



Employment & Training Corporation  
Head Office Hal Far, BBG 3000  
Tel: 22201100  
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## **REQUEST FOR QUOTATIONS**

**SUBJECT: THE SUPPLY & DELIVERY OF TONERS**

**QUOTATION NUMBER: ETC/CS/Q/34/15**

Participation Fee - Free of Charge

**Date Published: 16-10-2015**  
**Closing Date: 30-10-2015**  
**By not later than 10.00am**

## QUOTATION NO: ETC/CS/Q/34/15

### The Supply & Delivery of Toners

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, Pembroke and Mtarfa (Supported Employment Services) and any other offsites which may open in the future.

### The Supply & Delivery of Toners

The Corporation is seeking quotations for the supply and delivery of toners for Brother MFC 9330CDW printers, within the Employment & Training Corporation, Hal Far, Malta over a period of twelve (12) calendar months or until the threshold of €6,000 (excl.VAT) is reached, whichever comes first.

#### Specific Objectives

- a) Toners required are to include a minimum of:

TN-241 BK (black)	QTY 5
TN-245 C (cyan)	QTY 5
TN-245 M (magenta)	QTY 5
TN-245 Y (yellow)	QTY 5

During the duration of the contract, the Contracting Authority reserves the right to increase the amount of toners to be ordered as it deems necessary or until the threshold of €6,000 (excl. Vat) is reached.

- b) Toners must be original and suitable for Brother MFC 9330 CDW printers.
- c) The Contractor must adhere to provide all the four colours required from the Contracting Authority.
- d) Toners must consist of:
- TN-241 BK to be equivalent to yield of 2500 A4 pages
  - TN-245 C, TN-245 M & TN-245 Y to be equivalent to yield of 2200 A4 pages

#### Instruction to Bidders

1. This quotation is not divided into lots and quotations must be for the whole of the quantities indicated. Quotations will not be accepted for incomplete quantities.

2. 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.
3. The documents to be submitted are the following:
  - a. Supplier's Details **(Form A)**
  - b. Declaration Form Agreeing with the Terms and Conditions **(Form B)**
  - c. Technical Specifications Sheet **(Form C)**
  - d. Financial Offer **(Form D)**
4. The envelope should be addressed to:

Tender Box **(ETC/CS/Q/34/15)**  
Head Office  
Employment and Training Corporation  
Head Office, Hal Far BBĠ 3000
5. 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.**
6. The deadline for submission of the quotations is Friday, 30<sup>th</sup> October, 2015 by not later than 10:00am.
7. The price offers should **only** be submitted by using the attached model financial offer template.
8. 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**.
9. Delivery shall be included in final price.
10. The supplies shall be packaged so as to prevent their damage or deterioration in transit to their destination.
11. The items in all stages of transportation, handling and storage shall be kept free from damage and distortion.
12. All items shall be free from defects and in case of damage or defects, the Contractor shall replace items at his own expense.
13. Delivery of the items shall be divided into a number of consignments as requested by the Contracting Authority, until the whole quantity of each item is supplied. Delivery of each consignment shall be delivered within one (1) week from date of order.
14. Each delivery is to be accompanied by a copy of the local purchase order and relevant invoice, addressed to the contracting Authority, and indicating the contract number and date.
15. The Contracting Authority shall not be restricted to buy relative drums or belt units from the awarded Contractor but reserves the right to order such items from where it deems necessary.

16. The Contracting Authority reserves the right to cancel or terminate the contract related to unforeseen issues that may arise or as it deems necessary and no claim for compensation shall be raised by the Contractor.
17. The Contracting Authority reserves the right to eliminate a bid if requested documents are not submitted or not filled in properly. Failure to sign or mark everything in the Technical Specifications Sheet (Section C), will render the submitted offer as administratively non compliant.
18. The evaluation of the offers submitted shall be based on the requisites in (a) and (d) listed above in this quotation document.
19. 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.
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](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 23<sup>rd</sup> October 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 Sheet

Please ensure to <b>circle</b> either 'YES' or 'NO'. <i>Do <u>not</u> circle both.</i>	
<b>The Contractor confirms that:</b>	<b>Please circle as applicable:</b>
Toners are suitable for Printers Brother MFC 9330 CDW	<b>YES / NO</b>
Toners are Original	<b>YES / NO</b>
TN-241 is equivalent to yield of 2500 A4 pages	<b>YES / NO</b>
TN-245 C, TN-245 M & TN- 245 Y are each equivalent to a yield of 2200 A4 pages	<b>YES / NO</b>
Consignments are delivered within one (1) week from date of Order	<b>YES / NO</b>
All four colours (black, cyan, magenta & yellow) shall be supplied and delivered as requested	<b>YES / NO</b>

I \_\_\_\_\_ the undersigned, confirm that the items being offered satisfy the technical specifications listed above.

Signature .....

Date: .....

## D. Financial Offer

Employment and Training Corporation - Head Office, Hal Far.

Quotation Title: The Supply & Delivery of Toners

Quotation No: ETC/CS/Q/34/15

A	B	C	D	E
ITEM	DESCRIPTION OF SUPPLY	QUANTITY	UNIT PRICE ( INCLUDING ALL TAXES, DISCOUNTS & OTHER CHARGES BUT EXCLUSIVE OF VAT)	TOTAL PRICE ( INCLUDING ALL TAXES, DISCOUNTS & OTHER CHARGES BUT EXCLUSIVE OF VAT)
	TONERS		EURO	EURO
1	BLACK : TN 241 BK	5		
2	CYAN: TN-245 C	5		
3	MAGENTA: TN-245 M	5		
4	YELLOW: TN-245 Y	5		
<b>TOTAL AMOUNT</b>				

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) Delivery to be included in quoted price.
- (e) Prices are to be quoted up to two decimal places.

**Company's Rubber Stamp:**

**Signature:**

\_\_\_\_\_

**Name and Surname of Bidder:**

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