

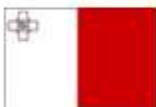
**ERDF.PA 3.ERDF.03.S4.Call 3.0027 – Investments by BSL (Britannia)**

**Request for Quotations/Tender No BSL 004.1**

For the:	<b>Supply and installation of Office Furniture and Kitchenette at the new offices of Britannia Services Ltd. in Hamrun</b>	
Date of Publication	14 June 2019	
Deadline for receipt of quotations/Tender	21 June 2019	

Notes to tenderers:

This Request for Quotations/Tender is ONLY valid if sent/received by email. Responses /submissions of quotations in response to the present request, shall likewise be only valid if submitted within the afore said deadline by email, on **hamrun@bsl.com.mt**



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Activity part-financed by the European Regional Development Fund  
Co-financing rate: 80% European Union; 20% National Funds



## Terms of Tender

1. The subject of the present request for quotation/Tender is the procurement of the following supplies:  
**Supply and installation of Office Furniture and Kitchenette at the new offices of Britannia Services Ltd. in Hamrun**
2. The successful bidder(s) shall deliver such supplies at the 652, St Joseph Road, Hamrun. Quoted prices shall be deemed to be inclusive of all costs including the supply /supply and installation of the said supplies.
3. The said supplies shall be delivered/installed and commissioned by the following date:  
**31<sup>st</sup> October 2019.**
4. The successful bidder(s)/contractor(s) shall be held liable for any losses incurred by Britannia Services Ltd. if this deadline is not honoured as well as for any delays in the submission of delivery notes, invoices and/or receipts and due to which Britannia Services Ltd. suffers financial liability.
5. This is a unit-price for supplies contracts. Interested parties shall quote for each item separately, with the quote indicating price excluding VAT, the value of the VAT and the price inclusive of VAT **using the tender bidding form provided further below. Its use is mandatory, and bids will be declared not administratively compliant if it is not used.**
6. **All communications shall be made in writing, using the email address in reference.** No other forms of communication shall be entertained.
7. This request for quotations/Tender is being issued under an open procedure.
8. This request for quotations/Tender is **divided into lots**. Interested parties may, if they wish, quote for one lot only, indicating '0' or 'Nil' in each filed of the other lot. Quotations will not be accepted for incomplete quantities.
9. **All bids must meet the minimum technical specifications provided. Variant solutions cannot be accepted.**
10. The procurement in question forms part of a project part-financed by the SME Growth Grant Scheme, under the Business Enhance Initiative part-financed under Operational Programme I – *Fostering a competitive and sustainable economy to meet our challenges* through the European Regional Development Fund (ERDF) 2014-2020.
11. No clarification meeting/site visit is planned. However, requests for clarifications may be sent by email, as indicated above, by not later than five calendar days from the 'Deadline for receipt of quotations' indicated on the first page of this document. Replies will be published on Britannia Services Ltd.'s website within 48 hours from receipt of request for clarification. No clarification will be published later than three calendar days from the 'Deadline for receipt of quotations'.
12. Interested Parties should be aware that upon implementation (delivery or commissioning whichever is the latest), the Supplier shall issue a delivery note.

Subsequently, the Supplier shall issue an invoice (distinct in form and nature from the delivery note) to request payment. The Invoice should be in line with the VAT legislation, include a description of the goods, reference to contract and delivery.

Together with the Invoice, the Supplier shall fill in the Supplier Financial Identification Form provided by Britannia Services Ltd.



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In view of the fact that this is a Business Enhance ERDF project, Cash disbursements are strictly prohibited. The total expenditure must be paid through transparent, traceable bank transactions, i.e. either through direct bank transfer or through payments by cheque. Following Payment, the Supplier shall issue a VAT receipt and a warranty.

13. Payment terms may include a deposit upon signature of contract.
14. Any quotation submitted under this request for quotations/Tender shall remain valid for **ninety (90) days** from the deadline for the receipt of bids.
15. Interested Parties should keep in view that payments will be made through an identifiable bank account to the identified bank account of the Service Provider/Supplier as outlined in the Supplier Financial Identification Form.
16. In order to be considered eligible for the award of the contract, economic operators must provide evidence that they meet or exceed certain minimum criteria described hereunder.
17. Britannia Services Ltd. intends to procure the said supplies from the interested parties submitting the cheapest priced offer satisfying the minimum technical requirements. Bidders shall take the following points into consideration:
  - a) The cost of any operating system/software, including its installation, shall be part included in the price, and not quoted separately. Nothing shall preclude a supplier bidding for more than one lot from supplying a single operating system/software catering for all equipment (lots) quoted for.
  - b) Bidders shall ensure that equipment is as environmentally friendly as possible. This shall include, but not be limited to energy consumption, emissions of particulate matter, and noise pollution.
18. Without prejudice to the above Britannia Services Ltd. reserves the right to opt in favour of **an offer that is dearer than the cheapest technically compliant offer**. Britannia Services Ltd. also reserves the right to choose more than one bidder; one for each lot.
19. Without prejudice to any other clause in this request for quotations/Tender, Britannia Services Ltd. **may for any reason whatsoever, and without any liability whatsoever, cancel the present procurement exercise at any point in time** prior to the signature of contract with the selected bidder(s).
20. The laws of Malta shall apply in all matters relevant to the present Tender and the subsequent Contract to be entered into by Britannia Services Ltd. and the Successful Bidder(s).

## 21. Eligibility Criteria

- i By submitting a quote, a bidder(s) shall be declaring that it does not engage in any form of discrimination on the basis of sex, gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation. It also has policies to safeguarding individuals /employees against victimization and/or harassment.

Britannia Services Ltd. reserves the right to immediately stop any agreement with any Contractor and hold such a contractor liable for any losses which it may incur if following the signature of the agreement for the supply of items as per present RFQ/Tender, it transpires that such a declaration was not made in good faith and/or the Contractor engages or has engaged in any such form of discrimination.

- ii The **Interested Party shall quote for all items and shall submits relevant substantiating literature for each**. The Literature shall be in Maltese or English or Italian.
- iii Interested Party quotes with equipment which meets **all** the minimum technical



specifications below.

## 22. Technical Specifications

The successful bidder shall supply the Contracting Authority and install at the aforesaid premises the following.

Lot I.

**a) Office Furniture as follows:**

- b) Sixty-eight (68) meeting room chairs, with arms, metal frame with red upholstered fabric (approx. size 54 cm x 62 cm)
- c) Twenty-four (24) visitor chairs, red fabric upholstery, (approx. 58 cm x 60 cm)
- d) Twenty-five operational chairs on castors with arms, ergonomic back and adjustable height. Grey fabric upholstery (approx. 64 cm x 57 cm).
- e) Eight (8) small armchairs, with red upholstery (approx. 60 cm x 70 cm)
- f) Five (5) wall hung folding chairs, red colour.
- g) Six (6) desks with modesty panel, light grey melamine finish and white metal frame (approx. 160 cm x 80 cm x 73 cm)
- h) Four (4) desks with modesty panel, light grey melamine finish and white metal frame (approx. 160 cm x 80 cm x 73 cm)
- i) Ten (10) Side desks Light grey melamine finish and white metal frame (approx. 50 cm x 80 cm x 73 cm )
- j) Fifteen (15) desks with modesty panel, light grey melamine finish and white metal frame (approx. 140 cm x 80 cm x 73 cm)
- k) Five (5) desk partitions, red finish for the above.
- l) Twenty-six (26) under-desk storage units on castors, light grey melamine finish, (approx. 45 cm x 55 cm x 59 cm )
- m) Four (4) coffee tables, light grey melamine, (50 cm diameter)
- n) One meeting table, frosted glass top with chrome frame (approx. 90 cm x 180 cm)
- o) 10 Storage cabinets (low, three shelves), light grey laminate, (approx. 80 cm x 42 cm x 119 cm)
- p) 10 Storage cabinets (high, five shelves), light grey laminate, (approx. 80 cm x 42 cm x 190 cm)
- q) One (1) Open shelving storage, light grey melamine finish. (approx. 80 cm x 42 cm x 119 cm)

**Additional details on the attached. IMAGES are provided for indicative purposes only, and it is recognized that products by different suppliers may differ, provided they meet the specific requirements for each item. Approx. denotes a tolerance of up to  $\pm 5$  cm.**

Lot II.

**Office Furniture as follows:**

- a) Kitchen, including cupboards, sink with relevant connections, and impermeable kitchen top, 1.8 meters as per sketch. White melamine structure.
- b) Three (3) canteen tables, white melamine top with chrome legs (approx. 80 cm x 80 cm)
- c) a fridge (approx. H 185 cm x W 60 cm x D 65 cm)

**Additional details on the attached. With the exception of the sketch for the Kitchen,**



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**IMAGES are provided for indicative purposes only, and it is recognized that products by different suppliers may differ, provided they meet the specific requirements for each item. With regards to the kitchen sketch, bidders shall meet the indicated design. Approx. denotes a tolerance of up to  $\pm 5$  cm.**

**23. (D) Financial Offer**

The Bidder(s) shall provide their submission using the Tendering Bid Form in Annex 1 as a template. They may copy and past it on their letterhead but shall not delete any element from it. Bidders who do not use the attached template, or who delete any element from it, shall be considered not administratively compliant, and their submission not considered any further.

The quote shall make reference to the Project Code: ERDF.PA 3.ERDF.03.S4.Call 3.0027, the name of the Contracting Authority – Britannia Services Ltd., its registered address at THE LANDMARK, SUITE 4, TRIQ L-ILJUN, QORMI, his VAT Number: MT12272916, and the title of the RFQ/Tender: **Supply and installation of office furniture and kitchenette at the new offices of Britannia Services Ltd. in Hamrun**



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Annex 1

Quote provided to Britania Services Ltd. of The Landmark, Suite 4, Triq L-Iljun, Qormi, VAT Number: MT12272916, in response to the RFQ/Tender BSL004.1 bearing title **Supply and installation of office furniture and kitchenette at the new offices of Britannia Services Ltd. in Hamrun** in connection ERDF.PA 3.ERDF.03.S4.Call 3.0027 - **Investments by Britannia Services Limited (BSL)**

1	Name of the Economic Operator submitting the bid:							
2	Registration No (ID/Company Number)							
3	VAT Number of the Economic Operator							
4.1	<p>Proposal by the Economic Operator [please insert a description of your offer adjacent to each heading. There is no limit as to the length of the narrative. Bidder should also refer to the literature attached to their bid (mandatory), which shall be deemed to be an integral part of the RFQ/tender submission. As per Point 8 of the tender document Bidders are to indicate Nil adjacent to the lots they are not bidding for]</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Lot</th> <th>Narrative describing the offer</th> </tr> </thead> <tbody> <tr> <td>Office Furniture</td> <td></td> </tr> <tr> <td>Kitchenette</td> <td></td> </tr> </tbody> </table>		Lot	Narrative describing the offer	Office Furniture		Kitchenette	
Lot	Narrative describing the offer							
Office Furniture								
Kitchenette								
4.2	Quote Validity (Minimum 90 days)							
5	Declarations concerning exclusion grounds	<p><i>I hereby declare that I/the company I am entitled to represent</i></p> <p><i>Do not fall under any of the grounds listed under Part VI of LN352/2016.</i></p> <p><i>Do not engage in any form of discrimination on the basis of sex, gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation. Have policies to safeguarding individuals /employees against victimization and/or harassment. Understand that Britannia Services Ltd. reserves the right to immediately stop any agreement with any Contractor and hold such a contractor liable for any losses which it may incur if following the signature of the agreement for the supply of items as per present RFQ/Tender, it transpires that such a declaration was not made in good faith and/or the Contractor engages or has engaged in any such form of discrimination.</i></p> <p><i>Confirm that I shall abide with the terms and conditions of the RFQ/Tender in respect of which I am submitting a quote</i></p>						



	<input type="checkbox"/> I confirm			
6	<p>Quotations are to be submitted and shall be awarded including taxes/charges and any import duties applicable but excluding VAT. Any discounts shall be included in the tender offer. Discounts not thus included shall not be considered. Bidders <b>shall</b> submit in attachment detailed quotes including itemised prices for each item under each lot, indicating for each the price exclusive of VAT. The total for each lot shall be included in the tender below. The Contracting Authority shall correct any arithmetical error and its correction shall be final. In such an eventuality, the Contracting Authority shall update the table below accordingly.</p> <p>The VAT element, is to be quoted separately.</p>			
Lot No	Lot Title	Price Excl. VAT	VAT	Price Incl. VAT
Lot I	Office Furniture			
Lot II	Kitchenette			

\_\_\_\_\_  
Signature of Economic Operator or Authorised Representative

\_\_\_\_\_  
Name in Blocks/Stamp of Person Signing Request for Quotations



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