



MALTA RESOURCES AUTHORITY

Malta Resources Authority

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Call for Quotations

Closing Date: 6th June 2014 at 10:00 am

Date Published: 16th May 2014

Quotation Reference: MRA/ENE/92/07

SUBJECT: Containers for Fuel Sampling and Storage

CALL FOR QUOTATIONS: SAMPLE CONTAINERS FOR FUEL FOR THE MALTA RESOURCES AUTHORITY

1. Introduction

- 1.1 This Call for Quotations, which is being issued by the Malta Resources Authority, hereinafter referred to as “the Contracting Authority”, is for the supply of sample containers for fuel for the Malta Resources Authority.

2. Documentation

- 2.1 Each quoted submission shall clearly indicate the details of the bidder responsible for such activity and the rates/prices, inclusive of VAT and all other charges as may be applicable. The start date, as indicated, shall be upon the issuance of the ‘Order to Start Works’ issued by the Officer in Charge.
- 2.2 A form entitled “Schedule of Prices & Rates” is also attached with the Call for Quotations document. Prospective bidders are requested to complete the form, giving the rates/prices in EURO for each item as indicated, inclusive of VAT and all taxes and any other charges as applicable. This form must be filled in and submitted with the quotation.
- 2.3 A form entitled “Bidder’s Details” is attached with the quotation document. Prospective bidders are requested to fully complete the form and submit it with the quotation document.

3. Rates/Prices

- 3.1 Bidders must quote rate and price inclusive of taxes, customs and import duties and any discounts.
- 3.2 Bidders 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 bidder 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 bidder. Except as may otherwise be provided for in the contract, no payment will be made for items which have not been costed.
- 3.3 The rates/prices of the Contract shall include all of the goods and services to be provided. The rates/prices quoted are fixed and not subject to revision or escalation in costs.

4. Currencies and Payments

- 4.1 The currency of the quotation is the Euro (€). All sums in the breakdown of the overall rates/price, in the questionnaire and in other documents shall be expressed in Euro (€).
- 4.2 The Contractor shall be bound to conform in all respects with VAT legislation and regulations. Prospective bidders should note that the Malta Resources Authority is a non-taxable legal person in accordance with the provisions of the Value Added Tax Act, 1998. MRA is not registered for VAT purposes (i.e. it does not have a VAT number) and fiscal receipts have to be issued by the Contractor to the Authority for all payments effected.
- 4.3 Payment of bills shall be stopped whenever, in the opinion of the Contracting Authority, the Contractor is under penalty for breach of any conditions of the Contract.
- 4.4 Payments shall be effected within 60 days from receipt of invoices. Invoices should clearly indicate the dates for which the products have been provided and no advance payments can be accepted by the Authority.

5. Method of Submissions

- 5.1 A written proposal for this Call for Quotations shall be submitted at the Finance and Administration Section of the Malta Resources Authority, Marsa by the time and date indicated in the document. Quotations are to be delivered to the following address:

**The Financial Controller
Finance and Administration Section
Malta Resources Authority
Millennia, 2nd Floor
Aldo Moro Road
Marsa, MRS 9065
MALTA**

- 5.2 **Late submissions shall not be accepted.** The proposal for this Call for Quotations shall be closed in a sealed package with the quotation reference clearly marked on it and submitted either by recorded delivery (official postal/courier service) or hand delivered and deposited in the Tender Box at the Finance and Administration Section of the Malta Resources Authority. **Any other method of submission shall NOT be accepted.**

6. Criteria for Award

- 6.1 The sole award criterion shall be the rates. The contract shall be awarded to the cheapest total priced offer, satisfying the administrative and technical criteria.

7. Specifications

- 7.1 Metal containers with a capacity of 2 litres, 1 liter and 0,5 litres, suitable to store hydrocarbons. The list of hydrocarbons to be stored is
- diesel EN 590,

- petrol EN 228,
 - Gasoil (various types),
 - Fuel Oil (various types),
 - biodiesel EN 14214,
 - bioethanol EN 15376
 - any other hydrocarbon or fuel type
- 7.2 Metal containers constructed from lead-free material with packing glands or welded joints, able to withstand normal internal pressures encountered during normal operations and ambient temperatures during fuel collection and storage. The containers shall be equipped with an external fitting to enable them to be sealed. The containers shall not have been treated with a petroleum-based rust-preventative agent or otherwise
- 7.3 The container closure shall be able to retain the integrity of the sample. Insert disks may additionally be used to close the container outlet. Suitable closures include screw caps fitted with a washer resistant to hydrocarbons. Cork and rubber washer shall not be used.
- 7.4 Sample container closures and the external fitting of the container will both contain the necessary features to be able to seal the contents of the container by means of the MRA seal. The MRA seal is made of plastic material and has a plastic *thread* approximately 120mm long and 1.2mm wide that has to pass from both the closure and the external fitting. (see photo A for reference)

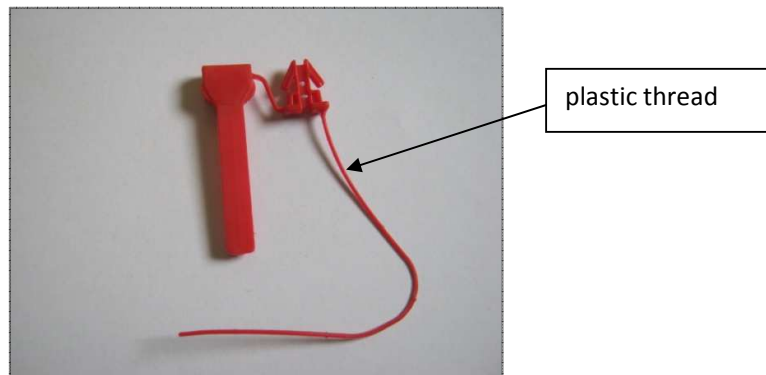


photo A

- 7.5 Metal containers need to be supplied clean and ready for use.
- 7.6 The Authority reserves the right to reject, during the contract period, any container whose condition is not up to the required standard. The containers rejected shall be replaced at no extra cost.
- 7.7 Containers offered may be inspected by the Evaluation Committee to ascertain their suitability under this contract.
- 7.8 The contract shall be considered to have been abandoned if the contractor shall, after the date indicated in the order for start of service, fail to provide the necessary containers after three consecutive requests in writing. Such abandonment renders the contractor liable to the penalties stipulated in the conditions of contract.
- 7.9 Not applicable.

- 7.10 Bidders are to quote unit rates for the containers. All rates quoted shall remain applicable for the entire duration of the contract, inclusive of any extensions, and requests for a revision in the rates shall not be entertained. All rates shall be inclusive of VAT and any other charges.
- 7.11 Moreover, tenderers shall submit information on the containers they intend to offer in the schedules provided.
- 7.12 The Contracting Authority reserves the right to terminate the contract if it deems the services being rendered are inferior to expectations. Termination procedures shall be preceded by a single warning communicated in writing to the contractor. Should the contractor fail to remedy matters within the period stated in the warning letter, a one-week termination notice shall be issued to the contractor. Any expenses incurred by the Contracting Authority to procure similar products from other sources during the warning and termination periods shall be borne by the contractor and deducted from the final payment.

8. Contract Term and Frequency of Use

- 8.1 The Contract shall be operative for a period of up to thirty six (36) calendar months. The commencement of this contract shall be upon the issuance of the **'Order to Start Works'**, issued by the Contracting Authority.
- 8.2 Estimated total quantities required on an annual basis are as follows;
 - (i) 2 litre metal container including suitable closure 345
 - (ii) 1 litre metal container including suitable closure 50
 - (iii) 0,5 litre metal container including suitable closure 450
- 8.3 The Contractor shall deliver the containers periodically and in quantities as requested by the Authority. Orders shall be delivered in batches as indicated in the SCHEDULE OF PRICES & RATES below.
- 8.4 Notwithstanding any other clause regarding quantities of containers required and the contract period, such figures are only indicative since the containers shall be ordered if and when required by the Authority. The Contracting Authority reserves the right not to order any of the quantities indicated and would not by doing so be held liable to any damages or other costs whatsoever.

9. Submission of Literature and Samples

- 9.1 Bidders are required to submit:
 - (i) Photograph of sample containers including suitable closure
 - (ii) Provide samples of sample containers to the Evaluation Committee if requested.
- 9.2 Non-compliance with this clause will invalidate the offer.

BIDDER'S DETAILS

Name of Tenderer/Joint Venture/Consortium
Address
Manufacturer
Country of Origin
VAT Registration Number <i>(if applicable)</i>
Name of Contact Person
I.D. / Passport Number
Email address
Telephone Number
Fax Number
Signature
Date

BIDDER'S DECLARATION(S)

To be completed and signed by the bidder

- 1 We have examined, and accept in full and in its entirety, the content of this Call for Quotations (including subsequent Clarifications Notes issued by the Contracting Authority) – reference No **MRA/ENE/92/07** of 16th May 2014. We hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration or deviation shall lead to our offer not being considered any further.
- 2 We offer to provide / supply, in accordance with the terms of the Call for Quotations document and the conditions and time limits laid down, without reserve or restriction, the following services / supplies:
- 3 The rates/prices of our tender (inclusive of VAT, duties, other taxes and any discounts) is:

