



MINISTRY FOR FOREIGN AFFAIRS AND TRADE PROMOTION
PALAZZO PARISIO, MERCHANTS STREET, VALLETTA, MALTA

Friday 1st June 2018

Call for Quotations – CFQ 032/2018

The Ministry for Foreign Affairs and Trade Promotion requires the following:

**Sale of one (1) ‘Tale Quale’ Vehicle at the
Ministry for Foreign Affairs and Trade Promotion**

CLOSING DATE: Friday, 22nd June, 2018 at 12:00 hours

Section A: Instructions to Bidders

1. Scope

This Call for Quotation which is being issued by the Ministry for Foreign Affairs and Trade Promotion, hereinafter referred to 'The Contracting Authority' or 'the Ministry' is for the sale tale quale and without warranty of motor vehicle, by authority of Article 4.3.4 (Disposal of unserviceable and surplus stock) of Treasury Circular 6/2014 in terms of the General Financial Regulations (CAP 174.01).

2. Vehicle Details

Make:	Mercedes Benz
Category:	Class 4
Model:	E200 Saloon
Gearbox Type:	Automatic
Registration:	IBO143
Year of Manufacture:	2009
Engine Capacity:	1796
Environmental Category:	EURO5
Fuel Type:	Petrol
Colour:	Blue
Other Features:	Air Conditioned, Electric Windows.
Seating:	5
Mileage:	74455 Miles
Number of previous owners:	2
Next VRT:	30/09/2018

3. Tendered Price

Bidders are to submit a lump sum price for the sale of the mentioned vehicle. The quoted price shall be exclusive of Value Added Tax and all other charges applicable. All taxes, fees and expenses, permits, etc associated shall be borne by the bidder.

4. Inspection

Inspection meetings shall be convened at Garage 5, Triq Dun Gwann Farrugia, Zejtun on the dates indicated hereunder:

- 1. Tuesday, 12th June, 2018 at 10:00 hours; and**
- 2. Friday, 15th June, 2018 at 10:00 hours.**

Prospective bidders are to register their attendance to the site visits by sending an email on procurement.mftp@gov.mt by not later than 24 hours prior to the preferred session.

Should no bidders register for a particular session, then the Ministry reserves the right not to hold the session.

5. Eligibility

Public officers shall not be allowed to quote or to tender for the acquisition of the mentioned vehicle both in a direct or indirect manner.

Natural persons, companies or undertakings who fall under any of the conditions set out in Regulation 126 of the Public Procurement Regulations, 2016 (Legal notice 352 of 2016) are excluded from participating in this tender offer.

6. Interpretation or correction of bid documents

Bidders shall promptly notify the contracting Authority of any ambiguity in or discrepancy between any of the bid documents which they may discover upon examination of the bid documents.

Bidders requiring clarifications or interpretation of the bid documents shall make a written request on email (procurement.mftp@gov.mt) by 10:00hrs on Monday, 18th June, 2018. Any requests after this date will not be taken in consideration.

Any interpretations, corrections or changes to the bid documents by the Contracting Authority will be made by an official addendum. Interpretations, corrections or changes made in any other manner will not be valid, and bidders shall not rely upon such interpretation, corrections and changes.

The Contracting Authority may, at its own discretion, as necessary, extend the deadline for submission of bids to give bidders sufficient time to take clarification notes into account when preparing their bids.

7. Bid preparation costs

Applications shall bear all costs associated with the preparation and submission of the bid documents. The Ministry shall not reimburse any expenses associated with the preparation of the bid documents in the event that any or all offer/s is/are rejected.

8. Submission of Bid

- a. All quotations must be submitted in one original on the prescribed form. (Section B attached);
- b. Bidders will be deemed to have satisfied themselves, before submitting their financial bid, to its correctness and completeness, and to have taken into account of all that is required for the submission of the quotation document. This includes viewing the vehicle

on the appropriate dates as set by the Ministry and examination of the specifications as disclosed in the tender document;

- c. The quotation value must be submitted in Euros (€);
- d. Documents can be sent only by email on procurement.mftp@gov.mt;
- e. Any attachments in the email must be provided in Word, Excel, pdf formats. Other formats will NOT be considered;
- f. Please note that ALL documents must include the reference number. In cases, where this information is not included, the Contracting Authority reserves the right NOT to consider your offer;
- g. Quotes are to be submitted, without any commitment on behalf of the government; and
- h. Please note that it is entirely the Bidder'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.

