



Malta Resources Authority

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Call for Quotations

Closing Date: 10 November 2015 at 10:00am

Date Published: Tuesday 20 October 2015

Quotation Reference: MRA/68/2015

SUBJECT: Scanning services

CALL FOR QUOTATIONS: SCANNING SERVICES

1. Introduction

This Call for Quotations, which is being issued by the Malta Resources Authority, hereinafter referred to as “the Contracting Authority”, is for the scanning services of around 8000 files.

2. Documentation

Quotation documents can be obtained from the offices of the Authority or downloaded from its web site: www.mra.org.mt.

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.

The forms: “**Schedule of Prices & Rates**”, “**Bidder’s Details**”, “**Specifications Form**” and “**Statement on conditions of Employment**” are attached with the Call for Quotations document. These forms must be filled in and submitted with the quotation document. The information requested in the Statement on conditions of employment should also be submitted with the offer.

3. Rates/Prices

Bidders must quote rate and price **inclusive** of taxes, customs and import duties and any discounts.

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.

The rates/prices of the Contract shall include all of the services to be provided. The rates/prices quoted are fixed and not subject to revision or escalation in costs.

4. Currencies and Payments

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 (€).

The successful bidder 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 receipt has to be issued by the service provider to the Authority for all payments effected.

No request for advance payments can be accepted by the Authority. Payment will be made on completion of service and it shall be affected within 60 days from receipt of invoice.

5. Method of Submissions

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 Chief Executive
Malta Resources Authority
Millennia, 2nd Floor
Aldo Moro Road
Marsa, MRS 9065
MALTA**

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 of the Malta Resources Authority. **Any other method of submission shall NOT be accepted.**

6. Services required

The services to be provided shall include:

- scanning of approximately 8000 files to pdf format. Each file contains between 1 and 45 pages some of which will be stapled together. Approximately 10% of the documents will be printed on both sides of the paper – in such cases, both sides of the paper are to be scanned. Files may contain different paper sizes and may also include photos.
- OCR of scans. The text shall be stored as a separate layer from the scanned image of the document and the scanned image shall not be modified during the OCR process. Empty sides of documents shall not be retained or counted for the purposes of payment.
- renaming of electronic copies of the scanned documents.
- reforming file
- collection from MRA and delivery to MRA of documents and electronic scans in

sealed boxes. The returned documents shall be packed and returned to MRA in non-returnable boxes.

All the required equipment shall be provided by the tender. The electronic scans shall be handed over to the MRA on a returnable portable hard disk.

All duties carried out by the contracted party shall be performed diligently and to high standards. This Contract shall be terminated or suspended if the contracted party does not carry out the requested duties to the standards and practices stipulated by the Authority.

If the Authority deems that a work assignment has not been performed to its satisfaction the contracted party shall be requested to rectify at no extra payment, and within the time-limits and upon those instructions as shall be given by the Authority.

The Contractor and his staff are obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the Contractor are confidential and any copies kept by the Contractor destroyed after the completion of the contract. All staff are required to sign a confidentiality agreement. All employees handling MRA documents or scanned copies shall sign a confidentiality agreement.

Documents shall be transported by the contractor in sealed boxes. The scanned copies shall also be returned to the Authority in sealed non-returnable boxes of approximately 30cm by 40cm by 30cm (WxDxH). The provision of boxes and seals shall be the responsibility of the contractor.

Documents shall not be retained by the contractor for more than 6 working days.

The contractor shall provide a method statement indicated the quality control measures he intends taking to prevent loss of documents and information (eg scanning of both sides of the papers where both sides of the paper are not empty). The MRA may discard a tender where it deems that the method statement is not sufficiently detailed or the proposed methods proposed do not give confidence that there are sufficient procedures to prevent such losses.

7. Conditions of Employment

7.1. The following conditions are mandatory conditions of any service contract resulting from the outcome of this tender:

1. A guarantee that the services provided will not be subcontracted to third parties. This limitation on sub-contracting is strictly limited to cases where the subcontractor being awarded work by the tenderer has employees of the tenderer who are also in the employ of the sub-contractor and are carrying out, with the subcontractor, the same or very similar duties as those in their contract of employment with the tenderer. In addition to any sub-contractor will need to agree to all the other conditions laid down in this tender whilst the tenderer will remain responsible for all the work or services provided in the contract including those carried out by the sub-contractor

2. A guarantee that the contractual work will not be carried out by self-employed persons but solely by employees of the tenderer. This exclusion does not apply to bona fide self-employed individuals, and that the tenderer is guaranteeing that no work will be carried out by persons designated as self-employed where their actual employment status in terms of the Employment Status National Standard Order, LN 44/2012, is that of an employee.
 3. A guarantee that all the employees of the tenderer, whether providing services to the contracting authority or not, have a written contract of service and are registered with the Employment & Training Corporation. On award of the contract the tenderer shall furnish a list of employees who will be providing services to the contracting authority as well as having copies of the written contracts of service of any of the employees available at any time for inspection.
 4. Tenderer shall ensure that all employees are to be given a detailed payslip containing all relevant details including the amount paid, normal hours worked, overtime hours, hours worked on Sundays and public holidays, hours availed of as leave or sick leave, a breakdown of bonuses/allowances as well as deductions made (such as social security contributions and income tax).
 5. Tenderer shall ensure that employee's wages/salaries are paid only by direct payment in the employee's bank account.
 6. The tenderer is to guarantee that the relevant bank statements of wage/salaries' deposit and copies of the detailed payslips are to be made available as and when required by the Director of Industrial & Employment Relations.
 7. The contractor shall be obliged to specify the minimum hourly workers' costs in tenders involving the provision of employees' services and shall also provide a breakdown of the employee costs in tenders where the tender requires a global sum covering the services to be provided.
- 7.2 Apart from the above conditions which the tenderer must abide with, the Authority will - for any contracts awarded - keep accurate timesheets of the work carried out by the tenderer's employees. The tenderer shall be bound to ensure that any employees provided to carry out services at the Authority shall be obliged to register their presence at the Authority's premises on these timesheets.
- 7.3 Following the award of the tender, if it results that a tenderer has not adhered in any way to the conditions of the contract and/or has in any way breached industrial and employment legislation, then the contract may be terminated. In addition the Director General (Contracts) (Contracts) may also terminate any other contract/s that such contractor may have with any other Government

Department or Public Sector Organisation.

7.4 Any breach of regulations emanating from the Employment and Industrial relations Act, the Employment and Training Services Act and the Occupational Health and Safety Authority Act may constitute sufficient grounds for the termination of any contract awarded as indicated above.

7.5 Tenderers shall submit the Statement of Conditions of Employment including all attachments referred to therein with their tender offer.

8. Payment Terms

Payment will be effected following the satisfactory delivery of the services, and is subject to presentation of a VAT receipt.

9. Award Criteria

This quote will be awarded to the cheapest offer which submits a compliant method statement.

10. Viewing of files

A sample of files will be available for viewing on the 29 October 2015 at 10am or on the 3 November 2015 at 10am.

BIDDER'S DETAILS

Name of Bidder/Joint Venture/Consortium	<p>.....</p> <p>.....</p>
Address	<p>.....</p> <p>.....</p>
Country of Origin	<p>.....</p>
VAT Registration Number (if applicable)	<p>.....</p>
Name of Contact Person	<p>.....</p>
I.D. / Passport Number	<p>.....</p>
Signature	<p>.....</p>
Date	<p>.....</p>

SCHEDULE OF PRICES & 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.

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 this call, 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.

Any errors will be corrected as follows: where there is a discrepancy between amounts in figures and in words, the amount in words will prevail

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

Description	Rate – Euros (inclusive of VAT, ECO-Contribution and any other charges/taxes)	Quantity	Total – Euros (inclusive of VAT, ECO-Contribution and any other charges/taxes)
Supply of server			

Bidder’s Declaration:

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

Name of Bidder: _____

Signature: _____

I.D. No.: _____

Date: _____

SPECIFICATIONS FORM

The bidder is requested to submit a method statement of how the scanning is to be performed in point form please.

STATEMENT ON CONDITIONS OF EMPLOYMENT

1. I hereby declare that all employees engaged on this contract shall enjoy working conditions such as wages, salaries, vacation and sick leave, maternity and parental leave as provided for in the relative Employment Legislation. Furthermore, we shall comply with Chapter 424 of the Laws of Malta (Occupational Health and Safety Authority Act) as well as any other national legislation, regulations, standards and/or codes of practice or any amendment thereto in effect during the execution of the contract.
2. I hereby declare that no part of the services to be provided under this contract shall be sub-contracted for the cases specified in Clause 7.1.1 of the tender dossier
3. I hereby declare that the service being provided under this contract will not be carried out by self-employed persons registered with the Maltese Authorities, but will be carried out solely by my employees. Self-employed personnel may be engaged as partners in a Joint Venture/Consortium. This exclusion does not include bona fide self-employed individuals as specified in Clause 7.1.2 of the tender dossier.
4. I hereby declare that all my employees have a written contract of service and are registered with the competent authority of my country.
5. I hereby declare that my employees shall be given a detailed payslip containing all relevant details including the amount paid, normal hours worked, overtime hours, hours worked on Sundays and Public Holidays, hours availed of as leave or sick leave, a breakdown of bonuses/allowances as well as deductions made (such as social contributions and income tax).
6. I hereby declare that all the wages/salaries of my employees are paid only by direct payment in the employee's bank account.
7. I hereby declare that during the execution of this contract, if and when requested by the Contracting Authority or the Director of Industrial and Employment Relations, I shall provide a copy of the contracts of service, payslips, FS3 forms and bank statement of wages/salaries deposits of any of my employees irrespective of whether such employees are employed on this contract for inspection.
8. I hereby declare that I shall submit to the Contracting Authority a list of the employees to be engaged on the contract after the award of the contract.
9. I hereby declare that if I am found in breach of any of the above declarations I accept that this contract will be terminated and that I will have no right to be compensated for any damage I may have suffered or will suffer in the future in respect to this termination.
10. **I am hereby attaching the minimum hourly workers' costs for this contract and a breakdown of the employees' costs in global sum contracts.**

Name and surname

Signature of Tenderer

I.D. No

Date