole or in part, within two weeks from the expiration of the period stipulated in the contract without the previous permission of the Ministry;
 - b) the Contractor fails to comply within a reasonable time with a notice given by the Project Manager requiring him to make good any neglect or failure to perform his obligations under the contract which seriously affects the proper and timely performance of the works;
 - c) the Contractor, following another procurement procedure or grant award procedure financed by the Community budget, has been declared to be in serious breach of contract for failure to perform its contractual obligations;
 - d) any organizational modification occurs involving a change in the legal personality, nature or control of the Contractor, unless such modification is recorded in an addendum to the contract.

6. **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>

7. In the event of the award, prior and Commissioning a site visit is mandatory without any commitment on behalf of the government in the presence of MFA personnel. The site visit is being requested in order to discuss the commissioning, delivery and installation conditions for each job request.

8. 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.

9. Clarifications can be sought up to 28th October, 2014 at 10:00 hrs. Clarification are to be requested by sending an email to **procurement.mfa@gov.mt**

10. Quotations should be in Euro currency. Tenderers must quote all components of the price inclusive of taxes, customs and import duties 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.

11. All Suppliers/contractors are advised to bid their rates and prices on the appropriate Schedule of Prices provided at Section B above. No offers are accepted if they are found not in accordance with or deviate from the original Schedule of Rates provided with this.

12. 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.
13. 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.
14. The prices quoted are fixed and not subject to revision or escalation in costs.
15. Tenderers are requested to be guided the following guidelines related to CE markings in line with Maltese and EU Legislations:
 - Tenderers must conform with CE standards and any applicable local legislations and thus, shall be bound to submit the Declaration of Conformity upon request. (where applicable);
 - Quoted Item is to include CE mark wording, basic compliance requirements and certifications on specifications. The CE mark is to be present on the outer pack, instructions leaflet, and where possible, on the product itself. The CE-mark must be in a specific format as shown in Figure 1. No other marks will be considered acceptable. (where applicable)



Figure 1 –CE Mark

- Quoted Item is to display relevant information and warnings as specified in Annex 1 Section 13 of Directive 93/42/EEC. (where applicable)
16. Quotations, specifications and manuals must be in English or Maltese. Tenderers submitting information, specifications and manuals in other languages only will be automatically disqualified.
 17. Items offered that do not conform to specifications will not be considered.
 18. Tender will be awarded to the cheapest specifications compliant offer.

19. Quotation can be submitted either by email on **procurement.mfa@gov.mt** or delivered by hand, and deposited in the Tender Box found at the **Corporate Services Directorate, Ministry for Foreign Affairs, Level 4, 331, Allied House, St Paul Street, Valletta**. Opening hours of the Financial Management Directorate are 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 tender box.
20. 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.
21. Offers must reach the Ministry for Foreign Affairs by no later than 1000hrs on **Tuesday 11th November, 2014**. ANY OFFERS SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.