



MALTA RESOURCES AUTHORITY



EUROPEAN REGIONAL DEVELOPMENT FUND
MALTA2007-2013

Malta Resources Authority

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Call for Quotations

Closing Date: 12th July 2013 at 10:00 am

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Quotation Reference: MRA/ENE/43/2013/1

Lease of one network multifunction monochrome photocopier in connection with Project ERDF 288 – Promotion of Renewable Energy Sources in the Domestic Sector (2012) and one network multifunction colour photocopier.



Operational Programme I – Cohesion Policy 2007-2013
Investing in Competitiveness for a Better Quality of Life
Project part-financed by the European Union
European Regional Development Fund (ERDF)
Co-financing rate: 85% EU Funds; 15% National Funds
Investing in your future



CALL FOR QUOTATIONS

LEASE OF ONE NETWORK MULTIFUNCTION MONOCHROME PHOTOCOPIER IN CONNECTION WITH PROJECT ERDF 288 – PROMOTION OF RENEWABLE ENERGY SOURCES IN THE DOMESTIC SECTOR (2012) AND ONE NETWORK MULTIFUNCTION COLOUR PHOTOCOPIER

1. Objective

This call for quotations, which is being issued by the Malta Resources Authority, hereinafter referred to as “the Contracting Authority”, is for the lease of one network multifunction monochrome photocopier in connection with Project ERDF 288 – Promotion of Renewable Energy Sources in the Domestic Sector (2012) and one network multifunction colour photocopier.

2. Documentation

A form entitled “**Schedule of Rates/Prices**” is 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 Call for Quotations document.

A form entitled “**Quotant’s Details Form**” is attached with the Call for Quotations document. Prospective bidders are requested to fully complete the form and submit it with the Call for Quotations document.

A form entitled: “**Specification Form**” is attached with the Call for Quotations document. Prospective bidders are requested to complete the form by filling in the requested data and submit it with their Quotation offer.

Tenderers are also requested to submit with their quotation offer any relevant **Technical Literature, Catalogues and/or Illustration** related to the items being offered, which shall corroborates the details filled in the Specification Form. All Documents provided shall be written in English Language.

3. Rates/Prices

The quotation rates/prices shall cover the whole of the works/supplies/services as described in the Call for Quotations document.

The quotant shall provide a breakdown of the overall rates/prices in Euro (€).

Quotants must quote all components of the price **inclusive** of taxes, customs and import duties and any discounts. Quotants 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 quotant. 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 works to be provided excluding paper. The rates/prices quoted are fixed and not subject to revision or escalation in costs.

4. Currencies of Quotation and Payments

The currency of the Call for Quotations is the Euro (€). All sums in the breakdown of the overall rates/price and in other documents shall be expressed in Euro (€).

The Contractor shall submit VAT invoices in accordance with the Twelfth Schedule of the VAT Act. Invoices shall only be registered as valid if in full compliance with this clause and the Contracting Authority shall not be held liable for delays in payments due should the Contractor have submitted an invalid invoice. Invoices submitted not in accordance with this requirement shall not be processed for payment and the Contracting Authority reserves the right to request the Contractor to re-issue the invoice accordingly.

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.

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 attached notice. 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**

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. Under no circumstances will hand delivered quotations be accepted if they are handed to an employee of the Malta Resources Authority instead of being deposited in the Tender Box as stipulated above. **Any method of submission other than the above shall NOT be accepted.**

Quotants are required to submit the following set of documents with their quotation submission and for each option submitted (if any):

- a. **Schedule of Rates/Prices**
- b. **Quotant's Details Form**
- c. **Specifications Form**

6. Eligibility and Selection compliance:

Quotations which have been considered administratively compliant shall be evaluated for admissibility as outlined below:

- a) Eligibility Criteria
- b) Technical Compliance
- c) Financial Evaluation

7. Criteria for Selection

The sole award criterion shall be the rates. The contract shall be awarded to the cheapest priced quotation satisfying the administrative and technical criteria.

8. SPECIFICATIONS AND CONDITIONS

8.1 Contract Term and Frequency of Use

The Contract shall be operative for a period of 12 months. The contract may be renewed for a further period of 12 months. The commencement of this contract shall be upon the issuance of the '**Order to Start Works**', issued by the Contracting Authority.

8.2 Services Required

The contractor shall be required to lease one network multifunction monochrome photocopier and one network multifunction colour photocopier as per minimum specifications noted in 8.3 below. The charge per page shall cover the costs for replacement of all parts and consumables (including toner), service calls, and any other labour charges, including any duties/taxes but not include paper. Monthly minimum quotas may not be set. The machine shall be serviced regularly.

