



Ministry for Gozo

Advert No.:

Q62 / 2013

MINISTRY FOR GOZO

**PROVISION OF RENTAL OF MARQUEE TENT FOR
'FREE TRAVEL TO GOZO WEEKEND'
EVENTS AT INDEPENDENCE SQUARE
ON FRIDAY 15TH AND SATURDAY 16TH NOVEMBER**

**TO THE CULTURE AND INFORMATION OFFICE
CUSTOMER SERVICES DIRECTORATE**

| | |
|-----------------------|-------------------------------------|
| DATE PUBLISHED | 15th October 2013 |
| CLOSING DATE | 22nd October 2013 |

Call for Quotations for Marquee Tent Rental Services

1 SCOPE AND PURPOSE OF THIS CALL

1.1 Introduction

- 1.1 The Culture and Information Office within the Ministry for Gozo, hereby being referred to as the Contracting Authority requires the services of rental of marquee tent for the Free to Gozo Travel Weekend event of Friday 15th and Saturday 16th November scheduled to occur at Independence Square at 20.00hrs and 21.00hrs respectively.
- 1.2 Applicants shall submit the quotation as per stipulated format in Annex 2 of the document. Each application submitted in response to this call for quotations must clearly indicate the details of the applicant as per attached documentation.
- 1.3 Any application cannot be retracted or withdrawn for a period of one week (1) calendar week from the closing date for the submission of applications.

2 QUOTATION PROCESS

2.1 Method of Submission

- 2.1.1 Applicants are required to complete the Quotation document as per attached form in Annex 2. Quotation documents should be closed in a sealed opaque envelope, with the Quotation N^o and the Description of the Quotation clearly marked on them and deposited in the tender box, (Treasury Section, Corporate Services Directorate, 'Ministry for Gozo', St. Francis Square, Victoria, VCT 1335, Gozo) by the time and date set for the submission of applications.

Late Submissions will not be accepted.

2.1.2 Each quotation must be duly signed by the applicant. In the case of a registered company this must be signed by an authorised representative of the company.

2.1.3 By submitting a quotation the applicant shall be deemed:

- i. To have understood and accepted all the contents of this quotation document;
- ii. To be in a position to carry out all the services included in the quotation; and
- iii. To have accepted the terms and conditions, under which the services required would be contracted.

2.1.4 It is the applicant's sole responsibility to read and understand the quotation document, and submit their application in accordance therewith.

2.2 Award of Quotation

2.2.1 The Contracting Authority reserves the right to accept or reject any quotation, and to annul the quotation process and reject all applications, at any time prior to the award of the quotation, without thereby incurring any liability to the affected applicants. In so doing the Contracting Authority shall not be liable to give any reason whatsoever.

2.2.2 The Contracting Authority shall not be bound to select any application, and will not accept responsibility for any expense or loss which may be incurred by any applicant. In so doing the Contracting Authority shall not be liable to give any reason whatsoever.

2.2.3 Subject to Clause 2.2.1 and 2.2.2, the Contracting Authority will issue a Letter of Acceptance in favour of the applicant who is selected.

2.2.4 The quotations will be valid for a period of one (1) month commencing from the date when Letter of Acceptance is issued.

3 TERMS AND CONDITIONS

- 3.1 Bidders must have at least three (3) years experience in mantling of marquee tents. Any technical competencies gained through experience **has to submitted** in the form of a *curriculum vitae*. In the case that the bidder has qualification/s in marquee tent design, a copy of the original certificate/s shall be presented with the quotation. Failure to submit the *curriculum vitae* experience shall lead to a bidder not to be considered for evaluation. It is important that correct information for valuing the three years experience is submitted. If upon verification any information presented within the *curriculum vitae* is incorrect the bidder shall be immediately disqualified and shall not be allowed to bid on any other quotations issued by the Culture and Information Office for a year.
- 3.2 **The company chosen shall be constantly accessible through telephone prior to and on the day of the event.** This is to ensure uninterrupted service and support in accordance with the requirements requested for this event. If this office encounters difficulties in such circumstances, this may lead to the termination of the contractual agreement.
- 3.3 The company is to take all the necessary precautions to prevent malfunctions to the operation of system during the actual event. The company is obliged to set up the marquee tent as per conditions laid out in annex 1, one day in advance of the performance. Details pertaining to timing of mantling/dismantling by contractor are outlined in 3.5. The company is to be on site according to the organizers exigencies. If any malfunctions are to occur during this time, the company is to rectify in the shortest time any malfunctions to the system.

If the successful Contractor fails to provide all equipment requested and arrange any malfunctions, or the standard of service provided is not to the full satisfaction of the Organizers, the latter reserves the right to award the task to other contractor, at the latter's quoted rate with the difference being made good by the original contractor. Moreover, the defaulting Contractor may incur a penalty of not less than 50% of the quoted price. Said penalty will be payable to the Culture Office by not later than 30 days from the date of this scheduled event.

If any malfunctions are to occur during the actual event the company will be subject to financial penalties as already stipulated and will limit the possibility to bid for similar events in the near future. A report shall then be commissioned and presented to the Committee Board to take the necessary decision upon the financial penalty to be incurred and the extent to restrictions to the company, to bid on similar quotations in the nearby future.

- 3.4 The company is responsible for the full security of the system. The company is to ensure the tent is weather proof. The company is to provide all the necessary structures for the tent to be professionally secured.
- 3.5 The tent is to be mounted by not later than 18.00hrs on Thursday 14th of November 2013. The Contractor is to provide the rental services and operate the system as follows:-
Thursday 14th November at 18.00hrs to Sunday 17th November at 01.00hrs (exact time of activities may be altered if necessary)
- 3.6 The contractor is responsible for any damage caused to his equipment, including damages caused to third parties. Insurance of all equipment against all risks and third parties is the sole responsibility of the contractor.
- 3.7 If such activities are completely cancelled, the organizers will pay not more than 20% of the sum quoted, or pro-rata per hour if one or more activity/ies, is/are cancelled.
- 3.8 It is the sole responsibility of the contractor to obtain any necessary working permit and / or any other operating documents to deliver the task requested in this notice.

4 CONDITIONS REGULATING TERMS OF PAYMENT

4.1 Bidders should be VAT Registered.

4.2 Bidders are requested to submit a total sum inclusive of VAT and any other applicable charges or taxes.

4.3 Bidders are to hold and present a valid public liability insurance of minimum coverage of 1.2 million Euros. Bidders are to present a copy of the public liability insurance with this quotation. Applications will be rendered invalid unless such a certificate is presented.

5 COMMUNICATION

- 5.1 No clarification meeting will be held before the closing date but any query shall be addressed only to info@gozoculture.com. Communications and clarifications should be conducted in writing by not later than 18th October 2013.
- 5.2 No quotation may be altered after the closing date.

6. SUBMISSION, CLOSING DATE, OPENING OF SUBMISSIONS AND ADJUDICATION

- 6.1 Bidders are to present their offers strictly on the prescribed form included in Annex 2. Only quotations submitted in the stipulated format will be considered.
- 6.2 The closing date is 10am of Tuesday 22nd October 2013.
- 6.3 Bids are to be deposited in the Tender Box, Treasury Section (Corporate Services Directorate), Ministry for Gozo, St Francis Square, Victoria, VCT 1335, Gozo. It is the responsibility of the bidder to ensure that submissions are deposited in the Tender Box ahead of the closing date and time.
- 6.4 The Culture and Information Office within the Ministry for Gozo reserves the right to refuse even the most advantageous offers made, or to withdraw this call as may be deemed in Government's best interest. The final selection shall be at the sole discretion of the Culture and Information Office and this office is not bound to give any justification for the selection made or decisions taken. The Directorate's decision is final.

7 BID EVALUATION CRITERIA

- 7.1 The contract will be awarded to the most economically advantageous offer satisfying all the selection criteria as per tent requirements Annex 1. Details of selection criteria are provided in Table 1: Selection Criteria Template (page 8). It is also understood that any bids should also be first and foremost administratively compliant. This

means that any prescribed forms must be properly filled in and any required documentation presented with the bid.

7.2 The company is to follow instruction as per Annex 2 for the compilation of the bid offer. Failure to present information as highlighted in Annex 2 shall lead to companies being disqualified from this offer.

7.3 **Selection Criteria**

Bids will be evaluated subject to the following criteria:

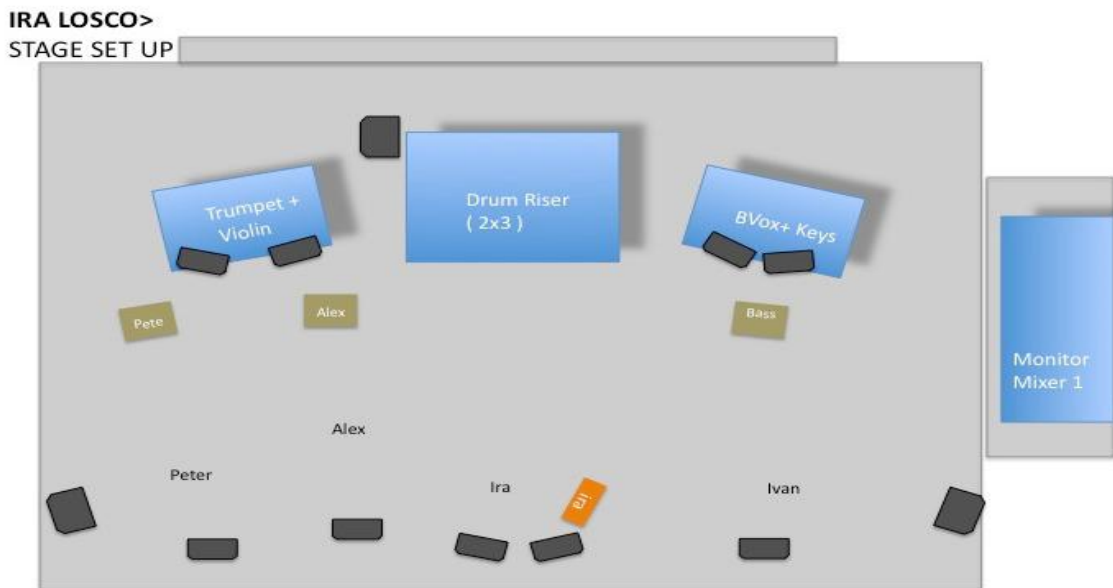
Table 1: Selection Criteria Template

| | Sub-criteria | Main Criteria |
|--|---------------------|----------------------|
| Bidder's portfolio | Weight | 40% |
| 1. Company's curriculum vitae | 0.60 | |
| 2. Qualifications in tent structure/design | 0.40 | |
| Sub Total | 1.00 | |
| Price | Weight | 60% |
| 1. Tent requirement as per annex 1. | 1.00 | |
| Sub Total | 1.00 | |
| TOTAL | | 100% |

ANNEX 1

Stage Rental Marquee Requirements

Stage Plot Positioning



Stage Dimensions: 32 feet by 24 feet

The tent is to be of dimensions 32 feet by 24 feet and is needed to cover the above depicted stage. It needs to be outward projected towards the stage and affixed securely. It needs to be weather resistant, in the event of any wind or rain the tent is needed to remain intact. The colour of the tent needs to be white in colour and of heavy duty canvas material.

All rates are to be inclusive of delivery, installation, VAT, customs duty Levy, ECO contribution and other charges as may be applicable.

Annex 2

ONLY QUOTATIONS SUBMITTED IN THE STIPULATED FORMAT WILL BE CONSIDERED

Call for quotations for Marque Rental System Services

Contractor's details

| | |
|------------------------------------|--|
| Company's Name: | |
| Contact Person's Name and Surname: | |
| Address: | |
| VAT Registration Number | |
| Telephone Number: | |
| Mobile Number: | |
| E-mail address: | |

Company's curriculum vitae attached: Yes No

Company's qualifications attached: Yes No

Experience in years in tent rental services: _____

Company's availability hours: _____

Company carries out its activity as a: Full Time Job Part Time Job

Possibility of meetings with the company's (during office hours): Yes No

Marquee Tent Service - Total Fee: € _____

** the rate quoted is to be inclusive of VAT and any other applicable charges and taxes*

Declaration

I, the undersigned, hereby declare that I have read all the conditions that are included within this quotation, that I am able to provide the professional services that are required by this call for quotations. In the case my quotation is accepted by the Culture Office, Ministry for Gozo, I shall honour the agreement to full price I have quoted and that I shall not withdraw this offer. If quotation is withdrawn from my end, I understand that I shall pay the Culture Office, Ministry for Gozo the penalty sum of 12,000 Euros, together with any interest that may accrue. I also am aware that failure to provide professional services and any equipment as stipulated in this quotation shall lead to financial penalties and as a result may not be allowed to bid for such quotations in the nearby future.

Signature: _____

Date: _____

Name: _____

ID: _____