

MINISTERU
TAL-AFFARIJJIET BARRANIN



MINISTRY
OF FOREIGN AFFAIRS

MALTA

Taqsimat tax-Xiri
Direttorat *Financial Management*

Procurement Unit
Financial Management Directorate

CALL FOR QUOTES – QMFA 061/2013
CLOSING DATE: Thursday 11 July 2013

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

28 June 2013

Section A: Instructions to Tenderers:

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

Supply and Delivery of Paper Hand Towels for Toilet Dispensers

Technical Specifications

Paper Hand Towels for Toilet Dispensers:

- Recycled paper
- Zig-Zag fold
- Approx measurement of each paper towel: 224.5 mm x 111.5 mm

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	Paper Hand Towels for toilet dispensers (per box)	1	-		
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 **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. The government reserves the right to purchase items up to **€6000 or for a period of two years**, whichever is the earliest. Items are to be available in stock when requested.
5. 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.
6. 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.
7. Quotes must be valid for a minimum of 90 days.
8. **Delivery costs must be included in all received quotes.**
 - a. 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.
 - b. 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>
9. **The Government reserves the right to**
 - a. impose Penalties if items are not delivered within the time stipulated in the quote submitted by the awarded tenderer, which must never exceed one week from date of order or as otherwise stated by the Contracting Authority

- b. 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 one week from date of order or as otherwise stated by the Contracting Authority.

10. Samples are to be submitted with this offer, without any commitment on behalf of the government:

- a. 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.
 - b. Unlabelled Samples will not be considered.
 - c. Samples shall be tested to assess quality and functionality.
 - d. Samples of awarded bidder shall be retained by MFA Stores in order to confirm that subsequent deliveries are similar to those recommended.
 - e. 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.
11. Clarifications can be sought up to **TWO WORKING DAYS (i.e. exactly 48 hours effective from the time the Call for Quotation is sent to suppliers)** before the closing date.
12. 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.
13. 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.

14. 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.
15. The clauses in Italics are applicable only for Products which must carry the CE Mark as per Maltese and European Legislation
 - a. 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)*
 - b. 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

- c. Quoted Item is to display relevant information and warnings as specified in Annex 1 Section 13 of Directive 93/42/EEC. (where applicable)*
16. 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)
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. 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.

21. All quotes should be sent either:
- a. by email on procurement.mfa@gov.mt or
 - b. by hand
 - c. by **1000 hours** on **Thursday 11 July 2013**.

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