



MALTA RESOURCES AUTHORITY

## **Malta Resources Authority**

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### **Call for Quotations**

**Closing Date:** 26<sup>th</sup> July 2013 at 10:00 am

**Date Published:** 2<sup>nd</sup> July 2013

**Quotation Reference:** MRA/83/2013/2

**SUBJECT:** Software Consultancy Services

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# CALL FOR QUOTATIONS

## SOFTWARE CONSULTANCY SERVICES

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### 1. Introduction

This Call for Quotations, which is being issued by the Malta Resources Authority, hereinafter referred to as “the Contracting Authority”, is for Software Consultancy Services.

### 2. Documentation

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.

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.

### 3. Rates/Prices

The quotation rates/prices shall cover all the services needed as described in the quotation document.

Bidders must quote all components of the 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.

### 4. Currencies and Payments

The currency of the quotation is the Euro (€). All sums in the breakdown of the overall rates/price, in the Schedule of Prices & Rates 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. In as much, MRA is not registered for VAT purposes (i.e. it does not have a VAT number) and a fiscal receipt has to be issued by the service provider to the Authority.

## **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, 2<sup>nd</sup> 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. **Any other method of submission shall NOT be accepted.**

## **6. Criteria for Award**

The award criterion shall be based on a combination of the total price and bidder's experience. 50% of marks shall be awarded for price and 50% of marks shall be awarded for relevant experience and statement of methodology. The contract shall be awarded to the quotation obtaining most marks while satisfying the administrative and technical criteria.

## **7. Services Required**

The services shall include:

- A system analysis of the processes carried out by MRA staff in respect of MRA licences.
- Drafting of technical specifications of a tender to purchase and implement new software to cater for the processing of MRA licences.

Detailed information on the processing of MRA licences will be given in a meeting held on the 11<sup>th</sup> July 2013. The meeting will be held at Malta Resources Authority, 2<sup>nd</sup> Floor, Aldo Moro Road, Marsa at 11:00am.

**8. Confidentiality**

Bidders shall be required to sign a confidentiality agreement prior to the meeting.

**9. Conflict of Interest**

The successful bidder and his staff or any other company with which the Consultant is associated or linked may not, even on an ancillary or subcontracting basis, supply other services, carry out works or supply equipment that will result from this consultancy.

When putting forward a candidacy or offer for any eventual service, works or equipment arising from this consultancy, any candidate or tenderer will be required to declare that he is affected by no potential conflict of interest, and that he has no particular link with other tenderers or parties involved in the project. Should such a situation arise during performance of the contract, the Consultant would immediately be required to inform the Contracting Authority. This prohibition would also apply to any other programmes or projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the Consultant.

**10. Experience**

Bidders must have experience in the implementation of projects of similar nature and are required to submit one testimonial.

**11. Qualifications**

Bidders must have a first degree in Computing or an equivalent subject as a minimum.

**12. Statement of methodology**

Bidders shall be required to submit a statement of methodology.

## BIDDER'S DETAILS

<b>Name of Bidder</b>	..... .....
<b>Address</b>	..... .....
<b>VAT Registration Number <i>(if applicable)</i></b>	.....
<b>Name of Contact Person</b>	.....
<b>I.D. / Passport Number</b>	.....
<b>Signature</b>	.....
<b>Date</b>	.....

## 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.

Item	Description	Unit	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)
1	- A system analysis of the processes carried out by MRA staff in respect of MRA licences - Drafting of technical specifications of a tender to purchase and implement new software to cater for the processing of MRA licences.	No.		1	

**Bidder's Declaration:**

I hereby bind myself to deliver the items quoted for within \_\_\_\_\_  
from date of Order to Start Works.

**Name of Bidder:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I.D. No.:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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