

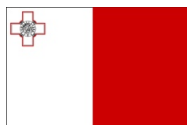


REQUEST FOR QUOTATIONS **MEAIM/EAFRD/002/2016**

REQUEST FOR QUOTATIONS FOR THE SUPPLY OF STATIONERY FOR THE MANAGING AUTHORITY FOR THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT (2014 – 2020)

PUBLISHED IN THE GOVERNMENT
GAZZETTE

February 2016



The Rural Development Programme for Malta 2014-2020
Part financed by the European Union
European Agricultural Fund for Rural Development (EAFRD)
Co-financing rate: 75% EU funds; 25% National Funds



Europe Investing in Rural Areas

Request for Quotations For the Supply of stationery For the managing authority for the European agricultural fund for rural development (2014 – 2020)

REF NO: MEAIM/EAFRD/002/2016

Terms of Reference

1. Scope of Services

This Request for Quotations, which is being issued by The Managing Authority (MA) for the European Agricultural Fund for Rural Development (EAFRD), within the Funds & Programmes Division is for the supply of Stationery.

The expenditure will be co-financed by the European Union from the Technical Assistance of the EAFRD 2014-2020.

2. Procedure

This Request for Quotations is being issued in line with the Public Regulations 2010 (Legal Notice 296 of 2010).

This is global price contract.

The MA shall determine the award of the RFQ on the basis of the lowest price offered compliant with the quotation specifications.

2.1. Timetable

Date of Publication of RFQ	16/02/2016
Deadline for request for any clarifications from the MA	19/02/2016 - Noon
Last date on which clarifications are issued by the MA	22/02/2016
Deadline for submission of Quotations	24/02/2016 - Noon

2.2. Method of Submission of Quotations

2.2.1. Quotations may be submitted before the deadline of submission of Quotations as indicated in the Timetable (Section 2.1) through scanned signed copies of Annex I, and II sent on to the following email address

rdd.meaim@gov.mt

2.2.2. Late submissions will be rejected and will not be evaluated. No liability will be accepted for rejection of late Quotations.

2.2.3. Quotations submitted by any other means will not be considered.

2.2.4. Quotations must comply with the requirements as stated in this RFQ.

2.2.5. Bidders are to submit queries and questions concerning this RFQ to the following email address up to the deadline for request for clarifications stated in Section 2.1, specifying the reference and RFQ title, to e-mail address:

rdd.meaim@gov.mt

2.2.6. Bidders will be deemed to have satisfied themselves, before submitting their quotation, as to its correctness and completeness, to have taken account of all that is required for the full and proper performance of the contract and to have included all charges in their rates and prices.

2.2.7. In submitting its Quotation, the Bidder will be submitting its best and final offer.

2.3. Validity of Quotation

2.3.1. Bidders are committed to retain the validity of the Quotation for a period of ninety (90) days from the closing date for the submission of the RFQ as shown in 2.1 above.

2.3.2. The MA may, at its own discretion, extend the deadline for submission of quotations. Interested parties would be informed of such extensions via email.

2.4. Evaluation of Quotations and Award

2.4.1. The evaluation of the Quotations will be based on compliance with the specifications.

2.4.2. 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 the MA to provide clarifications.

- 2.4.3. When arithmetical errors are identified, such errors will be corrected. The unit price provided by the bidders in their quotes will be deemed to be the final price and may not be altered after the submission deadline.
- 2.4.4. In the event that an arithmetical error is identified, the amount stated in the Quotation will be adjusted and the Bidder will be bound by that adjusted amount. The revised price will be communicated to the bidder.
- 2.4.5. Quotations that do not meet the requirements set out in this RFQ will not be considered further.
- 2.4.6. This RFQ shall be awarded on the basis of the lowest price offered compliant with the RFQ specifications.
- 2.4.7. Notification of Award shall be sent via email and published on the MA's notice board.
- 2.4.8. The MA reserves the right to cancel the whole quotation procedure and reject all quotations. The MA reserves the right to initiate a new invitation to collect quotes.
- 2.4.9. In the event of a quotation procedure's cancellation, bidders will be notified by the MA.
- 2.4.10. In no circumstances will the MA 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 has been advised of the possibility of damages. The publication of the winning bid does not commit the MA to implement the activity announced.

3. Objectives

The supplier is required to:

- supply office stationery

4. Response Requirements

Interested bidders, when submitting their offer, are expected to provide a complete and comprehensive response to this Request for Quotation. Responses should include the following:

- a. Details of Bidder using **Annex I**
- b. **Annex II**: Technical Offer Template and financial bid Duly filled

5. Requirements

The Managing Authority EAFRD requires the procurement of stationary. Specifications are as follows:

Item	Specifications
Lever Arch Files	<i>13 Different Colours</i>
Box Files	<i>Black</i>
Flat Files	<i>Black</i>
Flat Files	<i>Blue</i>
Flat files	<i>Red</i>
Colour Coded dividers	<i>Packs x10</i>
Plastic Sleeves	<i>A4 punched</i>
Sticky Notes Pad	<i>Yellow 3x3</i>
Sticky Notes Pad	<i>Yellow 3x2</i>
Plastic Writeable Sticky Notes Flags	<i>5Colours</i>
Cello Tape	<i>1"</i>
Paper Clips	<i>Small X 100</i>
Ball Pen	<i>Red</i>
Ball Pen	<i>Black</i>
Ball Pen	<i>Blue</i>
Permanent Marker	<i>Black</i>
Soft White Rubber	<i>100 grams</i>
Correction mouse	
Glue	<i>20 grams</i>
Calculators	<i>12 digit + solar</i>
Ringed Notepads	<i>A4</i>
Scissors	
2-hole punch	<i>With guide</i>
Supaclip Dispenser	
Staples	<i>6/4</i>
Staples	<i>24/6</i>
Foldback Clip	<i>32mm Black</i>
Bulldog clips	<i>41mm</i>
Whiteboard	<i>r60x90cm</i>
one hole puncher	
magnetic eraser	
Paper Clips	<i>50mm</i>
Paper Clips	<i>75mm</i>
rubber bands	<i>500 grams</i>
transparent reinforcing rings	<i>500 per pack</i>
fast clip	<i>25 per box</i>
staples	<i>23/17 mm</i>
Brown packing tape	<i>50mm</i>
Whiteboard markers	<i>green</i>
Whiteboard markers	<i>red</i>
Whiteboard markers	<i>blue</i>
Whiteboard markers	<i>black</i>
Stapler (medium)	<i>24/6 mm</i>
Electronic/electric Stapler (large or size adjustable)	<i>23/17 mm</i>

Highlighters	Yellow
Highlighters	Green
Highlighters	Orange
Highlighters	Pink
Staple remover	

6. Financing

This quotation is being co-financed together with the European Union under Technical Assistance of the European Agricultural Fund for Rural Development (EAFRD).

7. Method of Payment

Payments will be made within 90 days of receipt of the invoice following certification by the MA.

8. Law

By submitting their bid, bidders are accepting that this procedure is regulated by Maltese Law, and are deemed to know all relevant laws; acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the bid and the resulting contract.

9. Data Protection

Any personal data submitted in the framework of the procurement procedure and/or subsequently included in the contract shall be processed pursuant to the Data Protection Act (2001). It shall be processed solely for the purposes of the performance, management and follow-up of the procurement procedure and/or subsequent contract by the MA without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

10. Gender Equality

In carrying out his/her obligations in pursuance of this contract, the bidder shall ensure the application of the principle of gender equality and shall thus 'inter alia' refrain from discriminating on the grounds of gender, marital status or family responsibilities. In this document words importing one gender shall also include the other gender.

ANNEX I: DETAILS OF BIDDER SUBMITTING QUOTE

Name of Person submitting the bid	
Firm	
Address	
E-mail Address	
Tel. Nos.	
Mobile Phone No.	
Company/Bidder Registration No.	
VAT Registration No.	
Signature	
ID. Card No.	
Date	

ANNEX II: Technical Offer Template and financial bid

ITEMS	SPECIFICATIONS	QUANTITY	Comments	PRICE PER ITEM (exc. VAT) €	TOTAL (exc. VAT) €	VAT €	TOTAL PRICE (inc. VAT) €
Lever Arch Files	<i>13 Different Colours</i>	8* 13	8 files per colour				
Box Files	<i>Black</i>	10					
Flat Files	<i>Black</i>	25					
Flat Files	<i>Blue</i>	25					
Flat files	<i>Red</i>	25					
Colour Coded dividers	<i>Packs x10</i>	25					
Plastic Sleeves	<i>A4 punched</i>	800	Batches of 50 or 100				
Sticky Notes Pad	<i>Yellow 3x3</i>	160	20 * 8				
Sticky Notes Pad	<i>Yellow 3x2</i>	160	20 * 8				
Plastic Writeable Sticky Notes Flags	<i>5Colours</i>	160	20 * 8				
Cello Tape	<i>1"</i>	24	3 * 8				
Paper Clips	<i>Small X 100</i>	80					
Ball Pen	<i>Red</i>	80					
Ball Pen	<i>Black</i>	80					
Ball Pen	<i>Blue</i>	80					
Permanent Marker	<i>Black</i>	16					
Soft White Rubber	<i>100 grams</i>	16					
Correction mouse		24					
Glue	<i>20 grams</i>	8					
Calculators	<i>12 digit + solar</i>	6					
Ringed Notepads	<i>A4</i>	12					
Scissors		10					
2-hole punch	<i>With guide</i>	10					
Supaclip Dispenser		16					
Staples	<i>6/4</i>	30	30 boxes				
Staples	<i>24/6</i>	30	30 boxes				

Foldback Clip	<i>32mm Black</i>	30					
Bulldog clips	<i>41mm</i>	30					
Whiteboard	<i>r60x90cm</i>	1					
one hole puncher		16					
magnetic eraser		2					
Paper Clips	<i>50mm</i>	80					
Paper Clips	<i>75mm</i>	80					
rubber bands	<i>500 grams</i>	30					
transparent reinforcing rings	<i>500 per pack</i>	1					
fast clip	<i>25 per box</i>	4					
staples	<i>23/17 mm</i>	30					
Brown packing tape	<i>50mm</i>	2					
Whiteboard markers	<i>green</i>	2					
Whiteboard markers	<i>red</i>	2					
Whiteboard markers	<i>blue</i>	2					
Whiteboard markers	<i>black</i>	2					
Stapler (medium)	<i>24/6 mm</i>	16					
Electronic/electric Stapler (large or size adjustable)	<i>23/17 mm</i>	1					
Highlighters	<i>Yellow</i>	16					
Highlighters	<i>Green</i>	16					
Highlighters	<i>Orange</i>	16					
Highlighters	<i>Pink</i>	16					
Staple remover		16					
Total							

Date by when all stationery items will be delivered: _____

Bidder (Company's Name)

Contact Person's Name

Designation

Signature

Date