



Employment & Training Corporation
Head Office Hal Far, BBG 3000
Tel: 22201100
E-mail: tenders.etc@gov.mt

REQUEST FOR QUOTATIONS

SUBJECT: THE SUPPLY, DELIVERY & INSTALLATION OF OFFICE FURNITURE
QUOTATION NUMBER: ESF/IES/Q/25/15

Participation Fee - Free of Charge

Date Published: 7-08-2015

Closing Date: 28-08-2015
By not later than 10.00am



QUOTATION NO: ESF/IES/Q/25/15

The Supply, Delivery & Installation of Office Furniture

The Employment and Training Corporation was established in 1990 by means of the Employment and Training Services Act and currently falls under the portfolio of the Ministry for Education and Employment.

The principal functions of the Corporation are to provide and develop a national public employment service and provide training courses that promote employability within the local labour market. These functions are enshrined in the Corporation's mission statement:

"To provide and ensure equitable access to training programmes and employment opportunities and to contribute towards the social and economic development of the community."

The Corporation's Head Office is at Ħal Far. Services to the public are also provided from our Branch in Gozo and our regional job centres in Valletta, Mosta, Qawra, Vittoriosa, Birkirkara and Pembroke (Supported Employment Services) and any other offsites which may open in the future.

The Supply, Delivery & Installation of Office Furniture

The Corporation is seeking the supply, delivery and installation of the following items:

<u>Lot 1</u> – High Units	Qty 6
<u>Lot 2</u> – Filing Cabinets	Qty 4
<u>Lot 3</u> – Chairs	Qty 80

- a) The items in all stages of transportation, handling and storage shall be kept free from damage and distortion.
- b) All items shall be free from defects and in case of damage or defects, the Contractor shall replace items at his own expense.
- c) The quoted price shall also include delivery and installation costs.
- d) Items for Lot 1, 2 and 3 shall be delivered to the following address: ***Sheltered Employment Training Centre, St. Nicholas College Boys Secondary, Mtarfa.***

Instruction to Bidders:

1. This quotation is divided into lots. Bidders may submit a quotation for one lot only, for two lots or for all lots.
2. Each lot will form a separate contract and the quantities indicated for different lots will be indivisible. The bidder must offer the whole of the quantity or quantities indicated for each lot. Under no circumstances will bids for part of the quantities required be taken into consideration.
3. Quotations are to be submitted in a sealed envelope and **submitted** EITHER by recorded delivery (official postal/courier service) OR hand delivered and deposited **in the appropriate Tender Box**, placed at the Corporation's Head Office in Ħal Far, Malta.
4. The offers submitted must fully comply with the technical specifications as detailed in **'Section C – Technical Specifications'**.
5. The documents to be submitted are the following:
 - i. Supplier's / Contractor's Details (**Section A**)
 - ii. Declaration Form agreeing with the Terms and Conditions (**Section B**)
 - iii. Contractor's Technical Capacity (**Section C**)
 - iv. Financial Offer (**Section D**)

6. The envelope should be addressed to:

Tender Box (**ESF/IES/Q/25/15**)
Head Office
Employment and Training Corporation
Head Office, Ħal Far BBĠ 3000

The Quotation reference number and the title of the quotation are to be clearly written on the envelope. **No other details are to be written on the envelope.**

7. The deadline for submission of the quotations is Friday, 28th August 2015 by not later than 10:00am.
8. The price offers should **only** be submitted by using the attached financial offer template.
9. Bidders must quote all components of the price inclusive of taxes, customs and import duties and any discounts, **but exclusive of VAT**. VAT shall be paid in accordance with the applicable VAT Regulations. The prices offered should be **in Euro**.
10. Price shall include all the costs incurred in the supply of high units, filing cabinets and chairs including the transportation, labour and installation. Contractors must also keep in mind the possibility that all the items required, could be installed at first floor level.

