



Transport Malta

Malta Transport Centre
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Malta

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TM REF: TM_Quotation 042/2015

CALL FOR QUOTATIONS FOR THE SUPPLY AND DELIVERY OF HIGH VISIBILITY TABARDS

Date Published: 7th December 2015

Closing Date: 15th December 2015 at 10:00am CET

Free of charge

CALL FOR QUOTATIONS

SUPPLY AND DELIVERY OF HIGH VISIBILITY TABARDS

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Instructions to Tenderers

1. Scope of Supplies

The scope of this call is for the supply and delivery of High Visibility Tabards to be used by riders of animal drawn vehicles. Tabards shall be adequate for transfer printing of serial numbers (to be done by Transport Malta).

2. Procedure:

This Request for Quotations is being issued in line with the Public Procurement Regulations 2010 (Legal Notice 296 of 2010).

This Quotation is being issued as an OPEN procedure and will be also regulated by the Procurement General Conditions which are available on the DOC website <https://secure2.gov.mt/EPROCUREMENT/conditions>.

Transport Malta shall determine the award of the request for quotation on the basis of the **lowest price** compliant with specifications.

3. Timetable of Activities

	Date	Time
Date of Publication of Quotation	7 th December 2015	N/A
Last date for receipt of any clarifications by TM	10 th December 2015	1200hrs
Last date on which clarifications are issued by TM	11 th December 2015	1600hrs
Deadline for Submission of Quotations	15 th December 2015	1000hrs

4. Information about the Tenderer's Technical Capacity:

The contractor shall provide for the necessary expertise and resources to ensure the timely delivery of the objectives. It is expected that the contractor is suitably equipped with sufficient stock items.

5. Evaluation and Award Criteria:

The award of services is to be made on the basis of lowest technically compliant financial offer (Price) as shown in the attached Financial Submission Form and Financial Bid.

The notification to the recommended Bidder implies that the validity of its Quotation is extended for a period of thirty (30) days from the date of notification of the recommended Bidder.

6. Submittal of Quotations:

Quotation bids (2 copies) must be submitted (hand delivered) by not later than 1000Hrs of **15th December 2015** at;

Tender Box (Reception – Level 0)

Transport Malta

Malta Transport Centre

Marsa, MRS 1917,

Malta

Quotation Bids, including all supporting documents, must be submitted in a sealed envelope/package bearing only;

- a) the above address,
 - b) the reference code of this Quotation procedure (**TM_Quotation 042/2015**)
-
- Late Quotations will be rejected and will not be evaluated. No liability will be accepted for rejection of late Quotations.
 - Quotations submitted by any other means will not be considered.
 - Quotations must comply to the requirements as stated in this quotation.
 - Before submitting their Quotation, Bidders will be deemed to have satisfied all criteria, as to its correctness and completeness, to have taken account of all that is required for the full and proper performance of the contract and to have included all charges in their rates and prices.
 - In submitting its Quotation, the Bidder will be submitting its best and final offer.

7. General Conditions:

The full set of General Conditions for Service Contracts can be viewed / downloaded from:
<https://secure2.gov.mt/EPROCUREMENT/conditions>.

It is hereby construed that the bidders have availed themselves of these general conditions, and have read and accepted in full and without reservation the conditions outlined therein, and are therefore waiving any standard terms and conditions which they may have.

These general conditions will form an integral part of the contract that will be signed with the successful bidder/s.

8. Commencement & Execution

The execution of the contract for the supply and delivery of High Visibility Tabards is of 8 weeks from the Letter of Acceptance issued by Transport Malta. However, the delivery of the 700 tabards shall be organised in 2 groups, as follows:

- 300 tabards within 4 weeks from the letter of Acceptance;
- 400 tabards within 8 weeks from the letter of Acceptance.

9. Clarifications

Bidders are urged to promptly notify Transport Malta of any ambiguity in/or discrepancy between any of the appendices in this quotation which may be discovered upon examination of this document.

Any clarifications may be sent to tenders.tm@transport.gov.mt until 1200hrs on the 10th December 2015. Response will be sent to all bidders until 1600hrs on the 11th December 2015.

Bidders are notified that any interpretations, corrections or changes to the RFQ will be notified via the Transport Malta website <http://www.transport.gov.mt/organisation/procurement> . It is the responsibility of Bidders to visit this website and be aware of the latest information published on the Transport Malta.

11. Validity of Quotation

Bidders are committed to retain the validity of the Quotation for a period of sixty (60) days from the closing date for the submission of the quotation as shown in 3 above.

