



MALTA RESOURCES AUTHORITY



EUROPEAN REGIONAL DEVELOPMENT FUND
MALTA2007-2013

Malta Resources Authority

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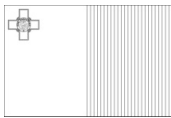
Call for Quotations

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

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Quotation Reference: MRA/ENE/43/2013/2

Scanning Services in connection with Project ERDF 288 – Promotion of Renewable Energy Sources in the Domestic Sector (2012)



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

SCANNING SERVICES IN CONNECTION WITH PROJECT ERDF 288 – PROMOTION OF RENEWABLE ENERGY SOURCES IN THE DOMESTIC SECTOR (2012)

1. Objective

This Call for Quotation, which is being issued by the Malta Resources Authority, hereinafter referred to as “the Contracting Authority”, is for scanning services in connection with Project ERDF 288 – Promotion of Renewable Energy Sources in the Domestic Sector (2012).

The provider shall be required to carry out duties as described further on and as requested by the Contracting Authority. Payments will be on a price per page basis. The Contract shall be operative for a period of 3 months from the date of issue of the ‘Order to Start Works’ by the Contracting Authority. The contract may be renewed for periods of 1 month.

The award of this quotation shall, for all intents and purposes, not constitute a contract of employment, and the provider of services shall not be deemed nor considered as an employee of the Contracting Authority.

The successful quotant will be expected to provide scanning services for approximately 2000 batches of paper per month.

2. Documentation

A form entitled “**Schedule of Rates/Prices**” is attached with the Call for Quotation 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.

Quotants are also requested to submit with their quotation offer the Curriculum Vitae of the person/s nominated to provide the services required and which shall corroborate 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.

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.**

7. Criteria for Award

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 3 months from the date of issue of the 'Order to Start Works' by the Contracting Authority. The contract may be further renewed for periods of 1 month.

The commencement of this contract shall be upon the issuance of the '**Order to Start Works**', issued by the Contracting Authority. The Contractor will be expected to sign a confidentiality agreement prior to the commencement of the contract. Unsatisfactory performance during the contract period will lead to termination of the contract.

8.2 Services Required

The services to be provided shall include:

- scanning of 2000 batches of paper per month to pdf format. Each batch will contain between 1 and 15 pages which will be stapled together. Batches may contain different paper sizes and may also include photos.
- OCR of scanned documents.
- renaming of electronic copies of the scanned documents.
- rebinding of batches of paper by staples

All the required equipment shall be provided by the quotant. The scanned documents shall be handed over to the MRA on a returnable portable hard disk.

The contracted party shall be expected to scan approximately 500 batches of paper per week during normal office hours for a period of three months. Office space of around 40m² will be allocated within MRA. Offsite scanning may also be considered; however, the service would need to be quasi-equivalent to on-site scanning and the procedures proposed would need to be submitted with the quotation.

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.

QUOTANT'S DETAILS

Name of Quotant
Address
VAT Registration Number
I.D. / Passport Number
Signature
Date

STATEMENT ON CONDITIONS OF EMPLOYMENT

Quotants are to ensure that self-employed personnel registered with Maltese Authorities are not engaged as employees of the company on this contract. Self-employed personnel may be engaged as subcontractors or as partners in a Joint Venture.

Non-compliance will invalidate the contract.

It is hereby declared 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.

In the event that it is proved otherwise during the execution of the contract it is hereby being consented that the contract is terminated with immediate effect and that no claim for damages or compensation be raised by us.

I agree and commit to submit a copy of the monthly payslips of the employees being detailed to carry out the services and also the copies of the FS3 forms at the end of the year if so requested.

Signature:
(the person or persons authorised to sign on behalf of the tenderer)

Date:

SPECIFICATIONS FORM

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

Quotation reference	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: QUOTANTS MUST COMPLETE BOTH COLUMNS.			
	(i) Minimum of three years' clerical experience		
	(ii) Have the ability to communicate in the Maltese and English Languages		
	(iii) Be proficient in the use of widely available software packages		

Name of Quotant: _____

Date: _____

I.D. No.: _____

Signature: _____

9. SCHEDULE OF PRICES & RATES

This form must be filled in and submitted with the quotation document. Failure to fill in the form, or a form with incomplete information, or form containing ambiguous financial information (e.g. rates, totals etc) shall disqualify the quoted submission.

9.1 Preamble to Schedule of 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.

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

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

Item	Description	Unit	Rate - Euros (inclusive of VAT and any other charges/taxes)	Quantity	Total - Euros (inclusive of VAT and any other charges/taxes)
1	Scanning Services	Page (duplex)		48,000 *	

* 2000 batches x 8 papers/month x 3 months

Quotant's Declaration:

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

Name of Quotant: _____ Date: _____

I.D. No.: _____ Signature: _____
