



## REQUEST FOR QUOTATIONS

**MEAIM/FPD/077/2017**

**Request for the Supply of Closed Aluminium Bird Rings for Maltese Black Chicken by the Managing Authority (MA) for the European Agricultural Fund for Rural Development**

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GAZETTE ON 19/05/2017

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**Rural Development Programme for Malta 2014-2020**

Part financed by the European Union  
Co-financing Rate:  
75% European Union; 25% Government of Malta



*The European Agricultural Fund for Rural Development:  
Europe investing in rural areas*

# **Request for the Supply of Closed Aluminium Bird Rings for Maltese Black Chicken by the Managing Authority (MA) for the European Agricultural Fund for Rural Development**

*Reference: MEAIM/FPD/077/2017*

## **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), is for the supply of closed aluminum bird rings which will be used to ring the Maltese Black Chicken for which support is being provided for under the Rural Development Programme for Malta 2014-2020 (RDP).

The expenditure will be co-financed by the European Union from the Technical Assistance of the European Agricultural Funds for Rural Development (EAFRD) 2014-2020.

### **2. Procedure**

This Request for Quotations is being issued in line with the **Public Procurement Regulations 2016 (Legal Notice 352 of 2016)**.

This is a unit price contract. The Managing Authority shall determine the award of the RFQ on the basis of the lowest price offered compliant with the quotation requirements.

#### **2.1. Timetable**

Date of Publication of RFQ	<b>19/05/2017</b>
Deadline for requests by the suppliers for any clarifications from the MA	<b>26/05/2017</b>
Last date on which clarifications are issued by the MA	<b>29/05/2017</b>
Deadline for submission of Quotations	<b>09/06/2017 Noon</b>

#### **2.2. Method of Submission of Quotations**

- 2.2.1. Signed and Scanned Quotations including Annex I, II and III can be submitted before the deadline for submission of Quotations as indicated in the Timetable (Section 2.1) by e-mail on [rdd.meaim@gov.mt](mailto: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 e-mail address up to the deadline for request for any clarification by the Managing Authority as stipulated in Section 2.1, specifying the reference and RFQ title to the e-mail address: [rdd.meaim@gov.mt](mailto: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, including 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](http://www.eufunds.gov.mt) and will also issue an advert on the Government Gazette.

### 2.4. Evaluation of Quotations and Award

- 2.4.1. The evaluation of the Quotations will be based on compliance with the requirements.
- 2.4.2. In the interest of transparency and equal treatment and without being able to modify their Quotations, Bidders may be required, at the sole written request of the Managing Authority, to provide clarifications.
- 2.4.3. When arithmetical errors are identified, such errors will be corrected.
- 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 requirements.
- 2.4.7. Notification of Award shall be sent via e-mail and published on the Managing Authority's notice board.
- 2.4.8. The Managing Authority reserves the right to cancel the whole quotation procedure and reject all quotations. The Managing Authority reserves the right to initiate a new invitation to collect quotes.
- 2.4.9. In the event of a quotation procedure's cancellation, any bidders will be notified by the Managing Authority.
- 2.4.10. In no circumstances will the Managing Authority 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 Managing Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Managing Authority to implement the activity announced.

### **3. Objectives**

The MA is providing support for the Maltese Black Chicken through an Agri Environment Climate Measure (AECM 6a). The aim of this measure is to promote the protection, maintenance and enhancement of the Maltese Black Chicken encouraging an increased level of awareness and responsibility amongst farmers for this native breed.

The Scope of this RFQ is for the supply of closed aluminum rings in order to better allow for the monitoring and identification of the Maltese Black Chickens which will be receiving aid under the Rural Development Programme for Malta 2014-2020.

**The Managing Authority requires the supply of aluminum bird rings of 2 different sizes which will be of a permanent nature and uniquely numbered. The initial supply will be of 1,000 of each type of ring with a total of 2,000 rings, with the possibility of re-ordering subsequent batches.**

### **4. Response Requirements**

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. **Annex I:** Details of Bidder;
- b. **Annex II:** Technical Offer Template duly filled;
- c. Bidder's financial offer as per **Annex III:** Financial Bid.

### **5. Requirements for Award**

The service provider is expected to satisfy all the requirements specified in the following section.

