

MINISTERU  
TAL-AFFARIJJIET BARRANIN



MINISTRY  
OF FOREIGN AFFAIRS

MALTA

Taqsimax-Xiri  
Direttorat *Financial Management*

Procurement Unit  
Financial Management Directorate

**CALL FOR QUOTES – QMFA 006/2013**

**CLOSING DATE: 2<sup>nd</sup> May 2013**

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

**12th April 2013**

**Section A: Instructions to Tenderers:**

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

**Provision of Venue for Dinner**

**Technical Specifications**

- Date – Tuesday 11<sup>th</sup> June or Wednesday 12<sup>th</sup> June
- Time – Dinner
- Number of People – 100 guests
- Ideal Venue – Restaurant in the region of Mdina
- Proposed Menu type/ Food Required – Vegetarian Options
- Food – Halal (eliminating Pork completely)
- Wine – Yes
- Water (Sparkling and Still ) – Yes
- Table Set up – Various small tables

**Section B: Offer****Schedule of Prices**

| <b>Item</b>                                 | <b>Description</b> | <b>Qty</b> | <b>Unit</b> | <b>Unit Price<br/>in €<br/>including<br/>VAT and<br/>Delivery<br/>Charges</b> | <b>Total Price<br/>in €<br/>including<br/>VAT and<br/>Delivery<br/>Charges</b> |
|---------------------------------------------|--------------------|------------|-------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|                                             |                    |            |             |                                                                               |                                                                                |
| <b>Grand Total Price in € including VAT</b> |                    |            |             |                                                                               |                                                                                |

**Company Information:**

|                                                          |  |
|----------------------------------------------------------|--|
| Full name of company                                     |  |
| Address of Company                                       |  |
| Full name of contact person                              |  |
| Contact Telephone Number /<br>Mobile Number & Fax Number |  |
| Email Address                                            |  |
| <b>VAT/ Registration number</b>                          |  |
| 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 preferably quotes should be in **Euro currency** (Lm currency for reference). Prices quoted are to be quoted Duty Delivery Paid and VAT component quoted separately. **Where a payment transaction does not include a currency conversion, the payee shall pay the charges levied by his payment service provider, and the payer shall pay the charges levied by his payment service provider.**
  
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 Financial Management Directorate, Ministry of Foreign Affairs, Level 4, 331, Allied House, St Paul's 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.**
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,**
  - **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.**
9. **Proposed Menus and photos of the venue are to be submitted, without any commitment on behalf of the government. Menus and photos are to be delivered at the same address as above. All Menus are to be labelled with Tenderer Name, Name of Item and Quote Reference. Unlabelled Menus will not be considered.**
10. **Clarifications can be sought up to THREE WORKING DAYS before the closing date.**
11. **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.**
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. **The clauses in *Italics* are applicable only for Products which must carry the CE Mark as per Maltese and European Legislation**

- *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)*
15. 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)
  16. The outer pack and leaflet of the Quoted item is to bear the FULL name and address of the manufacturer. The product itself, where possible, must also bear the FULL name and address of the manufacturer. If the manufacturer is based outside EU, the full name and full address of his officially appointed EU authorised representative must also be present. Thus, products manufactured outside the EU are to bear TWO addresses. (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.**
  19. **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.**

20. All quotes should be sent either:

- by email on [procurement.mfa@gov.mt](mailto:procurement.mfa@gov.mt) or
- by hand
- by 10:00am on Thursday 2<sup>nd</sup> May, 2013

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