

High Commission



Of Malta

THE
REPUBLIC
OF MALTA

CALL FOR QUOTES – Q/2014/005

CLOSING DATE: 26/08/2014

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

22/08/2014

Section A: Instructions to Tenderers:

The High Commission of Malta needs the following item/s:

A) Catering for National Day Reception – 19th September 2014

Primary Technical Specifications

Cost of 10 canapés per person for a hundred guests
--

Section B: Offer**Schedule of Prices**

Item	Description	Qty	Unit	Unit Price in £ including VAT and Delivery Charges	Total Price in £ including VAT and Delivery Charges
1	Cost of 10 canapés per person	1	100		
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	
Delivery Period	

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,
 - Estimate of delivery period.
2. Please note that quotes are to be submitted in **GBP currency (British Pounds currency for reference)**. Prices quoted are to be quoted Duty Delivery Paid and VAT/ Tax 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. The quote must be accompanied by a **technical offer** that clearly describes the characteristic of the product/ service or works being offered. In cases, where this information is not included, the Contracting Authority reserves the right NOT to consider the quote.
5. Quotes can be sent via E-mail.
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 Embassy shall not be charged with any other charges on delivery which were not reflected in the respective bid.
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 <DELIVERY PERIOD> 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 <DELIVERY PERIOD> from date of order.**
9. **Samples** may be requested.

- Samples are to be delivered at the same address as above. All samples are to be labelled with Tenderer Name, Name of Item and Quote Reference.
 - Unlabelled Samples will not be considered.
 - Samples shall be tested to assess quality and functionality.
 - Samples originating from bidders whose offer was unsuccessful, shall be requested to collect their samples within 5 working days after which these samples shall be disposed of.
10. Clarifications can be sought up to **THREE WORKING DAYS (i.e. exactly 72 hours effective from the time the Call for Quotation is sent to suppliers)** before the closing date.
 11. 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 Embassy including any VAT/ Tax 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 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.
 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. Given information, specifications and manuals must be in English. Tenderers submitting information, specifications and manuals in other languages only will be automatically disqualified. (where applicable)
 15. Items offered that do not conform to specifications will not be considered.
 16. Tender will be awarded to the **cheapest specifications compliant offer**.
 17. 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.
 18. All quotes should be sent either:
 - by email on admin.london@gov.mt
 19. **ANY OFFERS SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.**