## 6. Requirements

### 6.1. Product Requirements

Type	Requirements
Material	The ring needs to be made from sturdy aluminium and the rings need to be of the closed kind which once inserted will remain permanently in place and cannot be opened or tampered with
Size of the ring (Size is calculated as the diameter from the inside of the ring, measurement needs to be in mm)	The rings need to come in 2 different sizes: 1. 16mm 2. 18mm
Colour	The rings come in 2 different sizes; colour will be reflected according to the size of the ring: 16mm: red/pink 18mm: blue

<p>Numbering</p>	<p>The rings will need to be uniquely numbered in either light coloured scratch resistant ink or etched. It is important that the information is easily legible and resistant to the elements. Each ring will need to be uniquely numbered. Numbering will be as follows:</p> <ol style="list-style-type: none"> <li>1. MBC F 0001 for the 16mm ring</li> <li>2. MBC M 0001 for the 18mm ring</li> </ol> <p>The numbering will start from 0001 and increment accordingly. The numbering has to be separate for the two different ring types. Thus, the first batch of ring will be numbered up to MBC F 1000 for the 16mm and MBC M 1000 for the 18mm rings. For subsequent requests the numbering should continue from the last number of the previous batch e.g. 2<sup>nd</sup> batch would start from MBC M 1001</p>
<p>Amount</p>	<p>The MA will require 1,000 units of each type of ring with a total of 2000 rings with the option to procure additional units should they be required at a later stage.</p> <p>The MA will retain the option of re-ordering further batches with a minimum quantity of 1,000 rings for each batch. This RFQ will be valid for up to 3 years from the date when the contract is signed. Specifications will remain the same however there will be an increase of 3% per annum on the original price in order to allow for inflation.</p>
<p>Delivery</p>	<p>Delivery of items must be made within 6 weeks from confirmation and subsequently within 6 weeks for subsequent orders. Delivery of rings is to be made at the MA or as otherwise specified</p>

**7. Financing**

This quotation is being co-financed through the European Union Funds from the Technical Assistance of the European Agricultural Funds for Rural Development (EAFRD) 2014-2020.

**8. Method of Payment**

Payment will be affected following the issuing of a valid invoice, certified correct by the Managing Authority. A separate invoice needs to be issued for each order.

**9. 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.

**10. 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 Managing Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

**11. 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**

(to be filled-in by interested service providers)

### **I. DETAILS OF BIDDER SUBMITTING QUOTE**

<b>Name of Person Submitting the Bid</b>	
<b>Company Postal Address</b>	
<b>E-mail Address</b>	
<b>Company Telephone Number</b>	
<b>Company VAT Registration Number</b>	
<b>Contact Person's Name and Surname</b>	
<b>Position of Contact Person within the Company</b>	
<b>Contact Person's Mobile Number</b>	
<b>I.D. Card Number</b>	



**ANNEX II**

**Technical Offer Template**

**I. RING REQUIREMENTS**

Type	Requirements	Specify (by circling around) if requirement can be met	Please add any further comments/ description (if any, not necessary)
Material	The ring needs to be made from sturdy aluminium and the rings need to be of the closed kind which once inserted will remain permanently in place and cannot be opened or tampered with	YES / NO	
Size of the ring (Size is calculated as the diameter from the inside of the ring, measurement needs to be in mm)	The rings need to come in 2 different sizes: 1. 16mm 2. 18mm	YES / NO	
Colour	The rings come in 2 different sizes; colour will be reflected according to the size of the ring: 16mm: red/pink 18mm: blue	YES / NO	

<p>Numbering</p>	<p>The rings will need to be uniquely numbered in either light coloured scratch resistant ink or etched. It is important that the information is easily legible and resistant to the elements. Each ring will need to be uniquely numbered. Numbering will be as follows:</p> <ol style="list-style-type: none"> <li>1. MBC F 0001 for the 16mm ring</li> <li>2. MBC M 0001 for the 18mm ring</li> </ol> <p>The numbering will start from 0001 and increment accordingly. The numbering has to be separate for the two different ring types. Thus, the first batch of ring will be numbered up to MBC F 1000 for the 16mm and MBC M 1000 for the 18mm rings. For subsequent requests the numbering should continue from the last number of the previous batch e.g. 2<sup>nd</sup> batch would start from MBC M 1001</p>	<p><b>YES / NO</b></p>	
<p>Amount</p>	<p>The MA will require 1,000 units of each type of ring with a total of 2000 rings with the option to procure additional units should they be required at a later stage.</p> <p>The MA will retain the option of re-ordering further batches with a minimum quantity of 1,000 rings for each batch. This RFQ will be valid for up to 3 years from the date when the contract is signed. Specifications will remain the same however there will be an increase of 3% per annum on the original price in order to allow for inflation.</p>	<p><b>YES / NO</b></p>	

Delivery	Delivery of items must be made within 6 weeks from confirmation and subsequently within 6 weeks for subsequent orders. Delivery of rings is to be made at the MA or as otherwise specified	<b>YES / NO</b>	
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**ANNEX III**

**Financial Bid**

**I. COST PER RING INCLUDING DELIVERY**

ITEM	AMOUNT IN €
Cost per ring (excluding VAT)	
VAT per ring ( ____% )	
Cost per ring (including VAT)	

**Supplier's Rubber Stamp (If available):**

**Signature:** \_\_\_\_\_

**Name and Surname:** \_\_\_\_\_