



MALTA RESOURCES AUTHORITY

## **Malta Resources Authority**

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### **Call for Quotations**

**Closing Date:** 6<sup>th</sup> September 2013 at 10:00 am

**Date Published:** 13<sup>th</sup> August 2013

**Quotation Reference:** MRA /93/2013

**SUBJECT:** Hire of Vehicles

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# CALL FOR QUOTATIONS: HIRE OF VEHICLES FOR THE MALTA RESOURCES AUTHORITY

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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 the hire of up to three (3) self-drive vehicles for the Malta Resources Authority.

## 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

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 Contractor 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 receipts have to be issued by the Contractor to the Authority for all payments effected.

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.

Payments shall be effected within 60 days from receipt of invoices. Invoices should clearly indicate the dates for which the services have been provided and no advance payments can be accepted by 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 document. 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 sole award criterion shall be the rates. The contract shall be awarded to the cheapest priced Tender satisfying the administrative and technical criteria.

#### 7. Specifications

The self drive vehicles are required to meet the specifications outlined in this document.

Vehicles should be classified C - "Compact" - in accordance with the classification system

adopted by the ACRISS (Association of Car Rental Industry Systems Standards).

Vehicles are also required to meet the following specifications:

- (i) EC type approved vehicle;
- (ii) able to carry 4 passengers + driver
- (iii) safety seat belts for driver and all passengers;
- (iv) internal climatic control (air conditioning);
- (v) power steering;
- (vi) safety air bags for both the driver and front passenger;
- (vii) cigarette lighter (for cellular phone charging);
- (viii) compliant to EURO 5 emissions standards
- (ix) low emission and the combined (weighted) CO<sub>2</sub> emissions of the vehicle should not exceed 150 g CO<sub>2</sub>/km. Bidders are to submitted technical data sheet of the vehicle confirming CO<sub>2</sub> emission levels.
- (x) Year of manufacture of vehicle: 2010 or later

The contractor shall be held responsible for assuring that the vehicles shall comply in all respects with the Motor Transport Regulations in force during the course of the contract and that they are licensed as such by the Commissioner of Police. All necessary licensing shall be at contractor's expense.

The registration numbers of the vehicles hired under this contract shall be those pertaining to hired self-drive vehicles as stipulated by the local legislation.

The contractor shall be in possession of a full comprehensive insurance policy in respect of each vehicle under contract and **shall make good for any excess not covered by such insurance policy**. It shall also be incumbent upon the contractor to see that the said insurance policy covers any person/s licensed to drive.

The Contracting Authority reserves the right to request a copy of such insurance policies for any particular vehicle at any time during the course of the contract.

All vehicles provided under this contract must be in good working order and the contractor shall have to replace any vehicles, in case of breakdowns, if the resulting repairs/maintenance procedures involve a period of more than one day and/or whenever the Contracting Authority considers this necessary. Replacement vehicles shall be of a similar vehicle type (Compact – Class C – according to ACRISS classification) The Contractor binds himself to offer an emergency service if for any reason whatsoever the hired vehicles develop faults, which impede them from continuing to function properly. Should the emergency service be reported to be refused, delayed or otherwise insufficiently provided, the Authority reserves the right to terminate the contract after three similar reports are filed.

Should the contractor for any cause whatsoever be unable to render the service satisfactorily, the Contracting Authority shall have the power to terminate the contract by submitting a written notice to the contractor. In the meantime, the Contracting Authority shall be empowered to hire vehicles from any other source available and any extra expenses over the contract rates thus incurred shall be borne by the contractor. This condition shall remain in force until such a time when another contract is entered into or until the lapse of one month from the date of the contract termination notice, whichever is the earlier.

All servicing, maintenance and repairs shall be carried out by and at the expense of the contractor. The contractor shall ensure that all vehicles are equipped with a spare wheel and the necessary hand tools for tyre replacement.

The Contracting Authority reserves the right to request copies of the vehicle log books and any other related documents. Furthermore, vehicles offered for hiring shall be made available for inspection upon request by the Contracting Authority at any time during the adjudication period of the tender.

