



Malta Resources Authority

Millennia, Aldo Moro Road, Marsa MRS 9065 Malta

Telephone: (356) 21220619

Fax: (356) 22955200

Call for Quotations

Closing Date: 9 December 2015 at 10:00am

Date Published: 17 November 2015

Quotation Reference: MRA/70/2015

SUBJECT: Supply of laptops and tablet

CALL FOR QUOTATIONS: SUPPLY OF LAPTOPS AND TABLET

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 supply of laptops and/or tablet.

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.

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 document.

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.

A form entitled: “**Specifications Form**” is attached with the quotation document. Prospective bidders are requested to fully complete the form and submit it with the quotation document.

Failure to submit any of the completed forms will disqualify the quote.

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 effected 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 successful bidder will be required to supply equipment with the following specifications:

Laptops

Processor Type	Mobile x64, 2MB cache, Dual Core
Processor Speed	2 GHz
Motherboard	SATA support, Upgradeable to 8GB RAM If BIOS contains an ACPI_SLIC Table, a valid Windows Marker must be included in the Table. TPM 1.2 module Hardware monitoring software including CPU temperature & fan Integrated sound capabilities
RAM	4GB RAM, DDR
Hard Disk Drive	250GB internal
Optical Drive	DVD Writer
Multimedia	Integrated sound capabilities with built-in stereo speakers with volume control and microphone support
Video Interface	DirectX 10 graphics with a WDDM driver
LCD Display	17" XGA TFT active colour display 1366x768 resolution
Network Interface	Built-in Ethernet Adapter handling 10/100Base-T Preboot Execution Environment (PXE)
Wireless	Integrated 802.11b/g/n
Input / Output Ports	Two Universal Serial Bus (USB 2.0) <i>Must be present on the Notebook</i> One video port <i>Must be present on the Notebook</i> <i>Must allow simultaneous display on the Notebook's LCD and external display</i>
Keyboard	Built-in QWERTY keyboard including numeric pad Allocation of characters must conform to the 48-key arrangement of the Maltese keyboard as detailed in the standard MSA 100:2002 – Specification for Keyboard allocation of Graphic characters for data processing, found on the Malta Competition and Consumer Affairs Authority website.
Pointing Devices	Built-in pointing device
Battery	3 hours of continuous use
Power Saving Mode	Ability to switch drive / screen off automatically after a period of inactivity
Operating System	Microsoft Windows 10 Professional Edition 64 bit
Software	Microsoft Office Professional
Drivers	All Drivers for Windows 7 and Windows 8 Manuals must be available in English in hard or soft copy.
Certification	The complete system must be: <ul style="list-style-type: none"> • CE marked and • ROHS compliant and • Logo of compatibility with Windows 8
Power Cables	Power cables to be supplied
Carrying Case	To be provided

Tablet with keyboard

Processor Speed	1.1 GHz
RAM	2GB
Storage	64GB

LCD Display	10" colour display 1366x768 resolution
Wireless	Integrated 802.11b/g/n
Input / Output Ports	One Universal Serial Bus (USB 2.0) One HDMI port
Keyboard	Detachable
Battery	8 hours of continuous use
Operating System	Microsoft Windows 10
Power Cables	Power cables to be supplied
Sleeve	To be supplied
HDMI to VGA convertor	To be supplied

7. Payment Terms

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

8. Award Criteria

This quote will be awarded to the cheapest technically compliant offer.

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)
Laptops		4	
Tablet		1	

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

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

Laptops

Specification	Compliance request	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>
Processor Type	Mobile x64, 2MB cache, Dual Core		
Processor Speed	2 GHz		
Motherboard	SATA support, Upgradeable to 8GB RAM If BIOS contains an ACPI_SLIC Table, a valid Windows Marker must be included in the Table. TPM 1.2 module Hardware monitoring software including CPU temperature & fan Integrated sound capabilities		
RAM	4GB RAM, DDR		
Hard Disk Drive	250GB internal		
Optical Drive	DVD Writer		
Multimedia	Integrated sound capabilities with built-in stereo speakers with volume control and microphone support		
Video Interface	DirectX 10 graphics with a WDDM driver		
LCD Display	17" XGA TFT active colour display 1366x768 resolution		
Network Interface	Built-in Ethernet Adapter handling 10/100Base-T		

Specification	Compliance request	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>
	Preboot Execution Environment (PXE)		
Wireless	Integrated 802.11b/g/n		
Input / Output Ports	Two Universal Serial Bus (USB 2.0) <i>Must be present on the Notebook</i> One video port <i>Must be present on the Notebook</i> <i>Must allow simultaneous display on the Notebook's LCD and external display</i>		
Keyboard	Built-in QWERTY keyboard including numeric pad Allocation of characters must conform to the 48-key arrangement of the Maltese keyboard as detailed in the standard MSA 100:2002 – Specification for Keyboard allocation of Graphic characters for data processing, found on the Malta Competition and Consumer Affairs Authority website.		
Pointing Devices	Built-in pointing device		
Battery	3 hours of continuous use		
Power Saving Mode	Ability to switch drive / screen off automatically after a period of inactivity		
Operating System	Microsoft Windows 10 Professional Edition 64 bit		
Software	Microsoft Office Professional		
Drivers	All Drivers for Windows 7 and Windows 8 Manuals must be available in English in hard or soft copy.		

Specification		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>
	Compliance request		
Certification	The complete system must be: <ul style="list-style-type: none"> • CE marked and • ROHS compliant and • Logo of compatibility with Windows 8 		
Power Cables	Power cables to be supplied		
Carrying Case	To be provided		

Tablet

Specification		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>
	Compliance request		
Processor Speed	1.1 GHz		
RAM	2GB		
Storage	64GB		
LCD Display	10" colour display 1366x768 resolution		
Wireless	Integrated 802.11b/g/n		
Input / Output Ports	One Universal Serial Bus (USB 2.0) One HDMI port		
Keyboard	Detachable		
Battery	6 hours of continuous use		
Operating System	Microsoft Windows 10		

Power Cables	Power cables to be supplied		
Sleeve	To be supplied		
HDMI to VGA convertor	To be supplied		

Name of Tenderer: _____

Date: _____

I.D. No.: _____

Signature: _____