



24th May 2016

Published Call for Quotations – QMFA 023/2016

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

Supply and Delivery of POE (Power Over Ethernet) Switches for the Ministry for Foreign Affairs

CLOSING DATE: Tuesday 14th June, 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:

1. The Ministry for Foreign Affairs (MFA) requires the supply and delivery of six (6) 24 Port POE (Power Over Ethernet) Switches. The switches are required to be of the type **HP Procurve Switch 2530 - 24G – PoE + Switch (J9773A)** in order to be compatible with the current system.
2. The selected bidder is required to supply the items from stock and hence must be delivered not be more than three (3) weeks from date of issuance of Letter of Acceptance by MFA.
3. The switches are to be covered by the Limited Lifetime Warranty offered by HP on these products.
4. Goods are to be delivered at:
Information Management Unit,
Ministry for Foreign Affairs
Notre Dame Gate,
St. Calcedonius Square,
FLORIANA

Section B: Offer**Schedule of Prices**

Item	Description	Qty	Unit	Unit Price in € including delivery but excluding VAT*	Total Price in € including delivery but excluding VAT*
1	Supply and Delivery of POE Switches for the Ministry for Foreign Affairs as per Instructions to Tenderers	6	Each		
Grand Total Price in € including Delivery but excluding VAT					

Technical Data sheet is enclosed	
VAT Rate (amend rate if necessary)	18%

Company Information:

Full name of company	
Address of Company	
Full name of contact person	
Designation of contact person	
Contact Telephone / Mobile Number	
Email Address	
VAT/ Registration number	

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 formats. When links are provided for Technical Specifications, these should lead to the website and must not require the downloading of any programs, the creation of accounts or other functions. Other formats will NOT be considered.
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 €4,999;
 - impose Penalties if items are not delivered within the time stipulated in the quote submitted by the awarded tenderer, which must never exceed 3 weeks from date of order;
 - purchase a quantity of items on behalf of the awarded tenderer if the awarded tenderer fails to deliver the items within the time stipulated in the quote submitted by the same tenderer, which must never exceed 3 weeks from date of order.

10. **Clarifications can be sought up to 31st May 2016. Clarifications are to be requested by sending an email to procurement.mfa@gov.mt . The Contracting Authority will issue any additional information by 6th June 2016.**
11. Tenderers must quote all components of the price inclusive of taxes/charges, and any discounts but exclusive of VAT on the appropriate Schedule of Rates provided in Section B above. It is of the utmost importance to stress that VAT shall be paid in accordance with the applicable VAT Regulations. No offers are accepted if are found not in accordance with or deviate from the original Schedule of Rates provided with this Call. The financial offer will be considered as the total financial cost to the Contracting Authority. Except as may otherwise be provided for in the contract, no payment will be made for items which have not been costed.
12. 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.
13. Items offered that do not conform to specifications will not be considered.
14. Tender will be awarded to the cheapest specifications compliant offer.
15. 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.
16. All submissions should be sent either:
 - by email on **offers.mfa@gov.mt** or
 - by handby 10:00am on **Tuesday 14th June, 2016**
17. **ANY OFFERS SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.**