



Transport Malta

Malta Transport Centre
Marsa, MRS 1917
Malta

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TM REF: TM_Quotation 043/2015

CALL FOR QUOTATIONS FOR THE PRINTING, SUPPLY AND DELIVERY OF PROMOTIONAL BOOKLETS AT TRANSPORT MALTA, MARSA

Date Published: 17th November 2015

Closing Date: 25th November 2015 **at 10:00am CET**

Free of charge

CALL FOR QUOTATIONS FOR THE PRINTING, SUPPLY AND DELIVERY OF PROMOTIONAL BOOKLETS AT TRANSPORT MALTA, MARSA

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Appendix 1 -

Instructions to Tenderers

1. Scope of Supplies:

The scope of this call for quotation is for the **PRINTING, SUPPLY AND DELIVERY OF PROMOTIONAL BOOKLETS** at Transport Malta, Marsa.

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 will be also regulated by the Procurement General Conditions which are available on the DOC website (www.contract.gov.mt).

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

2. Timetable of Activities

| | Date | Time |
|---|--------------------------------|----------------|
| Date of Publication of Quotation | 17 th November 2015 | N/A |
| Last date for receipt of any clarifications by TM | 20 th November 2015 | 1200hrs |
| Last date on which clarifications are issued by TM | 23 rd November 2015 | 1700hrs |
| Deadline for Submission of Quotations | 25 th November 2015 | 1000hrs |

3. Tenderer's Technical Capacity:

The tenderer must be in possession of equipment, material and other resources necessary for the satisfactory implementation of the services required.

4. Evaluation and Award Criteria:

The award of services is to be made on the basis of lowest technical 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 fifteen (15) days from the date of notification of the recommended Bidder.

5. Submittal of Quotations:

Quotation bids (2 copies) must be submitted (hand delivered) by not later than 1000Hrs of 25th November 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 043/2015**)

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

Bidders will be deemed to have satisfied themselves, before submitting their Quotation, 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:
www.contracts.gov.mt/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 printing, supply and delivery of promotional booklets at Transport Malta, Marsa is of 1 week from the letter of Acceptance issued by Transport Malta.

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 20th November 2015. Response will be sent to all bidders until 1700hrs on the 23rd November 2015.

Bidders are notified that any interpretations, corrections or changes to the Call for Quotations will be notified via the Transport Malta website www.transport.gov.mt . 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 and the Evaluation Committee evaluates the Quotation of the first ranked Bidder.
- 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) If the Quotation submitted by the first ranked Bidder complies with the requirements, the Bidder will be recommended to be awarded the contract.
- f) In the case that the Quotation submitted by the first ranked Bidder does not meet the requirements set out in this Call for Quotations, the submission will be deemed to have failed to qualify and the evaluation process is re-iterated with the next best-ranked Bidder in accordance with the results of the process set in Clause b above, until there is a match to compliance or else the list is exhausted and no Quotation is found to be in compliance with the requirements.

13. Technical Specifications:

- Number of pages: 32 page booklet self-cover
- Size of finished booklet: A5 landscape
- Printing in Full Colour
- Paper specification : 80 gsm FSC MATT finish
- Quantity: 170,000

14. Conditions

- All artwork shall be provided to selected bidder by Transport Malta
- Printing is to be according to the above specifications
- Delivery of printed and finished booklets is needed within ONE week from letter of acceptance
- Delivery of booklets is to be made to TM's appointed distributor and to TM's Head Office in Marsa.

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

| | Grand Total including Duties, other Taxes/ Charges and Discounts but excluding VAT (To be C/f to Submission Form) |
|---|--|
| | Euro |
| Printing, supply and delivery of 170,000 32-page A5 landscape booklets in full colour on 80 gsm FSC paper | |
| Total: | € |

Signature:

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

Date:

**CALL FOR QUOTATION
FOR THE PRINTING, SUPPLY AND DELIVERY OF PROMOTIONAL BOOKLETS AT
TRANSPORT MALTA, MARSA**

Publication reference: TM_ Quotation 043/2015

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 043 of 2015. 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, other taxes and any discounts but excluding VAT) is: _____.
- 4** We are making this application in our own right and for this Quotation TM_Quotation 043/2015. 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:
