



**Transport Malta**

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TM\_Quotation 156/2015

TM REF:

# CALL FOR QUOTATIONS FOR HIRING OF GAZEBO / AWNING STRUCTURES AT VALLETTA BUS TERMINUS

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Date Published: 25<sup>th</sup> September 2015

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Closing Date: 2<sup>nd</sup> October 2015 at 10:00am CET

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Free of charge

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*For TM use only:  
RD387/14/18*

# **CALL FOR QUOTATIONS**

## **HIRING OF GAZEBO / AWNING STRUCTURES AT VALLETTA BUS TERMINUS**

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## Instructions to Tenderers

### 1. Scope of Supplies/Services/Works:

The scope of this call is to supply, install, maintain and dismantle temporary gazebo structures at the Valletta Bus Terminus (St James Ditch)

### 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	25.09.2015	N/A
Last date for receipt of any clarifications by TM	29.09.2015	1600hrs
Last date on which clarifications are issued by TM	30.09.2015	1600hrs
Deadline for Submission of Quotations	02.10.2015	1000hrs

### 4. Information about the Tenderer's Technical Capacity:

The contractor shall provide for the necessary expertise and resources to ensure the delivery of the objectives. It is expected that the contractor is suitably experienced and equipped with qualified personnel who will be required during the project. Submitted experience on other similar projects will be considered an asset.

### 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 2<sup>ND</sup> October 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 156/2015**)

- 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.

#### ***7. Commencement & Execution***

The execution of the contract for these works, at Valletta Bus Terminus is expected to start within one week from Instruction to start works and all works are to be completed within 1 week from same instruction as guided by the engineer / supervisor in charge.

Minimum hire is 6 months, should the six month time frame be exceeded pro-rata rate shall be applied.

#### ***8. 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](mailto:tenders.tm@transport.gov.mt) until 1600hrs on the 29<sup>th</sup> September, 2015. Response will be sent to all bidders until 1600hrs on the 30<sup>th</sup> September, 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.

#### ***9. 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.

#### ***10. 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.

#### **11. Contract**

The recommended Bidder will be informed of award through a Letter of Acceptance and Order to Start Works.

#### **12. Technical Specifications**

As per attached BOQ.

**Form 1 - DETAILS OF BIDDER**

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

**Form 2 – FINANCIAL BID**

**SUMMARY**

	<b>Grand Total including Duties, other Taxes/ Charges and Discounts (To be C/f to Submission Form) but excluding VAT</b>  <b>Euro</b>
<b>Gazebos at St James Ditch, Valletta Terminus as per BOQ</b>	

Signature: .....  
*(the person or persons authorised to sign on behalf of the tenderer)*

Date: .....



**FORM 3 – Submission Form****Gazebos at St James Ditch Valletta Terminus**

Publication reference: TM\_ Quotation 156/2015

**A QUOTATION SUBMITTED BY**

	Name(s) of Bidders(s)
Leader <sup>1</sup>	
Partner <sup>1</sup>	
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 <sup>3</sup>	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)**

<b>Name</b>		<b>Surname</b>	
<b>Telephone</b>	( ) _____	<b>Fax</b>	( ) _____
<b>Address</b>	..... ..... .....		
<b>E-mail</b>			

**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 156 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, VAT, other taxes and any discounts) is:  
  
\_\_\_\_\_.
- 4** We are making this application in our own right and for this Quotation TM\_Quotation 156/2015. 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:

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I.D. / Passport Number:

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Signature of Bidder:

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Duly authorised to sign this  
Quotation on behalf of:

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Company/Lead Partner VAT No:  
(if applicable)

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Stamp of the firm/company:

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Place and date:

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