



5th April, 2016

Published Call for Quotations – QMFA 015/2016

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

Period Contract for Carriage Services at the Ministry for Foreign Affairs

CLOSING DATE: Tuesday 26th April, 2016 at 10:00 hours

All offer submissions should be sent either by email on offers.mfa@gov.mt or by hand as indicated in the Call.

Any clarification requests are to be sent only on the email indicated in article xi of Section C: Terms and Conditions.

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

Section A: Instructions to Tenderers:

Technical Specifications

1. This period contract provides for the provision of carriage services requirements at different premises as requested by the Ministry for Foreign Affairs hereinafter referred to as the "Contracting Authority".
2. The specific objectives of this contract will be a part are as follows:
 - a. the provision of carriage service using a TRUCK, including driver performing also labourer duties, charged at an hourly rate;
 - b. the provision of carriage service using a VAN, including driver performing also labourer duties, charged at an hourly rate;
 - c. the provision of a CRANE including operator and one labourer, charged at an hourly rate;
 - d. the provision of CARRIAGE REQUIREMENTS WITHIN THE SAME OR NEARBY BUILDING (one labourer without need of road transport), or the provision of ADDITIONAL LABOURER/s (one labourer without need of road transport), charged at an hourly rate.
3. Carriages between Palazzo Parisio, Merchants Street corner with Melita Street, Valletta; building no 172, Melita Street, Valletta and building no 331, St Paul Street, Valletta are to be considered as nearby buildings.
4. The Contractor shall ensure that the rates quoted are inclusive of all wages, material, fuel, equipment and all other expenses and taxes necessary to perform the contracted services to the required standard but excluding VAT.
5. The Contractor shall be responsible for execution of services between Monday and Friday (excluding public holidays) and during such hours as may be communicated by the Director Corporate Services or her representative to the Contractor from time to time.
6. The Contractor should be in a position to provide a service for the Ministry within seven (7) calendar days from the time the Contractor is informed by the DCS or her representative.
7. The hourly rate quoted shall be reckoned from the time the Contractor reports for duty at the time and place instructed by the Contracting Authority until licensed off by a responsible officer of the Contracting Authority.
8. The Contractor shall provide all materials and equipment (as approved by the employer) to carry out the services at own expense. It is expected that contractors have readily available for use whenever required by the Ministry one large truck of a loading capacity of at least 20 cubic meters and of a delivery van which exceeds one ton loading capacity and a crane to be used as and when required. It is also expected and is the responsibility of the Contractor that in inclement weather these vehicles are speedily and efficaciously covered by tarpaulin.
9. The Contractor shall make the necessary arrangements with the Transport Malta / Valletta Local Council / CVA to acquire necessary permits to enter into Valletta to render the service requested by this contract. Traffic fines are to be borne by the Contractor. CVA charges may be reimbursed to the Contractor upon presentation of a refund claim of the paid bill to the Contracting Authority.

10. The Contractor shall provide all the personnel possessing the necessary attitude to perform the service to the required standard and as approved by the employer.
11. The Contractor shall ensure that vehicles used under this contract are to be road worthy (VRT certified), be insured, have a valid road license, have a License to Dispose of Material, are registered with MEPA as waste carriers as Class D3 and A5, and shall comply with all relevant Police Regulations. Drivers of such vehicles shall be in possession of a valid driving license. The contractor shall be responsible for any breach of any local regulation.
12. The Contractor shall carry out the services forming the subject of this contract in a manner that shall not cause inconvenience or effect negatively the running/operation of the Ministry.
13. The contract time for execution of works shall be the period(s) named in the letter of acceptance / commencement and contract, and shall be valid as per the date/s set in same letter / contract, from the date of the receipt of the said letter.
14. The Contractor shall at all times deploy suitable personnel/substitutes. The DCS shall have the right to request the contractor to redeploy and replace any person representing the contractor.
15. The Contractor shall be held responsible for any confidentiality connected with the transportation of goods entrusted to his/her charge by the Ministry under this contract.
16. The Contractor shall abide by any recommendations and instructions given by the DCS, or her representative, and which are aimed at improving the required standard.
17. Pilferage and damage caused to any items belonging to the employer or contractor will be borne by the Contractor. The Contractor shall be held responsible for the goods being carried from the time the goods are loaded onto the vehicle/s, whilst in transit and until the goods are delivered and certified to have reached destination. The Contractor shall also be held responsible for any damages (including damages to third parties) incurred in transit. Costs incurred in this regard are to be borne by the Contractor and shall be deducted accordingly from the payments.
18. The Contractor shall at the request of the employer immediately dismiss from the premises any of his employees who in the opinion of the employer is incompetent or for misbehaviour. Such persons shall not be re-employed on the premises without the permission of the employer.
19. This period contract has a limit of twenty-four (24) months or five-thousand Euros (€5,000.00) exclusive of VAT, whichever happens first. If the ceiling of five-thousand Euros (€5,000.00) is not reached in the first twenty-four (24) months, the Contracting Authority may decide to further extend this contract for another period of twelve (12) months, at the same terms and conditions, upon agreement by both the Contracting Authority and the Contractor. The contract will come into effect upon the last signature of the contract by both parties.
20. The amount due to the Contractor shall be presented as requested by the Contracting Authority and calculated on the rates offered and the services carried out. Any penalties (including damages) which may be incurred by the successful bidder/s, shall be deducted from these invoices. The invoice will be verified by the Contracting Authority against records by the Contracting Authority. Only recorded and approved work shall be paid after verification by the Contracting Authority. Payment of invoices may be stopped whenever, in the opinion of the Contracting Authority, the Contractor is under penalty for breach of any conditions of the contract.

Section B: Offer**Schedule of Prices**

Item	Description	Ratio for calculation of financial bid purposes only	Rate per hour inclusive of all taxes but excluding VAT (€)	Total inclusive of all taxes but excluding VAT (€)
		A	B	A x B
1	TRUCK: Hourly rate for the provision of carriage service using TRUCK including driver performing also labourer duties	10		
2	VAN: Hourly rate for the provision of carriage service using VAN including driver performing also labourer duties	10		
3	CRANE: Hourly rate for the provision of a CRANE including operator and one labourer	1		
4	CARRIAGE REQUIREMENTS WITHIN THE SAME OR NEARBY BUILDING OR ADDITIONAL LABOURERS Hourly rate for CARRIAGE REQUIREMENTS WITHIN THE SAME OR NEARBY BUILDING (one labourer without need of carriage by road transport) or Hourly rate for ADDITIONAL LABOURER/s (one labourer without need of road transport)	20		
GRAND TOTAL INCLUDING TAXES AS APPLICABLE BUT EXCLUDING VAT				

Notes:

- Tenderers are reminded that the Contracting Authority is entitled to reject any offer which is considered to be abnormally low according to Regulation 29 (1)(2) & (3) of LN296/2010
- ALL** boxes in the Financial bid are to be filled in with numbers (except the grey box). Failure to do so will disqualify the bid.
- Three decimal points do not exist as currency; therefore such offers cannot be accepted. Offers are to be submitted up to two decimal points.
- Hourly workers' cost - Not less than €6.44 per hour excluding VAT for **Labourers** for the year 2016.
- Tenderers are to multiply their rate per hour by the approximate hours per annum and put that result in the total box. Following this for all five requirements (failure to fill in amounts for all five requirements will disqualify bid from this contract), the grand total is the summation of these.

(f) This Framework Agreement Tender shall be awarded to the bidder with the cheapest Grand Total which is compliant to all administrative and technical specifications.

(g) Failure to comply with the notes here above (a) to (f) will disqualify bid submitted.

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	
VAT/ Registration number	
Quotation Date	

I hereby confirm that all conditions have been read and understood. I confirm that I oblige self to the said conditions.

Signature:

(the person or persons authorised to sign on behalf of the bidder)

Date:

Section C: Terms and Conditions

1. 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 and Designation of contact person,
 - Contact Telephone Number / Mobile Number,
 - Email Address,
 - VAT number,
 - Date.
2. Please note that quotes are to be submitted in Euro currency.
3. Soft copies of the Submission must be provided in Word, Excel, pdf or jpg formats.
4. Please note that ALL documents must include the Reference number together with the name of item being requested. In cases, where this information is not included, the Contracting Authority reserves the right NOT to consider you interest to participate.
5. 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 for 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 on offers.mfa@gov.mt will be opened and printed at the same time of the opening of the tender box.
6. Quotes must be valid for a minimum of 90 days.
7. Quotes are to be submitted, without any commitment on behalf of the government.
8. **Delivery costs must be included in all received quotes.**
 - Prices are to include delivery costs. The Bidder is advised to contact Valletta Local Council to familiarise self with any charges, permits and any other obligations that are to be borne by the contractor to effect delivery. The Contracting Authority shall not be charged with any other charges on delivery which were not reflected in the respective bid.
 - If a crane or other machinery is to be used, reference is being made to this form which is to be filled in and submitted to the Local Council. For further information kindly contact local council on 21234141 or 21251397.
<http://www.snapadministration.com/snapdatafiles/files/CityOfValletta/633823159651745000.pdf>
9. The Government reserves the right to:
 - purchase different quantities than indicated in Section A Instructions to tenderers from the awarded tender, as long as it does not exceed €5,000;

- impose penalties if the service is not delivered within the time stipulated in the quote submitted by the awarded tenderer;
 - purchase the service on behalf of the awarded tenderer if the awarded tenderer fails to deliver the service within the time stipulated in the quote submitted by the same tenderer.
10. Clarifications can be sought up to Tuesday 12th April 2016 at 10:00. Clarifications are to be requested by sending an email to procurement.mfa@gov.mt . **The Contracting Authority will issue any additional information by Tuesday 19th April, 2016 on the Contracting Authority's website at <http://foreignaffairs.gov.mt/en/Pages/Tenders.aspx> .**
11. Tenderers must quote all components of the price inclusive of taxes, and any discounts. 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 tenderer. Except as may otherwise be provided for in the contract, no payment will be made for items which have not been costed.
12. All Suppliers/contractors are advised to bid their rates and prices on the appropriate Schedule of Rates provided above. No offers are accepted if are found not in accordance with or deviate from the original Schedule of Rates provided with this Call.
13. If the tenderer offers a discount, the discount must be absorbed in the rates of the Schedule of Prices (Section B). The prices for the contract, must include all of the works to be provided. The prices quoted are fixed and not subject to revision or escalation in costs.
14. Items offered that do not conform to specifications will not be considered.
15. Tender will be awarded to the cheapest specifications compliant offer.
16. Please note that it is entirely the Tenderer's responsibility to ascertain that the Request for Participation is received BEFORE the deadline for submission. Thus, the government cannot be held responsible for Quotes/Request for Participation which are not recorded on the Schedule of Offers sheet after the opening session because these were received after the expiry of the above deadline.
17. All submissions should be sent either:
- by email on offers.mfa@gov.mt or
 - by hand
- by **10:00am on Tuesday 26th April, 2016**
18. ANY OFFERS SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.