



MALTA RESOURCES AUTHORITY

Malta Resources Authority

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Call for Quotations

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

Date Published: Tuesday 13th August 2013

Quotation Reference: MRA/64/2011

SUBJECT:

Supply, Delivery and Installation of fully galvanized Modular Metal Shelving for the MRA Archives

CALL FOR QUOTATIONS: SUPPLY, DELIVERY AND INSTALLATION OF FULLY GALVANIZED MODULAR METAL SHELVING FOR THE MALTA RESOURCES AUTHORITY ARCHIVES

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 supply, delivery and installation of modular shelving at MRA archives.

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.

A form entitled “**Statement on Conditions of Employment**” 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 supplies to be provided. The rates/prices quoted are fixed and not subject to revision or escalation in costs.

The Authority reserves the right to vary quantities and adjudicate lots separately.

4. Currencies and Payments

The currency of the quotation is the 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 supply 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 supply 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 supply) 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 solely on the total price subject that the submission is technically and administratively compliant. Lots may be adjudicated separately.

7. Supplies required

The supplies requires are:

Lot 1: The supply, delivery and installation of thirty (30) free standing, open racks measuring approximately 2000mm high x 300mm deep x 2400mm wide of fully galvanized metal shelving, with a distributed load of not less than 200Kg per shelf, at the MRA San Gwann Archives situated at first floor level. Each rack shall accommodate 4 shelves which shall be of adjustable and modular construction. Assembly should be simple and quick and preferably without the need of tools. The distance between vertical supports shall be more than 1.2m.

Lot 2: The supply, delivery and installation of one (1) free standing, open rack measuring approximately 2000mm high x 1200mm deep x 1200mm wide of fully galvanized metal shelving, with a distributed load of not less than 200Kg per shelf, at the MRA San Gwann Archives situated at first floor level. The rack shall accommodate 4 shelves which shall be of adjustable and modular construction. Assembly should be simple and quick and preferably without the need of tools. The distance between vertical supports shall be more than 1.2m.

A brochure, clearly illustrating the products, shall accompany each offer.

BIDDER'S DETAILS

Name of Bidder/Joint Venture/Consortium
Address
Country of Origin
VAT Registration Number <i>(if applicable)</i>
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 supplies referred to in this call, including all costs and expenses which may be required for such supplies 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	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)
Lot 1. Supply, delivery and installation of free standing, open and fully galvanized shelving racks measuring approximately 2000mm high x 300mm deep x 2400mm wide as per specifications in Paragraph 7.	Rack		Thirty	
Lot 2. Supply, delivery and installation of free standing, open and fully galvanized shelving rack measuring approximately 2000mm high x 1200mm deep x 1200mm wide as per specifications in Paragraph 7.	Rack		One	

Bidder's Declaration:

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

Name of Bidder: _____

Signature: _____

I.D. No.: _____

Date: _____