Vehicles offered and eventually accepted under this Contract shall not under any circumstances be replaced by the Contractor during the duration of the contract without the prior consent of the Authority, except for the purpose of undergoing maintenance, repair or servicing works.

The Authority reserves the right to reject, during the contract period, any vehicle whose condition is not up to the required standard.

Vehicles offered may be inspected by the Evaluation Committee to ascertain their suitability under this contract.

The contract shall be considered to have been abandoned if the contractor shall, after the date indicated in the order for start of service, fail to provide the necessary vehicles after three consecutive requests in writing. Such abandonment renders the contractor liable to the penalties stipulated in the conditions of contract.

The Contracting Authority reserves the right to award the contract covered by this tender to one or more tenderers as shall be deemed the most advantageous.

Bidders are to quote daily hiring rates for the self-drive vehicles. All rates quoted shall remain applicable for the entire duration of the contract, inclusive of any extensions, and requests for a revision in the rates shall not be entertained. All hiring rates shall be inclusive of VAT and any other charges.

Moreover, tenderers shall submit information on the vehicles they intend to offer for hire in the schedules provided. This information shall include the different car makes inclusive of the respective engine type and capacity, as well as the date of manufacture.

The Contracting Authority reserves the right to terminate the contract if it deems the services being rendered are inferior to expectations. Termination procedures shall be preceded by a single warning communicated in writing to the contractor. Should the contractor fail to remedy matters within the period stated in the warning letter, a one-week termination notice shall be issued to the contractor. Any expenses incurred by the Contracting Authority to procure similar service from other sources during the warning and termination periods shall be borne by the contractor and deducted from the final payment.

## **8. Contract Term and Frequency of Use**

The Contract shall be operative for a period of up to six (6) calendar months. The commencement of this contract shall be upon the issuance of the '**Order to Start Works**', issued by the Contracting Authority.

Tenderers are expected to be able to offer self-drive vehicles, on a seven-day basis (viz Mondays to Sundays, both days inclusive).

Notwithstanding any other clause regarding quantities of vehicles required to be hired and the contract period, such figures are only indicative since the vehicles shall be hired if and when required by the Authority. The fleet size may therefore vary during the contract period. The Contracting Authority reserves the right not to hire any of the quantities indicated and would not by doing so be held liable to any damages or other costs whatsoever.

## **9. Submission of Literature**

Bidders are required to submit:

- (i) full information and details of the vehicles being offered including a list showing the number of vehicles for each category, date of manufacture, first registration and engine capacity.
- (ii) Technical literature from the car manufacturer for the respective model/s offered, including CO<sub>2</sub> emissions of the vehicles offered

Non-compliance with this clause will invalidate the offer.

Bidders may be requested to provide a certificate for each vehicle from the Commissioner of Police stating that the vehicles offered and indicated in the schedule (Detailed List of Vehicles Offered) are licensed as such for hiring purposes and in accordance with applicable regulations.

## BIDDER'S DETAILS

<b>Name of Bidder/Joint Venture/Consortium</b>	..... .....
<b>Address</b>	..... .....
<b>Country of Origin</b>	.....
<b>VAT Registration Number (if applicable)</b>	.....
<b>Name of Contact Person</b>	.....
<b>I.D. / Passport Number</b>	.....
<b>Signature</b>	.....
<b>Date</b>	.....

# **SCHEDULE OF PRICES & RATES**

## **Preamble to Schedule of Rates**

Rates and prices must be entered against each item in the Schedule of Prices and 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.

Any errors will be corrected as follows:

- (a) where there is a discrepancy between amounts in figures and in words, the amount in words will prevail; and
- (b) where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit price and the quantity, the unit rate as quoted 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	Daily hiring rate per car including VAT and all other applicable charges - €
Hire of vehicle – Classification C - “Compact”– as specified	

**Bidder ’s Declaration:**

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

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

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

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## DETAILED LIST OF VEHICLES OFFERED

(To be completed by the Bidder )

Vehicles – Four door saloon or five door hatchback with a seating capacity of: driver + 4 passengers

Make	Model	Type	Registration No.	Year of Manufacture	Engine Capacity	CO <sub>2</sub> Emissions	Fuel Type Euro 5 Compliant – Yes / No