[.....]
- 4 This quote is valid for a period of 3 months from the final date for submission of tenders.
- 5 We are making this application in our own right and [**as partner in the consortium** led by < name of the leader / ourselves >] for this Call. We confirm that we are not quoting for the same contract in any other form. [We confirm, as a partner in the consortium, that all partners are jointly and severally liable by law for the performance of the contract, that the lead partner is authorised to bind, and receive instructions for and on behalf of, each member, and that all partners in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract's performance]. We are fully aware that, in the case of a consortium, the composition of the consortium cannot be modified in the course of the Call for Quotations procedure.
- 6 We are not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy. We also declare that we have not been convicted criminally, or found guilty of professional misconduct. Furthermore, we are up-to-date in the payment of social security contributions and other taxes.
- 7 We accept that we shall be excluded from participation in the award of this Call if compliance certificates in respect of declarations made under Clause 6 of this declaration are not submitted by the indicated dates if requested.
- 8 We have no potential conflict of interests or any relation with other candidates or other parties in the Quotations procedure at the time of the submission of this application. We have no interest of any nature whatsoever in any other offer in this procedure.

- 9 We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any false, inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Government of Malta and the European Communities.
- 10 We note that the Contracting Authority is not bound to proceed with this Call for Quotations and that it reserves the right to cancel or award only part of the contract. It will incur no liability towards us should it do so.

Name and Surname: _____

I.D. / Passport Number: _____

Signature of tenderer: _____

Duly authorised to sign this
tender on behalf of: _____

Company/Lead Partner VAT No: _____
(if applicable)

Stamp of the firm/Company: _____

Place and date: _____

SCHEDULE OF PRICES & RATES

Preamble to Schedule of Rates

Rates and prices must be entered against each item in the Schedule of Prices and Rates.

The rates will cover all taxes duties, levies, charges, and other liabilities and inclusive of all extra costs or additions which are not stated separately in the Schedule of Prices and Rates.

The rates inserted in the Schedule of Prices and Rates are to be also inclusive values of all supplies, works, and services referred to in the tender, including all costs and expenses which may be required for such services and which may be necessary and all general risks, liabilities and obligations set forth or implied in the documents on which the tender is based. It will be assumed that establishment charges, profit and allowances for all obligations are spread evenly over all the unit rates.

Any errors will be corrected as follows:

- (a) where there is a discrepancy between amounts in figures and in words, the amount in words will prevail; and
- (b) where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit price and the quantity, the unit rate as quoted will prevail.

Prospective tenderers are advised to note that in accordance with VAT legislation the Malta Resources Authority is not a VAT registered entity.

All work contained herein will be subject to measurement and does not necessarily represent the eventual extent of the amounts to be procured. No claim for increased unit rates because of variations in the quantity of items ordered will be admitted.

All rates shall be inclusive of transport and delivery to MRA.

Description	Rate including VAT and all other applicable charges - €	Estimated Quantity per annum	Total including VAT and all other applicable charges - €
Supply and delivery to MRA stores of 2 liter metal containers including suitable closure, in batches of 115		345	
Supply and delivery to MRA stores if 1 liter metal container including suitable closure in batches of 50		50	
Supply and delivery to MRA stores 0,5 liter metal container including suitable closure in batches of 150		450	
Total			

Bidder 's Declaration:

I hereby bind myself to deliver the items tendered for within _____
from date of Order to Start Works.

Name of Bidder: _____ **Date:** _____

I.D. No.: _____ **Signature:** _____

SPECIFICATIONS FORM

(To be completed by the Tenderer or an Authorised Representative)

Note: If different options are offered – Specification Form is required to be submitted for each option

Tender reference	Tender - Minimum Requirements	Specifications of proposal offered by Tenderer: <i>To be filled in by Tenderer</i>	Confirmation whether tenderer's offer meets tender's minimum requirements – <i>Mark Y (Yes) or N (No) as applicable</i>
7.1	Metal containers suitable to store hydrocarbons. List of hydrocarbons to be stored - EN590, EN228, Gasoil, Fuel Oil, EN14214, EN15376, any other hydrocarbon		
7.2	Metal containers constructed from lead-free material with packing glands or welded joints, able to withstand normal internal pressures encountered during normal operations. The containers shall be equipped with an external fitting to enable them to be sealed. The container shall not have been treated with a petroleum-based rust-preventative agent or otherwise		
7.3	Container closure shall be able to retain the integrity of the sample. Insert disks may additionally be used to close the container outlet. Suitable closures include screw caps fitted with a washer resistant to hydrocarbons. Cork and rubber washer shall not be used.		
7.4	Sample container closure need to be sealed with the external fitting by means of the MRA seal. MRA Seal is of plastic material and has a plastic <i>thread</i> approximately 120mm long and 1.2mm wide that has to pass from both the closure and the external fitting. (see photo A for reference)		

Tender reference	Tender - Minimum Requirements	Specifications of proposal offered by Tenderer: <i>To be filled in by Tenderer</i>	Confirmation whether tenderer's offer meets tender's minimum requirements – <i>Mark Y (Yes) or N (No) as applicable</i>
7.5	Metal containers need to be supplied clean and ready for use.		

Name of Bidder: _____

Date: _____

I.D. No.: _____

Signature: _____