



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

*Procurement Section
Directorate Corporate Services*

14th October 2014

PUBLISHED CALL FOR QUOTATIONS – QMFA 071/2014

Closing – Tuesday 28th October, 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 Technology SEER Inverter Air 32,000 b.t.u.
Air-conditioners at the Ministry for Foreign Affairs**

Section A: Technical Specifications

Ceiling type SEER Inverter Type Indoor Unit 32,000 Btu. inclusive of outdoor unit, complete with wireless remote control, low noise operation, energy star thermostat, as required for a complete installation

Inclusive of up to 5m twin lagged refrigerant copper pipes, 5m PVC condensate drain pipe and 3m main cable per unit.

Commissioning of the entire Inverter Air-Conditioning System to replace the current A/C.

Provision of **full documentation and technical literature** covering all air-conditioning equipment and control systems.

Service Calls with guarantee period of not less than 24 months, covering the entire installation.

Provision of **carting away** of decommissioned air-conditioning system (*if required*).

In the event of the award, 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.

Section B: Schedule of Prices

| Item | Description | Qty | Unit | Unit Price in € including VAT and Delivery Charges | Total Price in € including VAT and Delivery Charges |
|--|--|-----|------|--|---|
| 1 | <p>Commissioning of the entire SEER Inverter Air-Conditioning System 32,000 Btu.</p> <p>Ceiling type SEER Inverter Type Indoor Unit 32,000 Btu., complete with wireless remote control, low noise operation, energy star thermostat, as required for a complete installation inclusive of up to 5m twin lagged refrigerant copper pipes, 5m PVC condensate drain pipe and 3 m main cable per unit.</p> <p>Outdoor Unit</p> <p>Provision of full documentation and technical literature</p> | 1 | | | |
| 2 | Service Calls with guarantee period, covering the entire installation | 1 | | | |
| 3 | <i>Additional twin lagged refrigerant copper pipes per metre (if required)</i> | 1 | | | |
| 4 | Provision of carting away of decommissioned air-conditioning system. <i>(if required)</i> | 1 | | | |
| Grand Total Price in € including VAT, commissioning, delivery and installation Charges | | | | | |

| | |
|---|--|
| Full Name of Company | |
| Address of Company | |
| | |
| | |
| Full Name of Contact person representing the Company | |
| Designation of contact person | |
| Contact Telephone Number | |
| Mobile Number | |
| Fax Number | |
| Quotation Date | |
| VAT Number | |
| Estimate of delivery period | |

Literature, Drawings, Digital Images and / or technical data are attached with this offer.

Section C: Instructions to tenderers

1. You are kindly requested to submit your quote/s for **all** the above item/s.
2. All quotations 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,
 - Estimate of delivery period.
3. Quotes must be provided in Word, Excel, pdf or jpg formats. Other formats will NOT be considered.
4. Quotes must be valid for a minimum of 90 days.
5. **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.**
6. 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.

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. **In the event of the award, 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.

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 21st October 2014 at 10:00 hrs. Clarification are to be requested by sending an email to **procurement.mfa@gov.mt**

11. 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.

12. 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.

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.

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. (where applicable).
17. Items offered that do not conform to specifications will not be considered.
18. Tender will be awarded to the cheapest specifications compliant offer. For variable prices quoted in this schedule, i.e. item A3, for evaluation purposes it will be considered at unitary rate (i.e. 1 metre). However when placing an order, the amount being ordered will reflect the amount actually needed of the supply. Items marked as 'if required' will only be ordered if they are needed by the Ministry.
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 28th October, 2014**. ANY OFFERS SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.