



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

## REQUEST FOR QUOTATIONS

**SUBJECT: THE SUPPLY & DELIVERY OF LASER PRINTERS**

**QUOTATION NUMBER: ESF/IES/Q/16/15**

Participation Fee - Free of Charge

**Date Published: 16<sup>th</sup> June 2015**

**Closing Date: 26<sup>th</sup> June 2015,  
By not later than 10.00am**



ESF 3.113 - Supported and Sheltered Employment  
Training for Disadvantaged Groups Including RDPs  
Operational Programme II – Cohesion Policy 2007-2013  
*Empowering People for More Jobs and a Better Quality of Life*  
The Project is part-financed by the European Union  
European Social Fund (ESF)  
Co-financing rate: 85% EU Funds; 15% National Funds



*Investing in Your Future*

## QUOTATION NO: ESF/IES/Q/16/15

### The Supply & Delivery of Laser Printers

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 Laser Printers

The Corporation is seeking quotations for the supply and delivery of the following items for the Sheltered Employment Training Centre in Mtarfa, Malta and the Job Bridge Centre in Pembroke, Malta.

|   |       |
|---|-------|
| Lot 1 – Monochrome Laser Printers             | QTY 1 |
| Lot 2 – Colour Laser Printers                 | QTY 1 |
| Lot 3 – Multipurpose Monochrome Laser Printer | QTY 1 |

### 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 Hal Far, Malta.
4. The documents to be submitted are the following:
  - Supplier's Details (Section A)
  - Declaration form Agreeing with the Terms and Conditions (Section B)
  - Technical Specification Sheet & literature brochure (Section C)
  - Financial Offer (Section D)
5. The envelope should be addressed to:

Tender Box **(ESF/IES/Q/16/15)**  
Head Office  
Employment and Training Corporation  
Head Office, Hal Far BBG 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, 26<sup>th</sup> June, 2015 by not later than 10:00am.
8. The price offers should **only** be submitted by using the attached model 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 and Installation shall be included in final price.
11. Delivery to be carried out within four (4) weeks from date of Order.
12. The Contractor must adhere to provide a three (3) year warranty on all parts and labour on all the items being requested in all lots. On-Site warranty repair service is to be provided by the Contractor.
13. Bidders must guarantee that Servicing, Repair and Maintenance of the printers during the warranty period will be preferably completed in-house within 48 hours from the first request for service.
14. Bidders must also provide guarantee that in case of repairs and/or maintenance which include change of spare parts, the repair shall be completed within 10 working days from the first request for service. If this is not possible, the awarded bidder will be required to provide a replacement printer.
15. The items in all stages of transportation, handling and storage shall be kept free from damage and distortion.
16. All items shall be free from defects and in case of damage or defects, the Contractor shall replace items at his own expense.
17. 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.
18. The Contracting Authority reserves the right to eliminate a bid if:
  - A. Requested documents are not submitted
  - B. Specifications of Laser Printers being offered do not match the minimum required specifications listed in the Technical Specifications Sheet - **Section C**.
19. Evaluation of the offers to be submitted shall be based on the requisites in (a) and (b) listed above in this quotation document.
20. 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.
21. Any soliciting directly or indirectly will disqualify the bidder immediately.

22. 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*).
23. Any Clarifications shall be uploaded online and will be available to view/download from [www.etc.gov.mt](http://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](mailto:tenders.etc@gov.mt) by not later than 22<sup>nd</sup> June 2015 end of business day.
24. Only quotations submitted in this format will be considered.
25. 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 it is proved otherwise during the execution of the contract it is hereby being consented that the contract is terminated with immediate effect and that no claim for damages or compensation be raised by us.

Signature .....

I.D. No. ....

Name of bidder/contractor .....

Date .....

## C. Technical Specifications Sheet

### **Lot 1: Monochrome Laser Printer**

| Please ensure to <b>circle</b> either 'YES' or 'NO'. <i>Do <u>not</u> circle both.</i> |  |   |
|--|--|---|
| Minimum Required Specifications<br>Monochrome Laser Printers                           | Compliance with<br>Minimum Required<br>Specifications<br><br>Please circle as<br>applicable: | Technical<br>Documentation<br>Indicate Page<br>Number |
| <b>State the brand of the monochrome laser printers being offered</b>                  |  |   |
| Print Speed of 40ppm   | YES / NO   |   |
| Resolution of 1200x1200  | YES / NO   |   |
| Automatic Duplex Printing  | YES / NO   |   |
| Standard RAM of 64MB   | YES / NO   |   |
| Emulation of PCL 6   | YES / NO   |   |
| Monthly Duty Cycle of 25000  | YES / NO   |   |
| Paper Weight: 70g/m <sup>2</sup> – 150g/m <sup>2</sup>                                 | YES / NO   |   |
| Interfaces of USB 2 & Ethernet<br>10/100/1000 Base-TX (built in)                       | YES / NO   |   |
| Input tray for A4 paper with a capacity<br>of 250 sheets                               | YES / NO   |   |
| Secondary input tray for A4 paper<br>with a capacity of 250 sheets                     | YES / NO   |   |
| Output tray with a capacity of 150<br>sheets   | YES / NO   |   |
| 3 pin fused plug power cable   | YES / NO   |   |

|   |          |  |
|---|----------|--|
| LPR protocol support                              | YES / NO |  |
| Web management support                            | YES / NO |  |
| Compatible with Windows 7 and 8,<br>32 and 64 bit | YES / NO |  |
| <b>Consumables</b>                                |          |  |
| <b>Cost per copy at 5% Coverage</b>               | YES / NO |  |
| Toner to be separate from the<br>Drum             | YES / NO |  |

Note<sup>1</sup>

- A) Cost per copy is to be at 5% Coverage. Indicate in the above table the page number of the said coverage from the additional literature provided.
- B) All items must be installed and commissioned by the supplier. All components, cables and mounts must be provided by the contractor and must have a 3 year warranty.
- C) All relevant literature must be supplied in the English Language. This shall include the detailed technical specifications and all other information.
- D) The quoted price must include the supply and the delivery.
- E) On-Site warranty repair service to be provided. Servicing, Repair and Maintenance of the printers during the warranty period preferably will be completed in-house within 48 hours from the first request for service.
- F) In case of repairs and/or maintenance which include change of spare parts, the repair will be completed within 10 working days from the first request for service. If this is not possible, a replacement printer shall be provided.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Lot 2: Coloured Laser Printer

| Please ensure to <b>circle</b> either 'YES' or 'NO'. <b>Do <u>not</u> circle both.</b> |  |   |
|--|--|---|
| Minimum Required Specifications<br>Coloured Laser Printer                              | Compliance with<br>Minimum Required<br>Specifications<br><br>Please circle as<br>applicable: | Technical<br>Documentation<br>Indicate Page<br>Number |
| <b>State the brand of the coloured laser printer being offered</b>                     |  |   |
| Print speed of 30ppm   | YES / NO   |   |
| Resolution of 2400x600   | YES / NO   |   |
| Automatic Duplex Printing  | YES / NO   |   |
| Standard RAM of 128MB  | YES / NO   |   |
| Emulation of PCL 6   | YES / NO   |   |
| Monthly Duty Cycle of 25000  | YES / NO   |   |
| Paper Weight of 70g/m <sup>2</sup> - 150g/m <sup>2</sup>                               | YES / NO   |   |
| Interface of USB 2 and Ethernet<br>10/100/1000 Base-TX (built in)                      | YES / NO   |   |
| Input tray for A4 paper with a capacity<br>of 250 sheets (for all printers)            | YES / NO   |   |
| Output tray with a capacity of 150<br>sheets   | YES / NO   |   |
| 3 pin fused plug power cable   | YES / NO   |   |
| LPR protocol support   | YES / NO   |   |
| Compatible with Windows 7 and 8, 32<br>and 64 bit                                      | YES / NO   |   |
| Web Management support   | YES / NO   |   |
| <b>Consumables</b>   |  |   |

|   |                 |  |
|---|-----------------|--|
| Toner must be separate from the Drum          | <b>YES / NO</b> |  |
| Coloured Toner must be separate from the Drum | <b>YES / NO</b> |  |
| <b>Cost per copy at 5% Coverage</b>           | <b>YES / NO</b> |  |

Note <sup>1</sup>

- A) Cost per copy is to be at 5% Coverage. Indicate in the above table the page number of the said coverage from the additional literature provided.
- B) All items must be installed and commissioned by the supplier. All components, cables and mounts must be provided by the contractor and must have a 3 year warranty.
- C) The quoted price must include the supply and the delivery.
- D) All relevant literature must be supplied in the English Language. This shall include the detailed technical specifications and all other information.
- E) On-Site warranty repair service to be provided. Servicing, Repair and Maintenance of the printers during the warranty period will be preferably completed in-house within 48 hours from the first request for service.
- F) In case of repairs and/or maintenance which include change of spare parts, the repair will be completed within 10 working days from the first request for service. If this is not possible, a replacement printer shall be provided.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Lot 3: Multipurpose Monochrome Laser Printer

| Please ensure to <b>circle</b> either 'YES' or 'NO'. <b>Do <u>not</u> circle both.</b>    |  |   |
|---|--|---|
| Minimum Required Specifications<br>Coloured Laser Printer                                 | Compliance with<br>Minimum Required<br>Specifications<br><br>Please circle as<br>applicable: | Technical<br>Documentation<br>Indicate Page<br>Number |
| <b>State the brand of the multipurpose monochrome laser printer that is being offered</b> |  |   |
| Driver compatible with Windows 7 and 8.1 32 and 64 bit                                    | YES / NO   |   |
| Web Management support  | YES / NO   |   |
| <b>PRINTING</b>   |  |   |
| Print speed of 20ppm  | YES / NO   |   |
| Resolution of 2400x600  | YES / NO   |   |
| Duplex Printing Mode  | YES / NO   |   |
| Standard RAM of 16MB  | YES / NO   |   |
| Network Printing Protocol:<br>LPR & RAW   | YES / NO   |   |
| Monthly Duty Cycle of 1500  | YES / NO   |   |
| Paper Weight of 65g/m <sup>2</sup> - 105g/m <sup>2</sup>                                  | YES / NO   |   |
| Interface of USB 2 and Ethernet<br>100/1000 Base-TX (built in)                            | YES / NO   |   |
| Input tray for A4 paper with a capacity<br>of 150 sheets                                  | YES / NO   |   |
| Output tray with a capacity of 150<br>sheets  | YES / NO   |   |
| <b>COPYING</b>  |  |   |
| Multi copy (stack) of 1-99  | YES / NO   |   |
| Copy speed of 20ppm   | YES / NO   |   |
| <b>SCANNING</b>   |  |   |

|  |          |  |
|--|----------|--|
| Scanning capability for both colour & Monochrome | YES / NO |  |
| Scanning Resolution up to 600 x 1200 DPI         | YES / NO |  |
| Able to Scan to Email, Image and File            | YES / NO |  |
| Cables: 3 pin fused plug power cable             | YES / NO |  |
| <b>Consumables</b>                               |          |  |
| Black Toner must be separate from the Drum       | YES / NO |  |
| <b>Cost per printout at 5% Coverage</b>          | YES / NO |  |

Note<sup>1</sup>

- A) Cost per copy is to be at 5% Coverage. Indicate in the above table the page number of the said coverage from the additional literature provided.
- B) All items must be installed and commissioned by the supplier. All components, cables and mounts must be provided by the contractor and must have a 3 year warranty.
- C) The quoted price must include the supply and the delivery.
- D) All relevant literature must be supplied in the English Language. This shall include the detailed technical specifications and all other information.
- E) On-Site warranty repair service to be provided. Servicing, Repair and Maintenance of the printers during the warranty period will be preferably completed in-house within 48 hours from the first request for service.
- F) In case of repairs and/or maintenance which include change of spare parts, the repair will be completed within 10 working days from the first request for service. If this is not possible, a replacement printer shall be provided.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## D. Model Financial Offer

Employment and Training Corporation - Head Office, Hal Far.

Quotation Title:     **The Supply & Delivery of Monochrome Laser Printers**  
Quotation No:       **ESF/IES/Q/16/15**

| <b>A</b>         | <b>B</b>  | <b>C</b>        | <b>D</b>  |
|------------------|---|-----------------|---|
| <b>ITEM</b><br>1 | <b>DESCRIPTION OF SUPPLY</b>  | <b>QUANTITY</b> | <b>TOTAL PRICE</b><br><i>( INCLUDING ALL TAXES,<br/>DISCOUNTS &amp; OTHER CHARGES<br/>BUT EXCLUSIVE OF VAT,)</i><br><br><b>EURO</b> |
|                  | Monochrome Laser<br>Printer as per<br>specifications in Section<br>C with | 1               |   |
|                  |   |                 |   |

Note<sup>1</sup>:

- (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:**

\_\_\_\_\_

**Employment and Training Corporation - Head Office, Hal Far.**

**Quotation Title: Supply & Delivery of Colour Laser Printers**  
**Quotation No: ESF/IES/Q/16/15**

| <b>A</b>         | <b>B</b>  | <b>C</b>        | <b>D</b>  |
|------------------|---|-----------------|---|
| <b>ITEM</b><br>2 | <b>DESCRIPTION OF SUPPLY</b>                                  | <b>QUANTITY</b> | <b>TOTAL PRICE</b><br><i>( INCLUDING ALL TAXES,<br/>DISCOUNTS &amp; OTHER<br/>CHARGES BUT EXCLUSIVE<br/>OF VAT,)</i><br><br><b>EURO</b> |
|                  | Colour Laser Printer as<br>per specifications in<br>Section C | 1               |   |
|                  |   |                 |   |

Note<sup>1</sup>:

- (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:**

\_\_\_\_\_

**Employment and Training Corporation - Head Office, Hal Far.**

**Quotation Title: Supply & Delivery of Colour Laser Printers**

**Quotation No: ESF/IES/Q/16/15**

| <b>A</b>         | <b>B</b>   | <b>C</b>        | <b>D</b>  |
|------------------|--|-----------------|---|
| <b>ITEM</b><br>3 | <b>DESCRIPTION OF SUPPLY</b>   | <b>QUANTITY</b> | <b>TOTAL PRICE</b><br><i>( INCLUDING ALL TAXES,<br/>DISCOUNTS &amp; OTHER<br/>CHARGES BUT EXCLUSIVE<br/>OF VAT,)</i><br><br><b>EURO</b> |
|                  | Multipurpose<br>Monochrome Laser<br>Printer as per<br>specifications in Section<br>C | 1               |   |
|                  |  |                 |   |

Note<sup>1</sup>:

- (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:**

\_\_\_\_\_