



MINISTRY FOR FOREIGN AFFAIRS
PALAZZO PARISIO, MERCHANTS STREET, VALLETTA, MALTA

Procurement Section
Directorate Corporate Services

Published Call for Quotation – QMFA 054/2015
CLOSING DATE: Monday 27 July at 10:00hrs

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

10th July 2015

Section A: Instructions to Tenderers:

The Ministry for Foreign Affairs is seeking to contract the operation for supply on the following item/s:

**Supply and Delivery of Drinks for
the Ministry for Foreign Affairs**

Technical Specifications

- Still mineral water in **glass 33cl bottles**
- Perrier water in **33cl bottles**

- Fizzy soft drinks, not more than **1.5ltr**
 - Cola
 - Lemonade
 - Orangeade
 - Kinnie
- Fizzy diet soft drinks not more than **1.5ltr**
 - Cola
 - Coke Zero
 - Lemonade
 - Orangeade
 - Kinnie

- Fizzy soft drinks, not more than **50 cl**
 - Cola
 - Lemonade
 - Orangeade
 - Kinnie
- Fizzy diet soft drinks not more than **50 cl**
 - Cola
 - Coke Zero
 - Lemonade
 - Orangeade
 - Kinnie

- Juices of 1ltr

The operating procedure

Once the stores officer in charge is notified with drinks requirements for the hospitality events, the respective stores officers will draft an order with the respective prices. This order shall be written on a MFA prescribed form which shall be relate to

the approved supplier.

Once the supplier confirms delivery of the said order is possible, a Local Purchase Order document will be sent the respective supplier.

The supplier shall effect the delivery of the listed drinks to the provided address written on the prescribed order. Payment shall be effected upon certification of the invoice provided by the supplier.

Special Conditions:

MFA shall provide the approved bidders with a Name of Contact Person with his/her contact details including email address. All correspondence is to be directed to the provided contact person.

There might be instances where an order shall be sent with a time frame of only 24hrs. Although the Ministry shall try its best to minimize such instances, due to the nature of such instance where this cannot be control.

Expiry date on drinks has to be not less than six (6) months from the purchasing date.

MFA reserves the right that if an approach approved bidder cannot fulfilled its obligations on a particular occasion the Minister has no other option except to revert to another approved bidder.

Section B: Offer

Technical Offer

Your Technical Offer

Bidders are requested to sign the declaration hereunder. Offers submitted without such signed declaration will be considered as administratively non-compliant.

Bidders are to provide a proof that their respective organization is competent to fulfill the obligations described in the Call.

Such is to include:

Contact person from the company

Transportation delivery services

Manpower to unload the said supplies and deliver to the designated destination.

All interested parties **are advised to submit the price list**

Item	Description As per technical Specifications Section A	Qty	Unit	Unit Price in € including Delivery Charges but excluding VAT	Total Price in € including Delivery Charges but excluding VAT
1	Still mineral water in glass 33cl bottles	1			
2	Perrier water 33cl bottles	1			

3	Fizzy soft drinks, not more than 1.5ltr <ul style="list-style-type: none"> ○ Cola ○ Lemonade ○ Orangeade ○ Kinnie 	1			
4	Fizzy diet soft drinks not more than 1.5ltr <ul style="list-style-type: none"> ○ Cola ○ Coke Zero ○ Lemonade ○ Orangeade ○ Kinnie 	1			
5	Fizzy soft drinks, not more than 50 cl <ul style="list-style-type: none"> ○ Cola ○ Lemonade ○ Orangeade ○ Kinnie 	1			
6	Fizzy diet soft drinks not more than 50 cl <ul style="list-style-type: none"> ○ Cola ○ Coke Zero ○ Lemonade ○ Orangeade ○ Kinnie 	1			
7	Juices 1ltr <ul style="list-style-type: none"> • 	1			
Grand Total Price in € including Delivery Charges but excluding VAT					

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	

VAT Rate	%
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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 of contact person,
 - Contact Telephone Number / Mobile Number & Fax Number,
 - Email Address,
 - **VAT number,**
 - Quotation Date.
2. **Soft copies of the Submission must be provided in Word, Excel, pdf or jpg formats.**
3. **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.**
4. 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.
5. **Expression of Interest must be valid for a minimum of 90 days.**
6. **The contract will be valid for a period of 12 months with effect from the signed letter of Acceptance.**
7. **Clarifications may be sought up to till Tuesday 21st July 2015** before the deadline for the submission of the Expression of Interest.
8. 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)

9. Items offered that do not conform to specifications will not be considered.
10. **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.**
11. All quotes should be sent either:
- by email on procurement.mfa@gov.mt or
 - by hand
 - by **Monday 27th July at 10:00**
12. **ANY REQUEST FOR PARTICIPATION SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.**