

MINISTERU
TAL-AFFARIJJET BARRANIN



MALTA

MINISTRY
OF FOREIGN AFFAIRS

Taqsimax-Xiri
Direttorat *Financial Management*

Procurement Unit
Financial Management Directorate

15th February 2013

CALL FOR QUOTATIONS – QMFA 021/2013

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

The Ministry of Foreign Affairs requires purchasing the following item/s:

Supply and delivery of two (2) Security Level 4 Shredders for the Ministry of Foreign Affairs

1. Technical Specifications

Minimum Requirements	Compliant (Y/N)
Security Level 4	
Can take up to 15 A4 pages at once	
Anti-jam technology	

	<p>General Programme Solidarity & Management of Migration Flows (2007 – 2013)</p> <p>This project is part-financed by the European Union European Fund for the Integration of Third Country Nationals (IF)</p> <p>Co-financing rate: 75% EU Funds: 25% Beneficiary Funds</p> <p><i>Sustainable Management of Migration Flows</i></p>	
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2. Schedule of Prices

Supply and delivery of two (2) Security Level 4 Shredders for the Ministry of Foreign Affairs

Item	Description	Qty	Unit	Unit Price in € including VAT and Delivery Charges	Total Price in € including VAT and Delivery Charges
1	Security Level 4 Shredder	2			
Grand Total Price in € including VAT and Delivery Charges					

Full Name of Company	
Address of Company	
Full Name of Contact person representing the Company	
Contact Telephone Number	
Mobile Number	
Fax Number	
VAT Number	

3. Instructions to tenderers:

1. You are kindly requested to submit your quote/s for the above item/s.
2. All quotations should include the following information:
 - 2.1. Full name of company,
 - 2.2. Address of Company,
 - 2.3. Full name of contact person,
 - 2.4. Contact Telephone Number / Mobile Number & Fax Number,
 - 2.5. Email Address,
 - 2.6. VAT number,
 - 2.7. Quotation Date,
 - 2.8. Literature, Drawings, Digital Images and / or technical data of item being quoted,
 - 2.9. Estimate of delivery period.
3. Quotations should be in Euro currency. 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.
4. Quotes must be provided in Word, Excel, pdf or jpg formats. Other formats will NOT be considered.
5. Please note that ALL quotations 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 quotations.
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:
 - 8.1. 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;
 - 8.2. 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.
9. Samples may be requested and are to be submitted, without any commitment on behalf of the government. 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
10. Clarifications can be sought up to THREE WORKING DAYS before the closing date. Clarification are to be requested by sending an email to procurement.mfa@gov.mt
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 at Clause 2 above. No offers are accepted if 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:
 - 15.1. 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);
 - 15.2. 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

- 15.3. 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. 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)

18. Items offered that do not conform to specifications will not be considered.
19. Tender will be awarded to the cheapest specifications compliant offer.
20. 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 **Financial Management Directorate, Ministry of Foreign Affairs, Level 4, 331, Allied House, St Paul's 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.
21. 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.
22. Offers must reach the Ministry of Foreign Affairs by no later than 1000hrs on Tuesday 12th March 2013. ANY OFFERS SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.