



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

SUBJECT: THE LEASE OF ONE (1) BRAND NEW ENERGY EFFICIENT PHOTOCOPIER

QUOTATION NUMBER: ETC/TRG/Q/38/15

Participation Fee - Free of Charge

| |
|---|
| <p>Date Published: 17-11-2015 Closing Date: 27-11-2015 By not later than 10.00am</p> |
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QUOTATION NO: ETC/TRG/Q/38/15

1. Background Information

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.

2. Services required for the leasing of one (1) Brand New Energy Efficient Photocopier

The Employment and Training Corporation, hereafter referred to as the Contracting Authority, is requesting quotations for the leasing of one (1) brand New Energy Efficient Photocopier for a period a period of twenty four (24) months with the possibility of being extended for further periods, that shall be divided in terms of six (6) months each. The photocopier being offered must have the functions of a copier, printer and scanner, as per detailed technical specification in '**Section C**'.

3. Timetable

| | DATE | TIME* |
|--|------------|---------|
| Deadline for request for any additional information from the Contracting Authority | 20-11-2015 | - |
| Last date on which additional information are issued by the Contracting Authority | 24-11-2015 | - |
| Deadline for submission of Quotations / Opening Session | 27-11-2015 | 10:00am |

4. Instruction to Bidders

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

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.

4.1 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. Literature of the photocopiers being provided; all the technical details shall be in the English language (**Form D**)
- e. Financial Offer (**Form E**)

4.2 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.** The envelope should be addressed to:

Tender Box (**ETC/TRG/Q/38/15**)
Head Office
Employment and Training Corporation
Head Office, Hal Far BBĠ 3000

The deadline for submission of the quotations is Friday 27th November, 2015 by not later than 10:00am.

- 4.3 The price offers should **only** be submitted by using the attached financial offer (**Form E**).
- 4.4 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** and must include the Delivery and Installation of the photocopier.
- 4.5 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.
- 4.6 Any soliciting directly or indirectly will disqualify the bidder immediately.

5. Award Criteria

- 5.1 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*).

6. Term & Conditions

6.1 Scope of Quotation

The call for quotation is for one (1) brand new Energy Efficient Photocopier for a period of twenty four (24) months with the possibility of being extended for further periods that shall be divided in terms of six (6) months each on a cost per copy, which will include the full service and maintenance cost on a monthly lease as per detailed technical specification in '**Section C**'.

6.2 General Specifications

6.2.1 The specifications required are those listed in the Technical Specification Sheet (**Section C**). These are the minimum required specifications. Any machines with inferior specification will not be accepted.

6.2.2 The quoted price/rate should be inclusive of:

- i) All the Hardware and Software costs

- ii) Full Maintenance – inclusive of preventative and corrective maintenance, repairs, parts replacement when necessary, consumables, toner replacement and the replacement of the machine, if necessary.
- iii) All installation costs
- iv) Any other charges

6.2.3 The prospective contractor must take note of the following terms and conditions:

- (i) The actual number of copies made per month will vary and it is not possible to indicate accurately the relevant machine usage. Bidders are requested to quote as per minimum specifications listed below under the ‘Tenderer’s Technical Offer’. The minimum number of copies per month is being quoted below.
- (ii) The Contractor shall assume full responsibility and accountability regarding Health and Safety of his/her employees and/or sub-contractors including any third parties involved in the execution of this contract.
- (iii) The Contractor shall be bound to conform with Act VII of 1994 (Promotion of Occupation Health and Safety) as well as any other national legislation, regulations, standards, and/or codes of practice, in effect during the execution of the contract, regarding health and safety issues, as they apply for the Contractor’s particular operation situation and nature of work activities.
- (iv) Provide a backup machine on site within eight (8) hours following technical checks performed at the Contracting Authority’s premises, should any of the photocopying machine supplied breaks down and it is impossible to repair it within twenty-four (24) hours. The photocopy machine provided should have the same specifications as listed in the Technical Specification Sheet (**Section C**).
- (v) The delivery at the ETC’s premises of all leased equipment shall take place by not later than two (2) weeks from signing of the contract. Temporary equipment to initiate contract until delivery of actual ordered equipment, shall be permitted for the period between signing of contract and the delivery of actual equipment to be leased. In any case, the period covering the use of the temporary equipment shall not exceed a maximum of six (6) weeks.
- (vi) The Contractor is responsible for regular maintenance and, ordinary and extraordinary repairs, in a condition acceptable to the Contracting Authority.
- (vii) Should the Contractor for any reason whatsoever is unable to carry out the service satisfactorily as per the conditions set in this document or is in breach of any of the conditions within this tender, the Contracting Authority shall have the right to terminate the contract by giving one (1) week notice to the Contractor. During such notice period the Contracting Authority shall have the right to hire the required services from any other source available and the extra expense over the contract rates incurred will be charged to the Contractor.
- (viii) The Contracting Authority shall have the right to stop any payments 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.
- (ix) The Contractor shall also provide the following:

- the proper maintenance and repair, ordinary and extraordinary, so that these machines are kept in an optimum working condition, acceptable to the Contracting Authority
- Contractor is duly qualified to provide such services.
- Secure, reliable and regular after-sales for the duration of the contract.

6.2.4 *Other Terms & Conditions*

- (i) During the duration of the contract, the Contracting Authority reserves the right to increase the number of photocopies as it deems necessary.

6.3 *Termination of Contract*

- 6.3.1 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.
- 6.3.2 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.

6.4 *Validity of Offers*

- 6.4.1 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.

6.5 *Delays in Execution*

- 6.5.1 The Contract shall commence within two (2) weeks from date of last signature of contract.

The lease agreement shall be for a period of twenty four (24) months with the possibility of being extended for a further periods that shall be divided in terms of six (6) months each depending on the performance of the machine and the service provided by the Contractor.

- 6.5.2 A daily penalty of one hundred Euro (€100) shall be charged to the Contractor if he/she fails to satisfactorily provide the requested services as stipulated in this quotation document, and/or the service is found to be seriously lacking quantity, quality or efficiency and/or the Contractor breaches any of the conditions stipulated in this tender 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.

6.6 *Methods of Payment*

6.6.1 Payments will be made in **EURO** and shall be authorized by the Contracting Authority.

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

The table below establish the minimum standard required; that is, any machines which do not reach any minimum required specification listed below will not be considered.

| Minimum Required Specifications | | Compliance Mark Yes or No | Indicate Page Number of Technical Documentation |
|---|---|----------------------------------|--|
| Note: | Where in this tender document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority. | | |
| Photocopier Type | Free Standing cabinet on castors | | |
| Paper Size | A3 – A5 | | |
| Paper Weight | 80 – 200 gsm | | |
| First Print | Not more than 10 seconds | | |
| Printing | 25 pages per Minute | | |
| | Continuous Duplex Printing | | |
| | Stand-by Mode | | |
| Zoom | Zooming 25% to 400% in increments of 1% to 5% | | |
| Emulation | PCL5, PCL6 | | |
| Resolution | 1200 x 1200 dpi | | |
| Interfaces | Fast Ethernet, | | |
| | USB2 Port | | |
| Memory | 1GB | | |
| Hard Disk | Not less than 150GB | | |
| Network | TCP/IP Protocol: HTTP/HTTPS, Internet Printing Protocol, LPF/LPD, Raw Socket Printing/Port 9100, NetBIOS, IPv6 | | |
| Administrative | DHCP, SNMP, DDNS, HTTP, SSL | | |
| | Secure Print | | |
| Supported Operating Systems | Windows 7/8/8.1/10 Server 2008R2 /2012R2 | | |
| Paper Input Capacity | 500 per tray | | |
| Paper Handling | 4 trays with adjustable settings, up to A3 | | |
| Output Capacity | 200 sheets | | |
| Minimum Average Monthly Copies | 23,000 copies per month | | |
| Automatic Duplex Document Feeder | Standard, not less than 75 sheets (A5 – A3) | | |
| Scanning | Scan to e-mail facility | | |
| | Scan to folder facility | | |
| | Concurrency – scan while the system is copy printing or network print jobs or while it is transferring scan to network | | |
| | Network Scanning in colour | | |
| | File formats – JPEG, TIFF, PDF Format | | |
| | Not less than 50ppm (200dpi) | | |
| Finishing Mode | Non-sort, sort, group & staple | | |
| | 2000 sheets | | |

| | | | |
|--|------------------------------|--|--|
| Management | Web Management | | |
| | User Account Management | | |
| Energy Saving | Latest Energy Star Standards | | |
| Optional Accessories | | | |
| Book Finishing (stapling) facility – minimum 50 | | | |
| | | | |
| | | | |
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| | | | |

The Optional Accessories may or may not be requested. Additional accessories may be listed.

I _____ the undersigned, confirm that the machine model _____ is compliant with all the technical specifications listed above.

SIGANTURE: _____

DATE: _____

E. Financial Offer

Quotation Title: THE LEASE OF ONE (1) BRAND NEW ENERGY EFFICIENT PHOTOCOPIER
 Quotation No: ETC/TRG/Q/38/15

(A separate Form must be submitted for EACH OPTION – if applicable)

Item 1

| Energy Efficient Photocopiers (as per established Minimum specifications outlined in Volume 3) | Price per Machine per Month inclusive of other taxes/charges (Delivered Duty Paid-DDP) but <u>excluding VAT</u> Amount in Euro (€) |
|---|---|
| Rates per copy including the following: <ul style="list-style-type: none"> • Monthly Lease Cost • All costs related to Hardware including Cables & Maintenance • Full Service & Maintenance • All installation charges • All labour charges • Any other charges As per Form C - Technical Specifications Sheet | €..... Amount in figures: |

Item 2 – Cost for Extra Copies

For information purposes only

| Cost for Extra Copies surpassing the <u>Minimum Average Monthly Average of 3,000 copies</u> | Rate of Extra copy inclusive of other taxes/charges (Delivered Duty Paid-DDP) but <u>excluding VAT</u> Amount in Euro (€) |
|---|--|
| Rates per extra copy | €..... Amount in figures: |

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) 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:
