

COVER SHEET

QUOTE: SUPPLY AND DELIVERY OF OFFICE FURNITURE

REFERENCE: MRA/16/16

CLOSING DATE: 13 May 2016 at 10.00am

**MALTA RESOURCES AUTHORITY
MILLENNIA BUILDINGS
ALDO MORO ROAD
MARSA MRS 9065
MALTA**

**TEL: +356 21220720
EMAIL: mra@mra.org.mt**

1.0 INTRODUCTION

The Malta Resources Authority intends to procure office furniture.

Potential quotants for such items are invited to submit quotations for the supply, delivery and installation of the items shown in the attached Schedule, in accordance with the terms and conditions laid out in this document.

2.0 BACKGROUND INFORMATION

2.1 *Response Guidelines*

To optimize the results of this call for quotes, the quotant's response must comply with the following guidelines:

- The quotant's response document should provide a straightforward, concise description of the items (particularly dimensions and colours) being offered. Elaborate bindings, coloured displays, promotional materials, etc. are not to be submitted. Detailed technical specification literature of the specific items being offered is required.
- All documentation must be in English.
- Proposals are to be dropped in the tender box at the Malta Resources Authority, Marsa or emailed on mra@mra.org.mt.

The package should be clearly marked with the reference shown on the cover sheet.

- The deadline for accepting the quotant's proposal is 10:00 hrs on the date shown on the cover sheet. Late submissions will not be evaluated. All quotations will be considered final as submitted. No further changes will be permitted.

2.2 *Selection Criteria*

The criteria to be used to evaluate the quotant's proposal include, but are not limited to the following:

- The ability of the quotant's proposal to meet the minimum requirements specifications.
- The price of the proposed item.
- Specifications above the minimum requirements.
- Quotant's viability and local support capability.
- Delivery period.

2.3 *Right for Non-Selection*

The Authority may, at its discretion, decide not to select any item, and to postpone any or part of the acquisition to some future date or indefinitely.

The Authority reserves the right **not** to select any item at the conclusion of this quote process for any reason whatsoever, and with no liability to it on the quotants involved.

3.0 REQUIREMENTS

3.1 *Conditions*

- 3.1.1 This section outlines the minimum requirement specifications and conditions for the supply, delivery and installation of the office furniture to be purchased by the Authority.
- 3.1.2 Quotants shall quote their shortest delivery period. Part deliveries may be accepted by the Authority. However 6 (six) desks will be required within **2 weeks from date of letter of acceptance**.
- 3.1.3 The quantities shown in the Schedule of Quantities are indicative and may be varied. Moreover the Authority reserves the right not to order the entire quantities shown and by doing so will not be held liable to any damages or other costs whatsoever.
- 3.1.4 Quotants shall complete the schedule of Quantities with all the information requested in the appropriate space provided. Unit and total costs shall include for the supply, delivery and installation of the furniture.

3.2 *Specifications*

Item 1: **L- Shaped desks**

- Natural wood colour laminate finish
- Fitted with front modesty panel
- Approximate dimensions of desk
(Length x Width x Height): 1600 x 800 x 720 mm
- Approximate dimensions of side extension
(Length x Width x Height): 1100 x 500 x 720 mm

Item 2: **Mobile Pedestal Units**

- Natural wood colour laminate finish
- Minimum 3 drawers
- Fitted on wheel castors
- Drawers fitted with lock
- Approximate dimensions
(Width x Depth x Height): 400 x 500 x 500 mm

Item 3: **Desk screens**

- Mobile screens in laminate, MFC or wood finish installed to divide desks in clusters of two's. Quotant is required to indicate colours available for mobile screens and type of finish (laminate, MFC or wood). The selected colour and material finish (laminate, MFC or wood) will be indicated in the letter of acceptance.

TENDER FORM

(A separate, distinct Tender Form must be submitted for EACH OPTION – if applicable - submitted)

Place and Date:

Publication reference: MRA / 16/ 16

Name & address of Contracting Authority: Malta Resources Authority
Millennia 2nd Floor
Aldo Moro Road
Marsa

Tender for supply of desks

A TENDER SUBMITTED BY

A. TENDER SUBMITTED BY:	<i>(This will be included in the Summary of Tenders Received)</i>		
<u>In case of a Joint Venture/Consortium:</u> Name(s) of Leader/Partner(s)	Nationality	Proportion of Responsibilities ²	
Leader ¹			
Partner ¹			
Etc ...			

1. Add/delete additional lines for partners as appropriate. Note that a sub-contractor is not considered to be a partner for the purposes of this tender procedure. If this tender is being submitted by an individual tenderer, the name of the tenderer should be entered as 'leader' (and all other lines should be deleted)

2. Proposed proportion of responsibilities between partners (in %) with indication of the type of the works to be performed by each partner (the company acting as the lead partner in a joint venture/consortium, they must have the ability to carry out at least 50% of the contract works by its own means. If a company is another partner in a joint venture/consortium (i.e. not the lead partner) it must have the ability to carry out at least 10% of the contract works by its own means).

Service intended to be sub-contracted	Name and details of sub-contractors	Value of sub-contracting as percentage of the total cost ³
1		
2		

3. The maximum amount of sub-contracting must not exceed [.....%] of the total contract value. The main contractor must have the ability to carry out at least [.....%] of the contract works by his own means.

NOTE TO COMPILER: THIS SECTION IS TO BE REMOVED/MARKED NOT APPLICABLE IF NO SUB-CONTRACTING IS ALLOWED. LIAISE WITH DOC

B CONTACT PERSON (for this tender)

Name		Surname	
Telephone	(____) _____	Fax	(____) _____
Address		
E-mail			

C TENDERER'S DECLARATION(S)

To be completed and signed by the tenderer (including each partner in a consortium).

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined, and accept in full and in its entirety, the content of this tender document (including subsequent Clarifications Notes issued by the Contracting Authority) for invitation to tender No **MRA/16/16**. 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 tender offer not being considered any further.
- 2 We offer to provide / supply, in accordance with the terms of the tender 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 tender 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 tender. We confirm that we are not tendering 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 tender 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 tender if compliance certificates in respect of declarations made under Clause 7 of this declaration are not submitted by the indicated dates.
 - 8 We have no potential conflict of interests or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application. We have no interest of any nature whatsoever in any other tender in this procedure. We recognise that our tender may be excluded if we propose key experts who have been involved in preparing this project or engage such personnel as advisers in the preparation of our tender.
 - 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 I acknowledge that the Contracting Authority shall request rectifications in respect of incomplete/non-submitted information pertinent to the documentation listed in clause 2.1.3. We understand that such rectification/s must be submitted within two (2) working days, and will be subject to a non-refundable administrative penalty of €50, and that failure to comply shall result in our offer not being considered any further.
 - 11 We note that the Contracting Authority is not bound to proceed with this invitation to tender 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 QUANTITIES

Quote

Item	Description	Quantity	Unit Price - delivered and installed - € (inclusive of VAT)	Total cost delivered and installed - € (inclusive of VAT)
1	L-shaped desk (as specified) in natural wood colour laminate finish with front modesty panel.	10		
2	3-drawers mobile pedestal unit (as specified) on castors in natural wood laminate finish.	10		
3	mobile screens installed to divide desks within each cluster (as specified). Range of colours and material finish available to be submitted by quotant Colour and finish selected will be indicated in the letter of acceptance.	4		
	TOTAL			

NAME OF QUOTANT _____

ADDRESS _____

TEL NO _____ FAX NO _____

E-MAIL ADDRESS _____

COUNTRY OF ORIGIN _____

DELIVERY PERIOD _____

GUARANTEE PERIOD _____

VALIDITY OF OFFER _____

ACCEPTANCE OF STAGGERED ORDERS (*yes/no*) _____

TRADING LICENCE NO * _____ VALID UP TO _____

* Please attach a copy

VAT REGISTRATION NO _____

SIGNATURE _____

DATE _____

DECLARATION OF CONFORMITY

I hereby declare that our offer is fully compliant with all the specifications and conditions as laid out in the quote dossier with the exception of the non compliances listed below.

List of Non Compliances

(To include all clarifications, exceptions and deviations to any part of the specifications and conditions of the quote dossier, stating the specific part of the dossier where the non compliance arises. If there are no non compliances a NIL entry is to be submitted.)

Technical details:

Item	Description	Dimensions in millimeters	Colour
1	L-shaped desk (as specified) in natural wood colour laminate finish with front modesty panel.		
2	3-drawers mobile pedestal unit (as specified) on castors in natural wood laminate finish.		
3	mobile screens installed to divide desks within each cluster (as specified). Range of colours and material finish available to be submitted by quotant Colour and finish selected will be indicated in the letter of acceptance.		

Signature of Quotant:

Date: