

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

Request for Quotations/Tender No: BSL 001.2

For the:	Supply and installation of Air Conditioning System at the new offices of Britannia Services Ltd. in Hamrun	
Date of Publication	02 August 2019	
Deadline for receipt of quotations/Tender	09 August 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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Terms of Tender

1. The subject of the present request for quotation/Tender is the procurement of the following supplies:
Supply and installation of Air Conditioning System 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:
31st 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 **NOT divided into lots.**
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 Consultancy Services 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.

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.



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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.
 - 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.**
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. Plans showing the premises where the installation is to take place are attached. Potential bidders shall take cognizance of such plans when formulating their bid.

22. 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 submit relevant substantiating literature for each.** The Literature shall be in Maltese, English or Italian.
- iii Interested Party quotes with equipment which meets **all** the minimum technical specifications below.

23. Technical Specifications



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- (i) The successful bidder shall supply the Contracting Authority and install at the aforesaid premises the following:

This sub-activity refers to the supply and installation of the temperature control system and natural air ventilation system, including:

- 21 cassette units at minimum nominal cooling capacity of 3.6 kW; and
- 3 cassette units at minimum nominal cooling capacity of 4.5 kW.
- All cassettes will be complimented by a wall mounted LED display controller.
- Outdoor unit/s to support the said VRF system
- one 3.6 kW Split Wall Mounted indoor units (plus external module) for the server room.
- a natural air ventilation system, including heat recovery units, axial fans as necessary.

Installation to include laying of copper wire, ducting, drains, central controller etc as well as integration with fire-alarm system to stop ACs in the eventuality of fire.

Cooling Gas used shall have a low Ozone Depletion Potential and a relatively low Global Warming Potential

More details on the attached Schedule.

24. **(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 paste 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 Air Conditioning System at the new offices of Britannia Services Ltd. in Hamrun**



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Annex 1

Quote provided to Britannia Services Ltd. of The Landmark, Suite 4, Triq L-Iljun, Qormi, VAT Number: MT12272916, in response to the RFQ/Tender BSL 001.2 bearing title **Supply and installation of Air Conditioning System 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 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.]</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 30%;">Air Conditioning System</td> <td></td> </tr> </table>		Air Conditioning System	
Air Conditioning System				
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</i></p>		



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	<p><i>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> <p><input type="checkbox"/> I confirm</p>			
6	<p><i>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 shall submit in attachment detailed quotes including itemised prices for each sub-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.</i></p> <p><i>The VAT element, is to be quoted separately.</i></p>			
<i>Item No</i>	<i>Item Title</i>	<i>Price Excl. VAT</i>	<i>VAT</i>	<i>Price Incl. VAT</i>
	Air Conditioning System (including ventilation)			

Signature of Economic Operator or Authorised Representative

Name in Blocks/Stamp of Person Signing Request for Quotations



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