9. Deadline of Submission of Bids

All bids are to be submitted at the Contracting Authority as indicated in section 7 above, by not later than Thursday, 21st June, 2018 at 12:00hrs. Quotations received after the closing date and time will NOT be considered.

10. Opening of Bids

The Contracting Authority will open bids in public session, soon after the deadline for submission of bids has expired. Any bidders or representatives who are present may be asked to sign a register evidencing their attendance.

11. Selection an Award Criteria

The sole award criterion will be the price. The contract will be awarded to the highest priced, subject to the following additional conditions:

- a. The Ministry reserves the right to accept or reject any quote and/or to cancel the whole quotation procedure and reject all quotations. The Ministry reserves the right to initiate a new call for quotation, seek new quotes or other forms of disposal in line with the Ministry's procedures: and
- b. Cancellation may occur where:
 - The quotation procedure has been unsuccessful, i.e. where no financially worthwhile offer has been received or where there has been no response at all; and
 - There have been irregularities in the procedure, in particular where these have prevented fair competition.

Under no circumstances will the Ministry for Foreign Affairs and Trade Promotion (MFTP) be liable for damages, whatever their nature (in particular damages for loss of profits) or in relation to the cancellation of the tender.

12. Award Notification

Prior to the expiration of the period of validity of bids, the Contracting Authority shall notify the successful bidder, in writing, that his bid has been recommended for award. Unsuccessful bidders may be notified with the outcome of the evaluation process, and may be provided the following information:

- The name of the successful bidder;
- The recommended price of the successful bidder; and
- Notification that the offer was the highest.

13. Period of validity tender

- The Ministry reserves the right to maintain the validity of quotation for a period of 90 days after the deadline for submission of tender as indicated in the contract notice;
- The successful quotation must maintain his quote for a further 90 days from the date of notification of the award. The selected bidder/s should collect the vehicle/s within these 30days. The Ministry may extend the delivery period for a further period of 10 days.

14. Payment to the Contracting Authority

The successful bidder/s shall pay to the Accounts Section, Ministry for Foreign Affairs, and the sum he has offered to pay and that shall be accepted by the Director Corporate Services MFTP prior to the collection of the vehicle.

Payment is only acceptable to the Ministry through a Bank Draft drawn on a local Bank.

15. Collection of Vehicle

The successful contractor shall collect the vehicle at his own expense within 30 working days from the day of notification of award. The Ministry reserves the right to cancel the notification of award if the vehicle is not collected within this period.

16. Right of Refusal

The Contracting Authority reserves the right to refuse any offer, even the most advantageous one.

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Section B: Part I – Quotation Form

With reference to this request for quotation by the Ministry for Foreign Affairs and Trade Promotion (MFTP), and in terms of the conditions therein mentioned and those thereto.

I/We _____ confirm that:

1. I/We have examined, and accept in full and in its entirety, the content of this quotation document (including any subsequent Clarifications Notes issued by MFTP). I/We hereby accept the contents thereto in their entirety, without reservation or restriction and, in submitting my/our offer, I/We subject myself to all the conditions involved and, in the eventuality my/our offer is accepted, bind myself/ourselves to the prevailing conditions of contract. I/We also understand that any disagreement, contradiction, alteration or deviation shall lead to my/our quotation offer not being considered any further.
2. I/We shall pay the sum/s indicated in the Financial Form within the stipulated timeframes, and remove the vehicle in conformity with the attached specification and conditions.
3. I/We undertake that this quotation shall not be retracted or withdrawn for a period of 30 calendar days from the deadline of submission of bid, inclusively but shall remain binding and may be accepted by the Government at the time during the said period of 30 calendar days
4. I/We note that the MFTP is not bound to proceed with this invitation to quote and that it reserves the right to cancel the call for quotations. It will incur no liability towards me/us should it do so.

Signature _____

Name (in BLOCK LETTERS) _____
(the person or persons authorized to sign on behalf of the tenderer)

Date _____

Section B: Part II – Bidder’s Details

Schedule of Prices

Description	Qty	Amount quoted in Euro (€) exclusive of VAT and all other charges applicable (In figures and in words)
Mercedes Benz E200 Saloon Car Registration Number: IBO143	1	

Bidder’s Information:

Full name of company (or name and surname of bidder if not a company)	
Address of Company	
Full name of contact person	
Designation of contact person	
Contact Telephone / Mobile Number	
Email Address	
I.D. Card No. (if applicable)	
VAT/ Registration number (if applicable)	

I hereby confirm that all conditions have been read and understood. I confirm that I oblige self to the said conditions.

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

Date: _____