



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

REQUEST FOR QUOTATIONS

SUBJECT: THE SUPPLY & DELIVERY OF EVACUATION CHAIRS & SHRINK WRAP MACHINE

QUOTATION NUMBER: ESF/IES/Q/26/15

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/26/15

The Supply & Delivery of Evacuation Chairs & Shrink Wrap Machine

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 Hal 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 of Evacuation Chairs & Shrink Wrap Machine

The Corporation is seeking quotations for the supply and delivery of the following items for the **Sheltered Employment Training Centre, St. Nicholas College, Boys Secondary, Mtarfa, Malta**.

Lot 1 – Evacuation Chairs QTY 2

Lot 2 – Shrink Wrap Machine QTY 1

Instruction to Bidders

1. This quotation is divided into lots. Bidders may submit a quotation for one lot only, 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 Hal Far, Malta.
4. The documents to be submitted are the following:
 - I. Supplier's Details (**Section A**)
 - II. Declaration form Agreeing with the Terms and Conditions (**Section B**)
 - III. Technical Specification Sheet & literature brochure (**Section C**)
 - IV. Financial Offer (**Section D**)

5. The envelope should be addressed to:

Tender Box **(ESF/IES/Q/26/15)**
Head Office
Employment and Training Corporation
Head Office, Hal Far BBĠ 3000

6. 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. Delivery shall be included in the final price. Contractors must also keep in mind the possibility that the items being required could be delivered at first floor level.
11. Delivery to be carried out within six (6) weeks from date of Order.
12. The Contractor must adhere to provide a two (2) year warranty on all the items being requested in both lots.
13. The items in all stages of transportation, handling and storage shall be kept free from damage and distortion.
14. All items shall be free from defects and in case of damage or defects, the Contractor shall replace items at his own expense.
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:
- A. Requested documents are not submitted
 - B. Specifications of Evacuation Chairs and Shrink Wrap Machine being offered, do not match the minimum required specifications listed in the Technical Specifications Sheet - **Section C**.
17. Evaluation of the offers to be submitted shall be based on the requisites in (a) and (b) listed above in this quotation document.
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. Any soliciting directly or indirectly will disqualify the bidder immediately.
20. 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*).
21. 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.
22. Only quotations submitted in this format will be considered.
23. 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 Sheet

Lot 1: Evacuation Chairs

Please ensure to circle either 'YES' or 'NO'. <i>Do <u>not</u> circle both.</i>		
Minimum Required Specifications Evacuation Chairs	Compliance with Minimum Required Specifications Please circle as applicable:	Technical Documentation Indicate Page Number
Material: Aluminium	YES / NO	
Open Height: Minimum of 1550mm to a Maximum of 1650mm	YES / NO	
Folded Height: Minimum of 1130mm to a Maximum of 1150mm	YES / NO	
Width: Minimum of 525mm to a Maximum of 555mm	YES / NO	
Folded Dimensions: Minimum of 300mm to a Maximum of 340mm	YES / NO	
Weight: Minimum of 12kgs to a Maximum of 15kgs	YES / NO	
Loading Weight: 150Kg	YES / NO	
Sliding System Control which does not require hold of weight	YES / NO	
Optimal breaking tension	YES / NO	
Tubular telescopic backrest	YES / NO	
Easy to fold	YES / NO	
Seat: padded, washable and replaceable in case of damage	YES / NO	
Hidden breaking fork	YES / NO	

Front wheels of 200mm	YES / NO	
Pirouetting wheels and with ball bearings	YES / NO	
With Safety belts	YES / NO	

Note¹

- A) 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.
- B) 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.
- C) Item must have a two (2) year warranty.
- D) All relevant literature must be supplied in the English Language. This shall include the detailed technical specifications and all other information.
- E) The quoted price must include the supply and the delivery.
- F) Items must be delivered within six (6) weeks from Date of Order.

I the undersigned confirm that the item being quoted is compliant with all the above listed specifications.

Signature: _____

Date: _____

Lot 2: Shrink Wrap Machine

Please ensure to circle either 'YES' or 'NO'. <i>Do <u>not</u> circle both.</i>		
Minimum Required Specifications Shrink Wrap Machine	Compliance with Minimum Required Specifications Please circle as applicable:	Technical Documentation Indicate Page Number
Material: Durable Steel	YES / NO	
Able to Seal	YES / NO	
Fits in area of roughly 20 inch by 16 inch by 8 inch	YES / NO	
Able to use a 24 inch wide roll of PVC or Polyolefin shrink film up to a diameter of 10 inch	YES / NO	
Easy to load film rack	YES / NO	
Minimum of 5 to a Maximum of 10 wraps per minute	YES / NO	
Items to be packed: CDs, Books, Paper, Boxes, Baskets, Stationery etc.	YES / NO	
Includes Film Dispenser	YES / NO	
On Wheels	YES / NO	
Includes a Film Separator	YES / NO	
Electronic control panel with customizable programs	YES / NO	

Note ¹

- A) Item must have a two (2) year warranty.
- B) The quoted price must include the supply and the delivery.

- C) All relevant literature must be supplied in the English Language. This shall include the detailed technical specifications and all other information.
- D) Items must be delivered within six (6) weeks from Date of Order.
- E) 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.
- F) 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 item being quoted is compliant with all the above listed specifications.

Signature: _____

Date: _____

D. Financial Offer

Employment and Training Corporation - Head Office, Hal Far.

Quotation Title: **The Supply & Delivery of Evacuation Chairs & Shrink Wrap Machine**
Quotation No: **ESF/IES/Q/26/15**

A	B	C	D	E
LOT 1	DESCRIPTION OF SUPPLY	QUANTITY	UNIT PRICE <i>(INCLUDING ALL TAXES, DISCOUNTS & OTHER CHARGES BUT EXCLUSIVE OF VAT,)</i> EURO	TOTAL PRICE <i>(INCLUDING ALL TAXES, DISCOUNTS & OTHER CHARGES BUT EXCLUSIVE OF VAT,)</i> EURO
	Evacuation Chairs as per specifications in Section C	2		

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, discounts, delivery and labour charges but excluding VAT.
- (d) Prices are to be quoted up to two decimal places.

Company's Rubber Stamp:

Signature:

Name and Surname of Bidder:

Financial Offer

Employment and Training Corporation - Head Office, Hal Far.

Quotation Title: Supply & Delivery of Evacuation Chairs & Shrink Wrap Machine

Quotation No: ESF/IES/Q/26/15

A	B	C	D
LOT 2	DESCRIPTION OF SUPPLY	QUANTITY	TOTAL PRICE <i>(INCLUDING ALL TAXES, DISCOUNTS & OTHER CHARGES BUT EXCLUSIVE OF VAT,)</i> EURO
	Shrink Wrap Machine as per specifications in Section C	1	

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, discounts, delivery and labour charges but excluding VAT.
- (d) Prices are to be quoted up to two decimal places.

Company's Rubber Stamp:

Signature:

Name and Surname of Bidder:
