



Employment & Training
Corporation
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REQUEST FOR QUOTATIONS

**THE PROVISION OF METAL BEAMS AND MAINTENANCE TO GLASS SEALER AT THE ETC
TRAINING DIVISION PREMISES, HAL FAR**

QUOTATION NUMBER: ETC/CS/Q/41/15

Participation fee – free of charge

Date Published: 5-01-2016

Closing date: **19-01-2016**
By not later than 10.00 am

QUOTATION NO: ETC/CS/Q/41/15

The Provision of Metal Beams and Maintenance to Glass Sealer at the ETC Training Division Premises, Hal Far

The Employment and Training Division 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 off sites which may open in the future.

The Provision of Metal Beams and Maintenance to Glass Sealer at the ETC Training Division Premises, Hal Far

The Corporation is seeking quotations for the following works and maintenance to be carried out, supplied and installed at the ETC Training Centre, Hal Far as detailed in the ***Bill of Quantities – Form C***

Section A

- a) This call for quotation entails works as well as the supply, deliver and installation of metal beams on a turnkey project basis.
- b) All measurements are to be carried out by the prospective contractor. The awarded contractor must check the site before commencement of works and he/she must take all the necessary measurements, as directed by the Architect in charge.
- c) Contractors are obliged to observe the Health and Safety Regulations, mainly, the OHS Law and Regulations.

- d) All materials shall be free from defects and all works shall be strictly carried out in the most professional way and as directed by the Architect in charge.
- e) The materials in all stages of transportation, handling and storage shall be kept free from damage and distortion. In case of damage or defects, the contractor shall replace them at his own expense.
- f) Works are to be carried out as per rules of trade, and are to include all material required to ensure for adequate stability during use.
- g) The site will be continually used by ETC personnel and staff during the works. Prospective contractor must make sure that the site is safe and provide the necessary health and safety measures to let the site be used during all office hours.

Section B

Instructions to Bidders:

1. This quotation is not divided into lots and quotation 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:
 - i. Supplier's / Contractor's Details (**Form A**)
 - ii. Declaration Form agreeing with the Terms and Conditions (**Form B**)
 - iii. Bill of Quantities (**Form C**).
4. The envelope should be addressed to:

Tender Box ETC/CS/Q/41/15
Head Office
Employment and Training Corporation
Head Office, Hal Far BBG 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 **Tuesday 19th January 2016 by not later than 10.00 am.**
7. The price offers should only be submitted by using the financial offer template.
8. Bidders must quote all components of the price inclusive of taxes, customs, 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. The quoted price must cover the whole of the works as described in the **Bill of Quantities – Form C** and is to cater for a Turnkey Project.
10. Price shall include all the costs incurred in the works, labour, supply, delivery and installation. In fact the Contractor shall quote a price for all labour, materials, tools, installation, sealing and equipment required to complete the works.
11. Payments will be made upon certification and approval of the works by the Contracting Authority and the Corporation's Architect, based on the invoice issued by the Contractor.
12. The Contractor must adhere to provide a six (6) year warranty. Any bidder who quotes a shorter validity period will be rejected.
13. Works and Installation of all works must be carried out within eight (8) weeks from commissioning of works.
14. Should the Contractor for any reason whatsoever is unable to carry out the works satisfactorily as per the conditions set in this document or is in breach of any of the conditions within this quotation document, the Contracting Authority shall have the right to terminate the contract as per **Clause 15**. During such notice period the Contracting Authority shall have the right to commission works from any other source available and the extra expense over the contract price incurred will be charged to the Contractor.
15. A daily penalty of fifty euro (**Euro50**) shall be charged to the Contractor if he/she fails to satisfactorily provide the requested services as stipulated in the Quotation Document, and/or the services is found to be seriously lacking in quantity, quality or efficiency and/or the Contractor breaches any of the conditions stipulated in this Quotation Document. In such case, the Chairman of the Employment and Training Corporation shall issue Notification Warning Letters or Default Notices, notifying the Contractor of his/her breach of contract and requesting immediate remedial action by the Contractor who shall remedy the failure within three (3) working days from the notification, or else, as may be

otherwise required by the Employment and Training Corporation. Moreover, the CEO reserves the right to engage other contractors and any extra expenses incurred, further to the contract rates, which shall be borne by the Contractor.