Verification: All products carrying any type 1 Ecolabel fulfilling this criterion will be deemed to comply. Alternatively the bidder must provide a written guarantee that this criterion will be met.

8.3 Specifications

The minimum specifications for the network multifunction monochrome photocopier are as follows:

- Technology: Laser, monochrome
- Printing Speed: >30 pages per minute
- Paper size: A3

Resolution:	600dpi
Duty Cycle:	45,000
Paper Tray Capacity:	2 x 300 pages (minimum of one A3 paper tray)
Connectivity/Interface:	Standard 10/100BaseTX
Drivers:	All drivers for Windows XP and Windows 7
Scan Functions:	Scan to e-mail, scan to file, colour scanner, PDF OCR
Certification:	Energy Star
Other Features:	Metal Cabinet Duplex unit
Service response time	Within 8 office hours

The minimum specifications for the network multifunction colour photocopier are as follows:

Technology:	Laser, colour
Printing Speed:	>20 pages per minute
Paper size:	A3
Resolution:	600dpi
Duty Cycle:	45,000
Paper Tray Capacity:	2 x 300 pages (minimum of one A3 paper tray)
Connectivity/Interface:	Standard 10/100BaseTX
Drivers:	All drivers for Windows XP and Windows 7
Scan Functions:	Scan to e-mail, scan to file, colour scanner, PDF OCR
Certification:	Energy Star
Other Features:	Metal Cabinet Duplex unit
Service response time	Within 8 office hours



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QUOTANT DETAILS

Name of Quotant
Address
Manufacturer
Country of Origin
VAT Registration Number (if applicable)
Name of Contact Person
I.D. / Passport Number
Signature
Date

SPECIFICATIONS FORM

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

	Quotation - Minimum Requirements	Specifications of proposal offered by Quotant: <i>To be filled in by Quotant</i>	Confirmation whether quotant's offer meets quotation's minimum requirements – <i>Mark Y (Yes) or N (No) as applicable</i>
IMPORTANT NOTE: QUOTANT'S MUST COMPLETE BOTH COLUMNS.			
Minimum specifications for the network multifunction monochrome photocopier:			
	Technology: Laser, monochrome		
	Printing Speed: >30 pages per minute		
	Paper size: A3		
	Resolution: 600dpi		
	Duty Cycle: 45,000		
	Paper Tray Capacity: 2 x 300 pages (minimum of one A3 paper tray)		
	Connectivity/Interface: Standard 10/100BaseTX		
	Drivers: All drivers for Windows XP and Windows 7		
	Scan Functions: Scan to e-mail, scan to file, colour scanner, PDF OCR		
	Certification: Energy Star		
	Other Features: Metal Cabinet Duplex unit		
	Service response time: Within 8 office hours		
Minimum specifications for the network multifunction colour photocopier:			
	Technology: Laser, colour		
	Printing Speed: >20 pages per minute		
	Paper size: A3		
	Resolution: 600dpi		
	Duty Cycle: 45,000		
	Paper Tray Capacity: 2 x 300 pages (minimum of one A3 paper tray)		

	Quotation - Minimum Requirements	Specifications of proposal offered by Quotant: <i>To be filled in by Quotant</i>	Confirmation whether quotant's offer meets quotation's minimum requirements – <i>Mark Y (Yes) or N (No) as applicable</i>
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IMPORTANT NOTE: QUOTANT'S MUST COMPLETE **BOTH** COLUMNS.

	Connectivity/Interface: Standard 10/100BaseTX		
	Drivers: All drivers for Windows XP and Windows 7		
	Scan Functions: Scan to e-mail, scan to file, colour scanner, PDF OCR		
	Certification: Energy Star		
	Other Features: Metal Cabinet Duplex unit		
	Service response time: Within 8 office hours		

Name of Quotant: _____

Date: _____

I.D. No.: _____

Signature: _____

9. 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 in the Schedule of Prices and Rates.

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

Item	Description	Unit	Rate per unit - Euros (inclusive of VAT, ECO-Contribution and any other charges/taxes)	Estimated quantity per month (for evaluation purposes)	Total - Euros (inclusive of VAT, ECO-Contribution and any other charges/taxes)
1	Cost per photocopied page	No.		2,000	
2	Cost per printed page	No.		8,000	
3	Cost per scanned page	No.		20,000	
4	Machine monthly rent	No.		1	
Total					

Quotant's Declaration:

I hereby bind myself to deliver the items quoted for with effect from date of Order to Start Works.

Name of Quotant: _____ Date: _____

I.D. No.: _____ Signature: _____