



24<sup>th</sup> June, 2016

## Published Call for Quotations – QMFA 030/2016

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

### **Supply and Delivery of a Security Level 4 Commercial Shredder for the Ministry for Foreign Affairs (II)**

**CLOSING DATE: Friday 15<sup>th</sup> July, 2016 at 10:00 hours**

*All offer submissions should be sent either by email on [offers.mfa@gov.mt](mailto: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 one (1) Security Level 4 commercial shredder for office use.
2. Technical Specifications:

Security Level:	Security Level P-4
Number of pages to shred:	Minimum 500 A4 pages (80gsm) at once (possibly with an autofeeder)
Anti jam:	Anti-jam technology is required
Sound level:	Quiet operation < 60 DbA
Colour:	Black
Warranty:	Minimum 2 years
Facility:	No need to remove staples or paper clips for small batches ( <10 papers)

3. Bidders should include a technical data sheet listing the product's technical specifications with the bid.
4. Bids should be compliant with the technical specifications under point 2 of this section and bidders are to include the compliance checklist with their offer.
5. Bids should include ten in quantity one litre containers of recommend shredder oil. The liquid can be in containers smaller or larger than 1 litres each, but for evaluation purposes it will be calculated on 10 litres. Initial order will be less than 10 litres, and more containers will be bought during the lifetime of the shredder.
6. The selected bidder is required to deliver the items in not more than four (4) weeks from date of issuance of Letter of Acceptance by MFA.
7. The products are to be covered by a minimum of two (2) years warranty covering parts and labour.
8. Goods are to be delivered at one of these premises:
  - Ministry for Foreign Affairs, 172, Melita Street, Valletta
  - Information Management Unit, Notre Dame Gate, St. Calcedonius Square, Floriana, Malta

**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	Security Level 4 commercial shredder for the Ministry for Foreign Affairs as per Instructions to Tenderers	1	Each		
2	Recommended shredder oil	10	Litres		
<b>Grand Total Price in € including Delivery but excluding VAT</b>					

Technical Data sheet is enclosed	
VAT Rate (amend rate if necessary)	18%
Delivery period from Letter of Acceptance	weeks

**Company Information:**

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

*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**

- i. 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.
- ii. Please note that quotes are to be submitted in Euro currency.
- iii. 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.
- iv. 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.
- v. 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 will be inserted in a sealed envelope and posted in the respective box.
- vi. Quotes must be valid for a minimum of 90 days.
- vii. Quotes are to be submitted, without any commitment on behalf of the government.
- viii. **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>

ix. The Government reserves the right to:

- x. 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 4 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 4 weeks from date of order.

xi. **Clarifications can be sought up to Friday 1<sup>st</sup> July, 2016 at 9:00 hours. Clarifications are to be requested by sending an email to [procurement.mfa@gov.mt](mailto:procurement.mfa@gov.mt) . The Contracting Authority will issue any additional information by Friday 8<sup>th</sup> July, 2016 14:00 hours on the MFA Tendering website <http://foreignaffairs.gov.mt/en/Pages/Tenders.aspx>, 2016 Tenders and Published Calls for Quotes section.**

xii. 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.

xiii. 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.

xiv. Items offered that do not conform to specifications will not be considered.

- xv. Tender will be awarded to the cheapest specifications compliant offer.
- xvi. 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.
- xvii. All submissions should be sent either:
- by email on [offers.mfa@gov.mt](mailto:offers.mfa@gov.mt) or
  - by hand as indicated in point (v) above.
- by **Friday 15<sup>th</sup> July, 2016 at 10:00 hours.**
- xviii. ANY OFFERS SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.