12. Evaluation of Quotations

- a) The entire evaluation procedure is confidential. The Evaluation Committee's decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy.
- b) The Evaluation Committee ranks the bids based on lowest cost.
- c) In the interest of transparency and equal treatment and without being able to modify the submitted Quotation, the Bidder may be required, at the sole written request of Transport Malta, to provide clarifications.
- d) Transport Malta reserves the right to conduct an interview with the Bidder to assess the Bidder's experience and approach to the delivery of the requirements.
- e) The Committee will recommend to award the quote to the lowest compliant bid received.

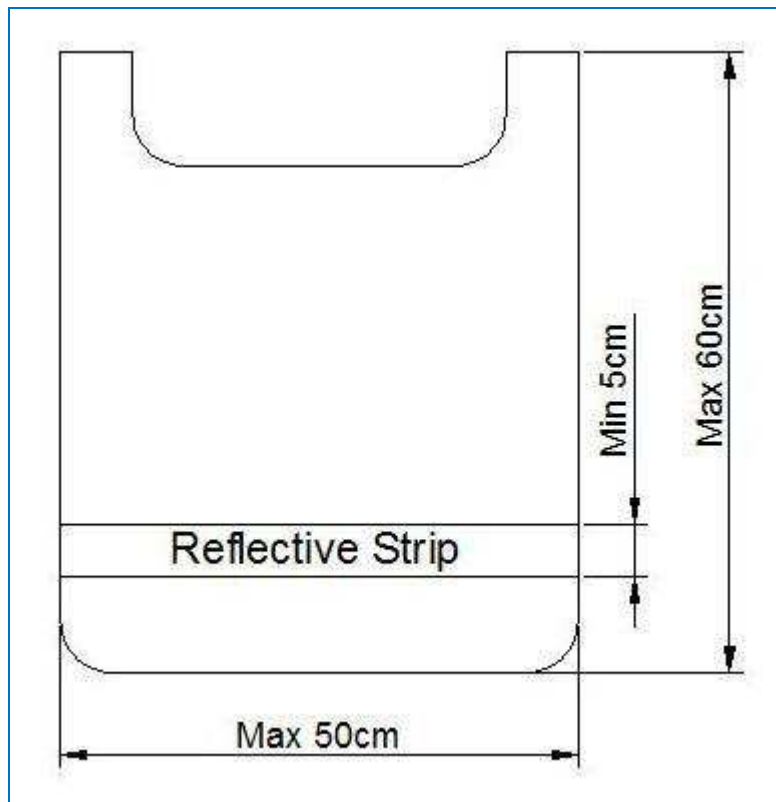
13. Contract

The recommended Bidder will be expected to sign a contract as per Form 4 – Draft Contract Agreement.

14. Technical Specifications

Transport Malta requires seven hunder (700) tabards to be used by riders of animal drawn vehicles. Tabards shall comply with the following specifications:

1. Be made of Yellow high visibility material adequate to be printed on via Transfer Printing;
2. Comply with EN 20471 standard or equivalent;
3. Include 1 reflective strip running across on both front and back parts.
4. Have enough space on the back part so that a serial number may be printed - printing area shall be at least 15cm high and 30cm wide.
5. Have a universal size with hook & loop straps on the side for securing - straps shall be long enough so they can fit people of different sizes;
6. Have a hole for the wearer's head that is big enough to allow for a comfortable fit for all adult persons;
7. Have dimensions that comply with those indicated in diagram shown below. However location of reflective strip can be different as long as specification 4 above is respected.



Bidders are to include in their bid:

- a description of the proposed tabards, including photographs/literature of the specific model, indicating clearly how this complies with the above specifications;
- a sample of the proposed tabard.

Form 1 - DETAILS OF BIDDER

Name of Bidder			
Address			
E-mail Address			
Tel. Nos.			
Fax Nos.			
Mobile Phone No.			
VAT Registration No.			
Name of Authorized Representative / Position held			
Signature		Date	
ID. Card No.			

Form 2 – FINANCIAL BID

SUMMARY

	Quantity	Unit Cost including, Duties, other Taxes/ Charges and Discounts but excluding VAT Euro	Grand Total including Duties, other Taxes/ Charges and Discounts but excluding VAT (To be C/f to Submission Form) Euro
Supply and delivery of high visibility tabards as per specifications	700		

Signature:

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

Date:

FORM 3 – Submission Form

SUPPLY AND DELIVERY OF HIGH VISIBILITY TABARDS

Publication reference: TM_ Quotation 042/2015

A QUOTATION SUBMITTED BY

	Name(s) of Bidders(s)
Leader ¹	
Partner ¹	
Etc ...	

1. Add/delete additional lines for partners as appropriate. Note that a sub-contractor is not considered to be a partner for the purposes of this quotation. If the quotation is being submitted by an individual bidder, the name of the bidder should be entered as 'leader' (and all other lines should be deleted)

2. Proposed proportion of responsibilities between partners (in %) with indication of the type of the works to be performed by each partner (the company acting as the lead partner in a joint venture/consortium, they must have the ability to carry out at least 50% of the contract works by its own means. If a company is another partner in a joint venture/consortium (i.e. not the lead partner) it must have the ability to carry out at least 10% of the contract works by its own means).

