



25th August, 2015

Published Call for Quotations – QMFA 072/2015

CLOSING DATE: Tuesday 15th September, 2015 at 10:00 hours

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

**Limited Period Contract
Supply and delivery of Typist Chairs
for the Ministry for Foreign Affairs**

***NOTE: It is within your Interest to READ the whole of this document
When submitting offers by email,
please include the above QMFA reference and Name of Call in the subject field.***

Section A: Instructions to Tenderers:

The Ministry requires the supply of typist chairs as follows:

1. With arm rest and swivel
2. Fabric seat
3. Colour Black
4. Seat height adjustable **up to 78cm from floor to handles** and with gas lift
5. Seat and back angle adjustable; back height adjustable
6. Castor wheels fitted as standard
7. Full ergonomic (Literature including a certification of quality to be submitted with the offer)
8. Weight for persons up to 120Kg
9. Items are to be delivered by the supplier to the Ministry for Foreign Affairs, Palazzo Parisio, Merchants Street, Valletta or other premises within the same Ministry as directed by DCS. Delivery charges, if any, are to be included in the offer.

Annex : Chairs are to be similar to illustration in **Fig 1**

Section B: Offer

Schedule of Prices

Item	Description	Qty	Unit	Unit Price including Delivery but excluding VAT	Total Price including Delivery but excluding VAT
1	Typist chair as specified in section A		1		
Grand Total Price in € including VAT and Delivery					

Bidders may submit more than one Quote, but these have to be submitted on different forms.

VAT Rate on the above items	%
Estimate time of delivery from date of issuance of Letter of Acceptance by MFA	

LIST OF LITERATURE/SAMPLES

1. List of literature to be submitted with the tender:

Item	Description
1.1	Verification of compliance as per Technical Specifications

Obligations of the contractor

Company Information:

Full name of company	
Address of Company	
Full name of contact person	
Designation of contact person	
Contact Telephone / Mobile Number	
Email Address	
VAT/ Registration number	

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:

Section C; Terms and Conditions

1. You are kindly requested to submit your quote/s for **all** the above item/s. All quotes should include the following information:
 - Full name of company,
 - Address of Company,
 - Full name and Designation of contact person,
 - Contact Telephone Number / Mobile Number,
 - Email Address,
 - VAT number,
 - Date.
2. Please note that quotes are to be submitted in Euro currency.
3. Soft copies of the Submission must be provided in Word, Excel, pdf or jpg formats.
4. Please note that ALL documents 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 you interest to participate.
5. The Government reserves the right to purchase units up to €6000 or for a period of two years, whichever is the earliest. Units are to be available in stock when requested.
6. Literature describing the chairs is to be submitted without any commitment on behalf of the government. A visit to your premises may be made to view a sample of the chair, again without any commitment on behalf of the government. The literature is to be labelled with the Tenderer Name, Name of Item and Quote Reference. Unlabelled literature will not be considered.
7. Documents can be sent either through email or brought by hand, in which case they should be inserted in the Tender Box found at the Directorate Corporate Services, Ministry for Foreign Affairs, Level 4, 331, Allied House, St Paul Street, Valletta. Documents 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.
8. Quotes must be valid for a minimum of 90 days.

9. Quotes are to be submitted, without any commitment on behalf of the government.
10. **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>
11. 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 3 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 3 weeks from date of order.**
12. Clarifications can be sought up to 1st September 2015 at 10:00hrs. Clarifications are to be requested by sending an email to procurement.mfa@gov.mt .
13. Tenderers must quote all components of the price inclusive of taxes, 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.
14. 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 Call.
15. If the tenderer offers a discount, the discount must be absorbed in the rates of the Schedule of Prices (Section B). 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.

16. Items offered that do not conform to specifications will not be considered.
17. Tender will be awarded to the cheapest specifications compliant offer.
18. Please note that it is entirely the Tenderer's responsibility to ascertain that the Request for Participation is received BEFORE the deadline for submission. Thus, the government cannot be held responsible for Quotes/Request for Participation 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.
19. All submissions should be sent either:
 - by email on procurement.mfa@gov.mt or
 - by handby **Tuesday 15th September 2015 at 10:00 hours**
20. ANY OFFERS SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.

Fig 1