The daily penalty shall be applied for a period of not more than fifteen (15) days during which the Contracting Authority reserves the right to terminate the contract. If the contractor still fails to remedy within these fifteen (15) days, the Corporation reserves the right to terminate the contract and award the contract (the remaining duration of the contract) to other bidders competing in the same tender.

The Contracting Authority reserves the right to stop any payment/s from taking place if the Contractor is in breach of any conditions of the contract. Any penalties incurred by the Contractor shall be deducted from these bills.

The maximum aggregate amount for such compensation shall not exceed eight hundred euro (**Euro 800**).

16. The Contracting Authority reserves the right to eliminate a bid if the items required are not equivalent to those requested in **Form C**.
17. 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.
18. The price of the works and the supply, delivery and installation of works shall not be altered in any way during the duration of the Contract.
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 queries and clarifications are to be made in writing and send by e-mail on tenders.etc@gov.mt by not later than **Tuesday 12th January 2016** end of business day.
22. The Contracting Authority reserves the right to cancel or terminate the contract should unforeseen issues arise or as it deems necessary. Under such circumstances no claim for compensation shall be raised by the Contractor.

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 reasons to do so.

Form 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>	

Form 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 _____

ID no _____

Name of bidder / contractor _____

Date _____

Form C: BILL OF QUANTITIES
Site at Reception Area – Training Division, ETC

Quotation no: ETC/CS/Q/41/15

Quotation Title: The Provision of Metal Beams and Maintenance to Glass Sealer at the ETC Training Division Premises, Hal Far

REF.	ITEM	QTY.	AMOUNT (€) excl. VAT
1	Supply, deliver and install two (2) in number metal beams hollow section 50x100mm painted black to be fixed horizontally onto the inner part of the aluminium frame at the highest level.	2	
2	Supply, deliver and install one (1) in number hollow section metal spacer painted black to be fixed between the stairs landing and the existing metal frame.	1	
3	Welding and fixing details to be similar to the existing structure. The colour black is to be similar to existing aluminium/metal frames.	N/A	
4	Carrying out of the necessary maintenance/sealer to the existing glass panels onto the aluminium frame.	20 panels	
		GRAND TOTAL (Excl.VAT)	

Note 1:

- Duration of works – ***EIGHT (8) Weeks***
- Warranty – ***SIX (6) years***
- Commencement Date - ***within TWO (2) weeks after signing of the Contract***

1. All rates above are to be on a lump sum basis and are to include all necessary equipment for access to install the metal beams and maintenance to glass. **Exact measurements of beams are to be measured by the contractor who must visit the site prior to filling up this BOQ.** Rates are to include for all necessary safety and security to all personnel as well as to the cleaning of the site after completion of the works including cleaning of the glass from any sealer etc.
2. The quoted price must cover the whole of the works as described in the Bill of Quantities and is to cater for a turnkey project.
3. Bidders must ensure that the site is safe to be used for the normal access and operation of works by the contracting authority.
4. Price shall include all the costs incurred in the works, labour, supply, delivery and installation. Quoted price to include all the labour, materials, tools, installation, sealing and equipment required to complete the works.
5. Price shall include all taxes, discounts, delivery, installation and labour charges excluding VAT.
6. Should bidders require submitting any additional information, kindly annex the information on a separate page.
7. Prices are to be quoted up to two decimal places.

I _____ the undersigned confirm that the items being quoted are compliant with all the above listed specifications.

Company's Rubber Stamp:

Signature: _____

Name and Surname of Bidder _____