11. All fittings, handles and other items necessary for the installation of high units, filing cabinets and chairs must be included in the price and must be heavy duty.
12. All duties and any other taxes applicable to the importation of materials shall be included in the price.
13. The Contractor must adhere to provide a two (2) year warranty on all items being requested.
14. Delivery and set up of items requested must be carried out **within six (6) weeks from Date of Order.**
15. Bidders are requested to submit brochures in the English Language of the items being quoted. All literature and specifications are to be attached with each offer.
16. The Contracting Authority reserves the right to eliminate a bid if the materials required for lots are not equivalent to those requested in Section C.
17. Evaluation of the offers to be submitted shall be based on the requisites in (a) to (c) listed above in this quotation document and on the technical capacity specification listed in **Section C**.
18. Quotations must remain valid for a period of ninety (90) days after the deadline for submission of quotations indicated in the contract notice. Any bidder who quotes a shorter validity period will be rejected.
19. The price of the supply, delivery and installation of the High Units, Filing Cabinets and Chairs shall not be altered in any way during the duration of the Contract.
20. Any soliciting directly or indirectly will disqualify the bidder immediately.
21. The sole award criterion will be the price. The contract will be awarded to the cheapest priced offer satisfying the administrative and technical criteria (as per *LN 296 of 2010*).
22. Any Clarifications shall be uploaded online and will be available to view/download from www.etc.gov.mt (under the subheadings 'Resources' and 'Tenders and Quotations'). Any clarifications are to be made in writing, by sending an email on tenders.etc@gov.mt by not later than 25th August 2015, end of business day.
23. Only quotations submitted in this format will be considered.
24. The Corporation reserves the right to accept, refuse or cancel this call for quotations, in part or in full, any or all the quotations, without giving reasons to do so.

A. Suppliers/Contractor's details

Company's Name:	
Contact Person's Name and Surname:	
Designation:	
Company's Address:	
Telephone Number:	
Mobile Number:	
E-mail address:	
VAT Registration No. (<i>if applicable</i>)	

B. Declaration agreeing to the Terms and Conditions.

It is hereby being declared that all the Terms and Conditions listed in the Quotation document are being adhered to and the items being requested shall be as per all the details set out in this call for quotations.

In the event, that upon delivery the items differ from those requested, items will not be accepted and if not changed within forty-eight (48) hours, the contract shall be terminated with immediate effect and no claim for damages or compensation shall be raised by us.

Signature

I.D. No.

Name of bidder/contractor

Date

C. Technical Specifications to be filled in by the bidder

Lot 1 – High Units – QTY 6

Please ensure to circle either 'YES' or 'NO'. Do <u>not</u> circle both.			
LOT	Minimum Required Specifications	Compliance with Minimum Required Specifications Please circle as applicable:	Technical Documentation Indicate Page Number
1	Measurements: Minimum of (L) 90cm by (D) 46cm by (H) 197cm leeway of + 10cm is allowed	YES / NO	
	With shelves	YES / NO	
	With Doors	YES / NO	
	Lockable	YES / NO	
	Colour: Walnut	YES / NO	

- Delivery and set up of items requested must be carried out **within six (6) weeks from Date of Order.**
- All items being listed in the above table must carry a two (2) year warranty.
- Failure to mark 'Yes' or 'No', in the above table, the submitted offer will be considered as administratively not compliant and will not be considered for further evaluation.
- If marking 'No' and literature review does not match the required minimum specifications listed in the above table, Bidders are to note that offer will be considered as technically not compliant and will not be considered for further evaluation.

I _____ the undersigned, confirm that the items offered satisfy the technical specifications listed above.

Signature

Date:

Lot 2 – Filing Cabinets – QTY 4

Please ensure to circle either 'YES' or 'NO'. Do not circle both.			
LOT	Minimum Required Specifications	Compliance with Minimum Required Specifications Please circle as applicable:	Technical Documentation Indicate Page Number
2	Hanging Filing Cabinet for A4 paper/hanging-files	YES / NO	
	Measurements: Minimum (L) 47cm by (W) 62cm by (H) 130cm leeway of +/- 5cm is allowed	YES / NO	
	Cabinets to consist of four (4) Drawers	YES / NO	
	Made of Steel	YES / NO	
	Colour in Grey	YES / NO	
	Anti-tilt mechanism	YES / NO	
	Lockable	YES / NO	

- Delivery and set up of items requested must be carried out **within six (6) weeks from Date of Order.**
- All items being listed in the above table must carry a two (2) year warranty.
- Failure to mark 'Yes' or 'No', in the above table, the submitted offer will be considered as administratively not compliant and will not be considered for further evaluation.
- If marking 'No' and literature review does not match the required minimum specifications listed in the above table, Bidders are to note that offer will be considered as technically not compliant and will not be considered for further evaluation.

I _____ the undersigned, confirm that the items offered satisfy the technical specifications listed above.

Signature

Date:

Lot 3 – Chairs - QTY 80

Please ensure to circle either 'YES' or 'NO'. <i>Do not circle both.</i>			
LOT	Minimum Required Specifications	Compliance with Minimum Required Specifications Please circle as applicable:	Technical Documentation Indicate Page Number
3	Dimensions: (H) 88cm by (D) 45cm by (W) 58cm	YES / NO	
	Weight Capacity of 100Kg	YES / NO	
	Low back chair on a metal structure	YES / NO	
	Four Fixed Legs	YES / NO	
	Legs Structure Colour : Black or Silver	YES / NO	
	Seat & Back to be padded and upholstered in black synthetic wipe-able leather	YES / NO	
	Without arms	YES / NO	
	Stackable	YES / NO	

- Delivery and set up of items requested must be carried out **within six (6) weeks from Date of Order.**
- All items being listed in the above table must carry a two (2) year warranty.
- Failure to mark 'Yes' or 'No', in the above table, the submitted offer will be considered as administratively not compliant and will not be considered for further evaluation.
- If marking 'No' and literature review does not match the required minimum specifications listed in the above table, Bidders are to note that offer will be considered as technically not compliant and will not be considered for further evaluation.

