



PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS
AUBERGE D'ARAGON, INDEPENDENCE SQUARE, VALLETTA, MALTA

REQUEST FOR QUOTATIONS –

**MANAGING AUTHORITY- EAFRD
FUNDS & PROGRAMMES DIVISION**

REF: MEAIM/EAFRD/13/11/2014

Supply and Delivery of a Projector

6th November, 2014



Rural Development Programme for Malta (2007 – 2013)
Request for Quotations part-financed by the European Union
Technical Assistance
The European Agricultural Fund for Rural Development
Co-financing rate:
75% European Union, 25% Government of Malta



Europe Investing in Rural Areas

Request for Quotations for the Supply and Delivery of a Projector

Reference Number: MEAIM/EAFRD/13/11/2014

1. General Background

The Managing Authority, European Agricultural Fund for Rural Development (MA EAFRD), within the Funds and Programmes Division (FPD), Ministry for European Affairs and the Implementation of the Electoral Manifesto (MEAIM) is requesting quotations for the supply and delivery of a projector.

The cost of the projector and its delivery will be part-financed by the European Union under the European Agricultural Fund for Rural Development. The selection of the successful bidder will take place in line with the Public Contracts Regulations (L.N. 296 of 2010)

2. Technical Specifications

In order to be considered eligible, bidders must provide evidence that they meet or exceed the minimum technical specifications described hereunder:

Minimum Technical Specifications	
Projection Technology	DLP
Projector Resolution	Minimum: 1,024 x 768 Resolution
Projector Brightness (and lumens)	Minimum 2,500 Lumens Brightness
Contrast	13000:1
Lamp life	up to 6,000 hours
Weight	1 kg - 3kg
Projection Distance	1.5 - 12 mtrs
On Board Memory	1GB
Connectivity	HDMI VGA, USB
Warranty	24 months on projector, 12 months on lamp
Carry Case to be included	
Remote Control to be included	

Bidders are also requested to ensure that when submitting their offer they include all pertinent literature (in English), certificates, and other requirements indicated in this Request for Quotations (RFQ). Failure by the Bidder to provide technical literature may disqualify the Bidder.

3. Procedure

3.1. Timetable

	Date
Date of request	Thursday 6 th November 2014
Deadline for request for clarifications	Thursday 13 th November 2014 (noon)
Last date for issue of clarifications	Monday 17 th November 2014 (noon)
Deadline for submission of quotations	Wednesday 19 th November 2014 (noon)

3.2. Method of Submission of Quotations

3.2.1. Responses to this RFQ shall be in plain English and are to be sent in reply to the Managing Authority EAFRD via email on rdd.meaim@gov.mt and shall be treated with the strictest of confidence. Quotations submitted by any other means will not be considered.

3.2.2. Late submissions will not be considered during the evaluation of the quotations. No liability will be accepted for the rejection of late quotations.

3.2.3. Bidders are to request clarifications by email on the following address: rdd.meaim@gov.mt Requests should respect the deadline indicated in the Timetable in Section 3.1.

3.3. Validity of Quotation

3.3.1. Quotations must remain valid for a period of one hundred fifty (150) days from the closing date for the submission of the quotations as shown in Section 3.1 above.

3.3.2. MA EAFRD may, at its own discretion, extend the deadline for submission of quotations. Bidders will be informed of the extension via email.

3.4. Evaluation of Quotations and Award Criteria

3.4.1. The award criteria is the cheapest technically compliant bidder who abides to the technical specifications.

3.4.2. In the interests of transparency and equal treatment and without being able to modify their quotations, bidders may be required, at the sole written request of MA EAFRD to provide clarifications.

3.4.3. In the case of arithmetical errors in quotations received, the Net Price per Item (excl. Vat) will be taken as the correct amount.

3.4.4. Notification of Award shall be published on the FPD notice board and bidders will also be informed of the outcome of the request for quotations.

3.4.5. The MA EAFRD reserves the right to cancel the whole quotation procedure and reject all quotations. The MA EAFRD reserves the right to initiate a new invitation to collect quotes. In the event of a quotation procedure's cancellation, bidders will be notified by the MA EAFRD.

3.4.6. In no circumstances will the MA EAFRD be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a quotation,

even if the MA EAFRD has been advised of the possibility of damages. The publication of an award notice does not commit the MA EAFRD to purchase the products announced.

4. Response Requirements

Interested bidders, when submitting their offer, are expected to provide a complete and comprehensive response to this Request for Quotations. Responses should include the following and are to be submitted in PDF format:

- a. Details of Bidder using **Annex I**
- b. Technical offer – The supplier must provide **proof** indicating clearly that the projector meets or exceeds the technical specifications as requested in Section 2. Bidders are also requested to ensure that when submitting their offer they include all pertinent literature (in English), certificates and any other information required in order to indicate that they meet or exceed the minimum technical specifications included under Section 2.
- c. Bidders are required to submit the Financial bid in the form included in Annex II. Bidding shall be in Euro inclusive of all taxes, shipping / delivery costs.

5. Delivery of Supplies

Suppliers are to deliver the Projector to the Managing Authority EAFRD, Funds and Programmes Division, Triq il-Kukkanja, Santa Venera, SVR 1411 within 2 (two) weeks following notification of award.

ANNEX I: DETAILS OF BIDDER

Request for Quotations for the Supply and Delivery of a Projector

Reference Number: MEAIM/PPCD/022/2014

Name of Person/ Company submitting the bid	
Address	
E-mail Address	
Tel. Nos.	
Fax Nos.	
Mobile Phone No.	
Company Registration No. (if applicable)	
VAT Registration No. (if applicable)	
Signature	
ID. Card No.	
Date	

ANNEX II: FINANCIAL BID

Request for Quotations for the Supply and Delivery of a Projector

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ITEM DESCRIPTION	TOTAL COST (Excl. Vat but incl. any other taxes, and Eco Contribution) €	VAT €	TOTAL COST (inc. VAT, any other taxes, and Eco Contribution) €
1 Projector as per technical specifications requested			

Signature:

(the person or persons authorised to sign on behalf of the bidder)

Date: