

Malta Resources Authority

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Call for Quotations

Closing Date: Friday 6th September 2013 at 10:00am

Date Published: Tuesday 13th August 2013

Quotation Reference: MRA/96/2013

SUBJECT: Billboards to promote ERDF288 (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
This tender is being considered for European Union part-financing
European Regional Development Fund (ERDF)
Co-financing rate: 85% EU Funds; 15% National Funds



Investing in your future

CALL FOR QUOTATIONS: BILLBOARDS TO PROMOTE ERDF288 (PROMOTION OF RENEWABLE ENERGY SOURCES IN THE DOMESTIC SECTOR - 2012)

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 design and execution of five billboards for the promotion of the Photovoltaic Schemes under ERDF288 (Promotion of Renewable Energy Sources in the Domestic Sector – 2012).

2. Documentation

Quotation documents can be obtained from the offices of the Authority or downloaded from its web site: www.mra.org.mt .

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 document.

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 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. MRA is not registered for VAT purposes (i.e. it does not have a VAT number) and fiscal receipt has to be issued by the service provider to the Authority for all payments effected.

No request for advance payments can be accepted by the Authority.; payment will be made on completion of service and it shall be effected within 60 days from receipt of invoice.

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, 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. **Any other method of submission shall NOT be accepted.**

6. Services required

The successful bidder will be required to design 5 billboards (5 different messages) to be located in 5 different locations in Malta and Gozo within the same month. It should measure 3000mm (H) by 6000mm (W) carrying images and text as provided by the Contracting Authority.

Each billboard design will display a photo montage with a focus on the promotion of the ERDF288 (particular focus on photovoltaic schemes). Each billboard is to include a photo montage, the focus area titles, current results (actual or in percentage terms) achieved by implementing ERDF288, and the required logos as per the Visual Identity Guidelines as set out by the Planning and Priorities Co-ordination division. Photos and texts of the above mentioned subjects will be provided by the Contracting Authority after the quotation awarding stage. Any other visual or textual information may be added by the Contracting Authority following the submission of the first draft designs. No additional costs are to be incurred through such modification. Designs must be produced in high resolution and in full colour. At the quotation stage, the bidder is to submit three different concept designs proposals for the quoted billboards.

The successful bidder is required to reserve five MEPA- permitted billboard sites along main traffic arteries: four different locations in Malta and one in Gozo. It is important that at quotation stage, the bidder is required to propose the sites.

The billboard sites should be reserved for the agreed 31 consecutive calendar days. The installation of the billboards is to be done within four weeks from the letter of acceptance.

7. Payment Terms

Payment will be effected following the satisfactory delivery of the services, and is subject to presentation of a VAT receipt.

8. Award Criteria

This quote will be awarded to the cheapest technically compliant offer.

BIDDER'S DETAILS

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

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.

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 this call, 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.

Any errors will be corrected as follows: where there is a discrepancy between amounts in figures and in words, the amount in words 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	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)
Design, Printing and Installation of 5 Different Billboards for 31 consecutive days			

Bidder's Declaration:

I hereby bind myself to deliver the services tendered for within _____ from date of Order to Start Works.

Name of Bidder: _____

Signature: _____

I.D. No.: _____

Date: _____



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