I _____ the undersigned, confirm that the items offered satisfy the technical specifications listed above.

Signature

Date:

Financial Offer

Employment and Training Corporation - Head Office, Hal Far.

Quotation Title: The Supply, Delivery & Installation of Office Furniture

Quotation No: ESF/IES/Q/25/15

Lot 1 – High Units

A	B	C	D	E
LOT	DESCRIPTION OF SERVICE	QUANTITY	UNIT PRICE PER HIGH UNIT <i>(EXCLUSIVE OF VAT, BUT INCLUDING ALL THE NECESSARY EQUIPMENT; DELIVERY, LABOUR, ALL TAXES AND ANY OTHER CHARGES AS APPLICABLE)</i> EURO	TOTAL PRICE <i>(EXCLUSIVE OF VAT, BUT INCLUDING ALL THE NECESSARY EQUIPMENT; DELIVERY, LABOUR, ALL TAXES AND ANY OTHER CHARGES AS APPLICABLE)</i> EURO
1	High Units	6		

Note¹:

- (a) Do not alter the Financial Offer in any way. Failure to comply with this clause shall render the offer null.
- (b) Should bidders require to submit any additional information, kindly annex the information to the Financial Offer or list the information on a separate page.
- (c) Price shall include all taxes, delivery, installation and labour charges, but excluding VAT.
- (d) Prices are to be quoted up to two decimal points.

Company's Rubber Stamp:

Signature: _____

Name and Surname of Bidder: _____

Financial Offer

Employment and Training Corporation - Head Office, Hal Far.

Quotation Title: The Supply, Delivery & Installation of Office Furniture

Quotation No: ESF/IES/Q/25/15

Lot 2 – Filing Cabinets

A	B	C	D	E
LOT	DESCRIPTION OF SERVICE	QUANTITY	UNIT PRICE PER FILING CABINET <i>(EXCLUSIVE OF VAT, BUT INCLUDING ALL THE NECESSARY EQUIPMENT; DELIVERY, LABOUR, ALL TAXES AND ANY OTHER CHARGES AS APPLICABLE)</i> EURO	TOTAL PRICE <i>(EXCLUSIVE OF VAT, BUT INCLUDING ALL THE NECESSARY EQUIPMENT; DELIVERY, LABOUR, ALL TAXES AND ANY OTHER CHARGES AS APPLICABLE)</i> EURO
2	Filing Cabinets	4		

Note¹:

- (a) Do not alter the Financial Offer in any way. Failure to comply with this clause shall render the offer null.
- (b) Should bidders require to submit any additional information, kindly annex the information to the Financial Offer or list the information on a separate page.
- (c) Price shall include all taxes, delivery, installation and labour charges but excluding VAT.
- (d) Prices are to be quoted up to two decimal points.

Company's Rubber Stamp:

Signature:

Name and Surname of Bidder:

Financial Offer

Employment and Training Corporation - Head Office, Hal Far.

Quotation Title: The Supply, Delivery & Installation of Office Furniture

Quotation No: ESF/IES/Q/25/15

Lot 3 – Chairs

A	B	C	D	E
LOT	DESCRIPTION OF SERVICE	QUANTITY	UNIT PRICE PER CHAIR <i>(EXCLUSIVE OF VAT, BUT INCLUDING ALL THE NECESSARY EQUIPMENT; DELIVERY, LABOUR, ALL TAXES AND ANY OTHER CHARGES AS APPLICABLE)</i>	TOTAL PRICE <i>(EXCLUSIVE OF VAT, BUT INCLUDING ALL THE NECESSARY EQUIPMENT; DELIVERY, LABOUR, ALL TAXES AND ANY OTHER CHARGES AS APPLICABLE)</i>
			EURO	EURO
3	Chairs	80		

Note¹:

- (a) Do not alter the Financial Offer in any way. Failure to comply with this clause shall render the offer null.
- (b) Should bidders require to submit any additional information, kindly annex the information to the Financial Offer or list the information on a separate page.
- (c) Price shall include all taxes, delivery, installation and labour charges but excluding VAT.
- (d) Prices are to be quoted up to two decimal points.

Company's Rubber Stamp:

Signature:

Name and Surname of Bidder:
