



22<sup>nd</sup> May 2015

**REQUEST FOR PARTICIPATION – RFP 004/2015**

**CLOSING DATE: - Friday 5<sup>th</sup> June, 2015 at 10:00 hours**

**Site Visit on Tuesday 2nd June 2015, at 10:00 hrs**

*NOTE: It is within your Interest to READ the whole of this document  
When submitting offers by email,  
please include the above RFP reference and Name of Item in the subject field.*

The Ministry for Foreign Affairs needs the following item/s:

**Request for Participation for the delivery and installation of  
shelving / storage solution at the new stores,  
Ministry for Foreign Affairs**

## Section A: Instructions to Tenderers:

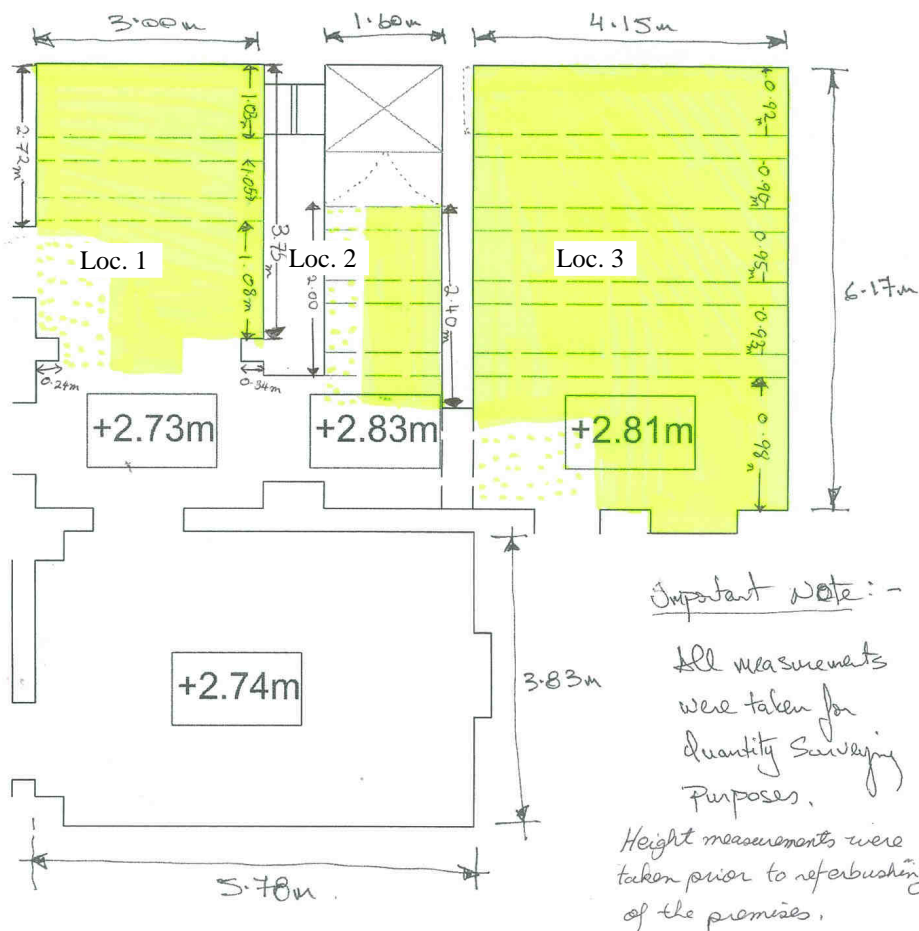
The Ministry for Foreign Affairs is seeking to invite interested economic operators to submit their intention to participate in this call. To this effect interested bidders are to submit their intent to participate in such by submitting information requested in Section B – *Offer* which information is to be sent to the said Ministry as stated in Section C - *Terms and Conditions*.

The Ministry requires a shelving / storage solution for its new stores as follows:

### Terms of Reference

#### Site A:

The store area consists of two rooms and smaller area as indicated in yellow in the draft site plan below.



Above: Site Plan of the stores at ground floor, Palazzo Parisio. Note that all measurements are approximate.



*Above: Site A: Location 1*



*Above: Site A: Location 2*



*Above: Site A: Location 3*

**Site B:**

The location of this site is a small area near to the Annex of Pardo Hall on first floor. Storage should consist of a small shelving area measuring 2.4 metres in length.

**Site Visit**

Interested bidders should attend a compulsory Site Visit planned for Tuesday 2<sup>th</sup> June 2015, at 10:00 hrs, at the Ministry for Foreign Affairs. **NO OTHER SITE VISIT SHALL BE CARRIED OUT UNLESS SPECIFICALLY REQUESTED IN WRITING BY THE MINISTRY FOR FOREIGN AFFAIRS.** The meeting point is the side entrance on Melita Street.

Minutes of the Site Visit will be circulated by email to those interested bidders who attend the meeting.

Note that all measurements are approximate and interested bidders are invited to take their own measurements during the site visit.

**Section B: Offer**

All interested parties are advised NOT to submit prices at this stage. Prices shall be requested during the second phase of this call which shall be a **Restricted procedure**.

**Company Information:**

Full name of company	
Address of Company	
Full name of contact person	
Designation of contact person	
Contact Telephone Number / Mobile Number	
Email Address	
<b>VAT/ Registration number</b>	
Quotation Date	

Bidders must sign the declaration hereunder. Offers submitted without such signed declaration will be consider as administratively non compliant.

***Declaration of Conformity***

*I hereby confirm the Terms of Reference and Special Conditions have been read, understood and adhered to.*

Signature: \_\_\_\_\_

Name of company representative: \_\_\_\_\_

Date: \_\_\_\_\_

### **Section C: Terms and Conditions**

- You are kindly requested to submit your quote/s for the above item/s. **All quotes should include the following information:**
  - Full name of company,
  - Address of Company,
  - Full name of contact person and designation,
  - Contact Telephone / Mobile Number
  - Email Address,
  - **VAT number,**
  - Quotation Date.
  
- **Soft copies of the Submission must be provided in Word, Excel, pdf or jpg formats.**
  
- **Please note that ALL documents must include the Reference number. In cases, where this information is not included, the Contracting Authority reserves the right NOT to consider the quote.**
  
- **Documents can be sent either through email or brought by hand, in which case they should be inserted in the Tender Box found at the Directorate Corporate Services, Ministry of Foreign Affairs, Level 4, 331, Allied House, St Paul Street, Valletta. Documents can be brought by hand from Monday to Friday between 8.00 am and 12.00 pm only.** Offers received via E-mail will be inserted in a sealed envelope and posted in the respective box.
  
- **Request for Participation must be valid for a minimum of 90 days.**
  
- **Clarifications for the submission of the Request for Participation may be sought up to Tuesday 2nd June 2015 during the Site Visit.**
  
- **Given information, specifications and manuals must be in English or Maltese. Tenderers submitting information, specifications and manuals in other languages only will be automatically disqualified. (where applicable)**
  
- **Items offered that do not conform to specifications will not be considered.**
  
- **Please note that it is entirely the Tenderer's responsibility to ascertain that the Request for Participation is received BEFORE the deadline for submission of quotes. Thus, the government cannot be held responsible for quotes which are not recorded on the Schedule of Offers sheet after the quotes opening session because these were received after the expiry of the above deadline.**
  
- All quotes should be sent either:
  - by email on **procurement.mfa@gov.mt** or
  - by hand
  - by Friday 5<sup>th</sup> June, 2015 at 10:00hrs
  
- **ANY REQUEST FOR PARTICIPATION SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.**