Service intended to be sub-contracted		Name and details of sub-contractors	Value of sub-contracting as percentage of the total cost ³	Experience in similar services (details to be specified)
1				
2				
(.)				

3. The maximum amount of sub-contracting must not exceed [40%] of the total contract value. The main Consultant must have the ability to carry out at least [60%] of the contract works by his own means.

B CONTACT PERSON (for this Quotation)

Name		Surname	
Telephone	() _____	Fax	() _____
Address		
E-mail			

C BIDDER'S DECLARATION(S)

To be completed and signed by the BIDDER (including each partner in a consortium).

In response to your letter of Call for Quotations for the above contract, we, the undersigned, hereby declare that:

- 1** We have examined, and accept in full and in its entirety, the content of this Call for Quotations Document (including subsequent Clarifications Notes issued by the Contracting Authority for invitation to Quotation No TM Quotation 042/2015 for the Supply of High Visibility Tabards. We hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration or deviation shall lead to our quotation offer not being considered any further.
- 2** We offer to execute, in accordance with the terms of the quotation document and the conditions and time limits laid down, without reserve or restriction, the following works:

- 3** The total price of our Quotation (inclusive of duties, VAT, other taxes and any discounts) is:

_____.
- 4** We are making this application in our own right and for this Quotation TM Quotation 042/2015. We confirm that we are not quoting for the same services in any other form..
- 5** We are not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy. We also declare that we have not been convicted criminally, or found guilty of professional misconduct. Furthermore, we are up-to-date in the payment of social security contributions and other taxes.

- 6 We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the services. We also fully recognise and accept that any false, inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Government of Malta and the European Communities.
- 7 We note that the Contracting Authority is not bound to proceed with this Call for Quotations and that it reserves the right to cancel or award only part of the contract. It will incur no liability towards us should it do so.

Name and Surname:

I.D. / Passport Number:

Signature of Bidder:

Duly authorised to sign this
Quotation on behalf of:

Company/Lead Partner VAT No:
(if applicable)

Stamp of the firm/company:

Place and date:

Form 4 – Draft Contract Agreement

Financed by: Transport Malta

Project: **SUPPLY AND DELIVERY OF HIGH VISIBILITY TABARDS**

Ref Number: TM Quotation 042/2015

This contract is concluded between:

Transport Malta
Malta Transport Centre
Xatt l-Ghassara tal-Gheneb
Marsa, MRS 1917
Malta

on the one part, and

[Name of Contractor]
[Address]

(hereinafter called “The Contractor”) on the other part,

Whereas the Contracting Authority is desirous that certain services should be executed by the Contractor, viz.:

and has accepted a bid by the Contractor for the execution and completion of such services and the remedying of any defects therein.

It is hereby agreed as follows:

1. In this contract words and expressions shall have the meanings assigned to them in the contractual conditions set out below.
2. The following documents shall be deemed to form and be read and construed as part of this contract, in the following order of precedence:
 - (a) this Contract,
 - (b) the Consultant’s technical offer,
 - (c) the Financial Offer (after arithmetical corrections)/breakdown,
 - (d) the Submission Form,
 - (e) Terms of Reference, if applicable
 - (e) any other documents forming part of the contract.

Addenda shall have the order of precedence of the document they are modifying.

3. In consideration of the payments to be made by the Contracting Authority to the Consultant as hereinafter mentioned, the Consultant undertakes to execute and complete the works and remedy defects therein in full compliance with the provisions of the contract.
4. The Contracting Authority hereby agrees to pay the Consultant in consideration of the execution and completion of the works and remedying of defects therein the amount of:
 - Contract price (including other taxes, etc but excluding VAT):
 - Contract price in words:

or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract. VAT shall be paid in compliance with National Law (in particular the VAT Act 1998, the Act No X of 2003 and relevant Legal Notices).

5. Payments shall be effected after certification of completion of each task.
6. In witness whereof the parties hereto have signed the contract. This contract shall take effect on the date on which it is signed by the last party.

Done in English in three originals: two for the Contracting Authority, and one for the Contractor.

Contracting Authority:

Contractor:

Signed by:

Signed by:

.....

.....

Name in Blocks/Stamp

Name in Blocks/Stamp

Mr. James Piscopo

.....

.....

In the capacity of:

In the capacity of:

Chairman

.....

.....

Being fully authorized by and acting on behalf
of

Being fully authorized by and acting on behalf
of

Transport Malta

.....

.....

Date:

.....

Date:

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