

 EU funds
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PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS

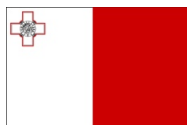


REQUEST FOR QUOTATIONS

MEAIM/FPD/046/2016

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

27th May 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 of the European Agricultural Fund for Rural Development (2014 – 2020)

REF NO: MEAIM/FPD/046/2016

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 Procurement 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	27th May 2016
Deadline for request for any clarifications from the MA	9th June 2016
Last date on which clarifications are issued by the MA	13th June 2016
Deadline for submission of Quotations	17th June 2016 till 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 Annexes 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 sixty (60) days from the closing date for the submission of the RFQ as shown in 2.1 above.

2.3.2. The Managing Authority may, at its own discretion, extend the deadline for submission of quotations. The Managing Authority will upload a notice in this regard on its website www.eufunds.gov.mt

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, for any specific item.
- 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 provide and deliver:

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

Stapler (medium)	24/6 mm
Highlighters	Yellow
Highlighters	Green
Highlighters	Orange
Highlighters	Pink
Staple remover	-
Pins	Push Pins

- It is to be noted that the MA in evaluating the quotations received may opt to procure the items individually as per cheapest quote submitted and not necessarily procure all listed items in this RFQ
- Delivery of items will be requested within 30 Days from notification of award. Delivery date and time will be specified by the MA.

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

Bidder (Company's Name)

Contact Person's Name

Designation

Signature

Date