



REFERENCE NUMBER: MGOZ Q 136/2017

Quotation for the Provision of a Sound System and Operator for Żigu Żajg 2017 Activity in Gozo

Date Published: 24th October 2017

Quotation Opening: 7th November 2017 At 10:00am CET

Participation is free of charge

IMPORTANT

Clarifications shall be uploaded and will be available to view/download from <http://mgoz.gov.mt>

Ministry for Gozo

EcoGozo Regional Development Directorate, St. Francis Square, Victoria, Gozo VCT 1335
Tel: 22100222 Email: procurement.mgoz@gov.mt

Quotation for the Provision of a Sound System and Operator for Žigu Žajg (Gozo) 2017

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# SECTION 1 - INSTRUCTIONS TO BIDDERS

## 1. General Instructions

- 1.1 In submitting a quotation, the bidder accepts in full and in its entirety, the content of this quotation document, including subsequent Clarifications issued by the Contracting Authority (CA), whatever his own corresponding conditions may be, which he hereby waives. Bidders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this quotation document. No account can be taken of any reservation in the quotation as regards the quotation document; any disagreement, contradiction, alteration or deviation shall lead to the quotation offer not being considered any further.
- 1.2 The subject of this quotation is the Provision of Sound System and operator for Žigu Žajg 2017 Acvity in Gozo.
- 1.3 The place of acceptance of the service shall be at the Gozo College Sannat Primary School, the time-limits for delivery shall be between the 21<sup>st</sup> November to 23<sup>rd</sup> November 2017 both days inclusive and the INCOTERM<sup>2000</sup> applicable shall be **Delivery (Duty Paid)**.
- 1.4 This is a global price for service contracts.
- 1.5 This call for quotations is being issued under an open procedure.
- 1.6 The Contracting Authority for this quotation is the EcoGozo Regional Development Directorate.

## 2. Timetable

|                                                                                                                                                                                                   | DATE       | TIME*   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------|
| Site Visit<br>(Refer to Clause 6.1)                                                                                                                                                               | 30/11/2017 | 10.00am |
| Deadline for request for any additional information from the Contracting Authority<br>Clarifications to be sent via email on <a href="mailto:procurement.mgoz@gov.mt">procurement.mgoz@gov.mt</a> | 30/10/2017 | Noon    |
| Last date on which additional information are issued by the Contracting Authority                                                                                                                 | 02/11/2017 | Noon    |
| Deadline for submission of quotations<br>(unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering)                                                             | 7/11/2017  | 10:00am |

\* All times Central European Summer Time (CEST) as applicable

## 3. Lots

- 3.1 This quotation is not divided into lots, and tenders must be for the whole of quantities indicated. Quotations will not be accepted for incomplete quantities.

## 4. Variant Solutions

- 4.1 No variant solutions will be accepted. Bidders must submit a quotation in accordance with the requirements of the quotation document.

## 5. Financing

- 5.1 The project is financed from local budget funds.

## 6. Site Visit

- 6.1 A site visit will be held on the date and time indicated in Clause 2, at the **Gozo College, Sannat Primary School, Gozo** to answer any questions on the quotation document which have been forwarded in writing, or are raised during the same meeting. Minutes will be taken during the meeting, and these (together with any clarifications in response to written requests which are not addressed during the meeting) shall be posted online as a clarification note as per Clause 6.1 of the General Rules Governing Tendering (version 2.1).

Meetings between economic operators and the Contracting Authority, other than that provided in this clause during the tendering period are not permitted.

- 6.2 Economic operators may register to attend a workshop that will be organised in collaboration with the Institute for Public Services (Ex-CDRT: Centre for Development, Research and Training) at San Salvatore Bastion, Sa Maison Road, Floriana FRN1610. During this workshop, economic operators will be given the opportunity to familiarise themselves with Government's e-Procurement platform.

Economic operators are to register to attend this workshop by sending an email on [etenders@gov.mt](mailto:etenders@gov.mt) with the name, surname, role within the organisation, and contact details (telephone and email address) of the nominated person.

## 7. Selection and Award Requirements

- 7.1 In order to be considered eligible for the award of the contract, bidders must provide evidence that they meet or exceed certain minimum criteria described hereunder.

### (A) Eligibility Criteria

- (i) No Bid Bond is required. <sup>(Note 1)</sup>
- (ii) Declare agreement, conformity and compliance with the General Rules Governing Tendering (included as part of the Bidder's Declaration). <sup>(Note 3)</sup>
- (iii) Declare agreement, conformity and compliance with the provisions of the Bidder's Declaration. <sup>(Note 3)</sup>
- (iv) Declare agreement, conformity and compliance with the provisions of the Statement on Conditions of Employment. <sup>(Note 2)</sup>
- (v) Data on Joint Venture/Consortium (if applicable) <sup>(Note 2)</sup>
- (vi) Power of Attorney (if applicable) <sup>(Note 2)</sup>

### (B) Exclusion (including Blacklisting) and Selection Criteria - information to be submitted through the tender response format (available from [www.etenders.gov.mt](http://www.etenders.gov.mt)). <sup>(Note 2)</sup>

- (i) Declaration concerning exclusion grounds - Blacklisting and Exclusion Form

### (C) Technical Specifications

- (i) Bidder's Technical Offer in response to specifications that the bidder will comply with all terms and conditions of the quotation <sup>(Note 3)</sup>

### (D) Financial Offer

- (i) A filled-in Financial Bid Form <sup>(Note 3)</sup>

**Notes to Clause 7.1:**

1. *Not applicable for departmental quotations.*
2. *Quotations will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five working days from notification. Rectification is free of charge.*
3. *No rectification shall be allowed. Only clarifications on the submitted information may be requested.*

## **8. Criteria for Award**

- 8.1 The sole award criterion will be the price. The contract will be awarded to the cheapest priced quotation satisfying the administrative and technical criteria.

## **9. Submission of Quotation**

The quotation must comprise the following duly completed documents, inserted in a single, sealed envelope:

- (i) Statement on Conditions of Employment
- (ii) Blacklisting and Exclusion Form
- (iii) Bidders' Details
- (iv) Bidder's Declaration
- (v) Technical Offer
- (vi) Financial Offer

All quotations must be received by date and time indicated in the timetable at Clause 2 and deposited in the tender box.

All packages must bear only:

- (i) the reference of the invitation to quotation concerned;
- (ii) the name of the bidder.

The quotations must be submitted in English and deposited in the tender box **before** the deadline. Late submissions will not be accepted. They must be submitted:

EITHER by recorded delivery (courier service) or hand delivered to:

**Procurement Unit  
Corporate Services Directorate  
Ministry for Gozo  
St. Francis Square  
Victoria, Gozo**

Quotations submitted by any other means will not be considered.

No liability can be accepted for late delivery of quotations. Late quotations will be rejected and will not be evaluated.

Bidders may alter or withdraw their quotations by written notification prior to the above deadline. No quotation may be altered after the deadline for submission.

Any notification of alteration or withdrawal must be prepared, sealed, marked and submitted in the same manner as the quotation submission explained above, and the envelope must also be marked with "alteration" or "withdrawal".

Quotations will be opened in a public session on the date and time indicated in the timetable at Clause 2 at the Procurement Unit, Ministry for Gozo, St. Francis Square, Victoria, Gozo. A 'Summary of Quotations Received' will be drawn up and affixed on the Contracts notice board at the Ministry for Gozo and shall also be available to view on the Ministry's website, <http://mgoz.gov.mt/en/Pages/Procurement/Notice%20Board/Notice-Board.aspx>

Reductions or alterations to quotation prices made by bidders after submission will not be taken into consideration during the analysis and evaluation of the quotations.

The Contracting Authority reserves the right to accept or reject any quotation and/or to cancel the whole quotation procedure and reject all quotations. The Contracting Authority reserves the right to initiate a new invitation to quote.

In the event of a quotation procedure's cancellation, bidders will be notified by the Contracting Authority.

In no circumstance will the Contracting 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 Contracting Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Contracting Authority to implement the programme or project announced.

## ***10. Data Protection and Freedom of Information***

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 Contracting 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 tenderer 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. Tenderers are to ensure that these principles are manifest in the organigram of the company where the principles aforementioned, including the selection criteria for access to all jobs or posts, at all levels of the occupation hierarchy are amply proven. In this document words importing one gender shall also include the other gender.

## SECTION 2 - EXTRACTS FROM THE PUBLIC PROCUREMENT REGULATIONS

### *Part IX of the Public Procurement Regulations*

#### Appeals from decisions taken after the closing date for the submissions of an offer

**270.** Where the estimated value of the public contract meets or exceeds five thousand euro (€5,000) any tenderer or candidate concerned, or any person, having or having had an interest or who has been harmed or risks being harmed by an alleged infringement or by any decision taken including a proposed award in obtaining a contract, a rejection of a tender or a cancellation of a call for tender after the lapse of the publication period, may file an appeal by means of an objection before the Public Contracts Review Board, which shall contain in a very clear manner the reasons for their complaints.

**271.** The objection shall be filed within ten (10) calendar days following the date on which the contracting authority or the authority responsible for the tendering process has by fax or other electronic means sent its proposed award decision or the rejection of a tender or the cancellation of the call for tenders after the lapse of the publication period.

**272.** The communication to each tenderer or candidate concerned of the proposed award or of the cancellation of the call for tenders shall be accompanied by a summary of the relevant reasons relating to the rejection of the tender as set out in regulation 242 or the reasons why the call for tenders is being cancelled after the lapse of the publication period, and by a precise statement of the exact standstill period.

**273.** The objection shall only be valid if accompanied by a deposit equivalent to 0.50 per cent of the estimated value set by the contracting authority of the whole tender or if the tender is divided into lots according to the estimated value of the tender set by the contracting authority for each lot submitted by the tenderer, provided that in no case shall the deposit be less than four hundred euro (€400) or more than fifty thousand euro (€50,000) which may be refunded as the Public Contracts Review Board may decide in its decision.

**274.** The Secretary of the Public Contracts Review Board shall immediately notify the Director, the Ministerial Procurement Unit and, or the contracting authority, as the case may be, that an objection had been filed with his authority thereby immediately suspending the award procedure.

**275.** The Department of Contracts, the Ministerial Procurement Unit or the contracting authority involved, as the case may be, shall be precluded from concluding the contract during the period of ten (10) calendar days allowed for the submission of appeals. The award process shall be completely suspended if an appeal is eventually submitted.

**276.** The procedure to be followed in submitting and determining appeals as well as the conditions under which such appeals may be filed shall be the following:

(a) any decision by the General Contracts Committee, the Ministerial Procurement Unit or the Special Contracts Committee or by the contracting authority, shall be made public by affixing it to the notice-board of the Department of Contracts, the Ministerial Procurement Unit or of the office of the contracting authority, as the case may be, or by uploading it on government's e-procurement platform prior to the award of the contract if the call for tenders is administered by the Department of Contracts;

(b) the appeal of the complainant shall also be affixed to the notice-board of the Public Contracts Review Board and shall be communicated by fax or by other electronic means to all participating tenderers;

(c) the contracting authority and any interested party may, within ten (10) calendar days from the day on which the appeal is affixed to the notice board of the Review Board and uploaded where

applicable on the government's e-procurement platform, file a written reply to the appeal. These replies shall also be affixed to the notice board of the Review Board and where applicable they shall also be uploaded on the government's eProcurement platform;

(d) the authority responsible for the tendering process shall within ten (10) days forward to the chairman of the Public Contracts Review Board all documentation pertaining to the call for tenders in question including files and tenders submitted;

(e) the secretary of the Review Board shall inform all the participants of the call for tenders, the Department of Contracts, the Ministerial Procurement Unit and the contracting authority of the date or dates, as the case may be, when the appeal will be heard;

(f) when the oral hearing is concluded, the Public Contracts Review Board, if it does not deliver the decision on the same day, shall reserve decision for the earliest possible date to be fixed for the purpose, but not later than six (6) weeks from the day of the oral hearing:

Provided that for serious and justified reasons expressed in writing by means of an order notified to all the parties, the Public Contracts Review Board may postpone the judgment for a later period;

(g) the secretary of the Review Board shall keep a record of the grounds of each adjournment and of everything done in each sitting;

(h) after evaluating all the evidence and after considering all submissions put forward by the parties, the Public Contracts Review Board shall decide whether to accede or reject the appeal or even cancel the call if it appears to it that this is best in the circumstances of the case.



## SECTION 3 - SPECIAL CONDITIONS

These conditions amplify and supplement, if necessary, the General Conditions governing the contract. Unless the Special Conditions provide otherwise, those General Conditions remain fully applicable. The numbering of the Articles of the Special Conditions is not consecutive but follows the numbering of the Articles of the General Conditions. Other Special Conditions should be indicated afterwards.

### **Article 2: Notices and Written Communications**

- 2.2 EcoGozo Regional Development Directorate  
Ministry for Gozo  
St. Francis Square  
Victoria, Gozo

### **Article 5: Supply of Information**

- 5.1 As per General Conditions.

### **Article 6: Assistance with Local Regulations**

- 6.1 As per General Conditions.

### **Article 7: Obligations of the Contractor**

- 7.8 Further to the General Conditions no performance guarantee is required if the value of the contract does not exceed €10,000 excluding VAT.

### **Article 13: Medical, Insurance and Security Arrangements**

- 13.3 As per General Conditions.

### **Article 15: Scope of the Services**

- 15.1 The scope of the services is defined in Section 4 (Terms of Reference)

### **Article 16: Personnel and Equipment**

- 16.3 As per General Conditions.

### **Article 18: Execution of the Contract**

- 18.1 The duration and execution of the contract are defined in Section 4 (Terms of Reference).

### **Article 19: Delays in Execution**

- 19.2 The Directorate reserves the right to cancel/reject any order awarded and not honoured within the delivery date indicated by contractor.

If the successful Contractor fails to abide by all or any of the conditions or, the standard of service provided is not to the full satisfaction of the Organisers, the latter reserves not to issue payment for the said services. Moreover the defaulting Contractor may incur a penalty of 10% of contract value. (Contract value would be the amount awarded to adjudicated bidder upon

adjudication of quotation). Said penalty will be payable to the Customer Services Directorate, Ministry for Gozo

**Article 20: Amendment of the Contract**

20.2 As per General Conditions.

**Article 24: Interim and Final Progress Reports**

24.1 Not applicable.

**Article 26: Payments and Interest on Late Payment**

26.1 This is fee based contract.

The Contractor shall issue an Invoice for services rendered according to the price submitted on the Financial bid form. No additional requests for payment will be entertained by the Contracting Authority. Payments will be processed following checking and certification of invoice by the Contracting Authority.

**Article 27: Pre-Financing Guarantee**

27.2 Not applicable.

## SECTION 4 - TECHNICAL SPECIFICATIONS (Note 3)

Applications must be fully legible and contractor must provide a public address system as per the following specifications:

Duration : 21-23 November 2017

The Contractor is to provide the public address system and operate the system on the following dates and times.

|                                |                                                                                                                                                                                                                       |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21 <sup>st</sup> November 2017 | <b>Setting up of Equipment</b> - The public address system has to be completed and tested by not later than noon of Tuesday 21 <sup>st</sup> November 2017. Operator will meet the performers from at 2.00pm – 4.00pm |
| 22nd November 2017             | Rehearsals start at 9.00am till 1.00pm and from 2.00pm till 3.00pm.                                                                                                                                                   |
| 23rd November 2017             | Performances at 9.30am and 11.30am<br>Dismantling after 1.00pm.                                                                                                                                                       |

### Equipment needed:

| ITEM | DESCRIPTION                                                               | QUANTITY |
|------|---------------------------------------------------------------------------|----------|
| 1    | 2-way PA system of at least 1000watts complete with amplifiers and stands | 1        |
| 2    | 6 channel analogue mixing desk                                            | 1        |
| 3    | Effects units or similar                                                  | 1        |
| 4    | Microphone with stand                                                     | 1        |
| 5    | DI box                                                                    | 1        |
| 6    | CD player                                                                 | 1        |
| 7    | Cabelling                                                                 |          |
| 8    | Full functioning set-up                                                   |          |

## **Other Conditions**

1. The Contractor undertakes to pay for all expenses in respect of transportation, erection and dismantling of the system and all equipment required for the smooth running of the event. Speaker stands (not less than 2 mtrs high) form part of the required equipment. Floor wiring in public areas must be adequately covered by floor cable ramps.
2. The contractor is responsible for any damage caused to his equipment, including damages caused to third parties. Insurance of all equipment against all risks, and third parties is the sole responsibility of the contractor.
3. If such activities are completely cancelled, the organizers will pay not more than 20% of the sum quoted, or pro-rata per hour if one or more activity/ies, is/are cancelled.
4. It is the sole responsibility of the contractor to obtain any necessary working permit and/or any other operating documents to deliver the task requested in this notice.
5. If the successful Contractor fails to abide by all or any of the conditions or, the standard of service provided is not to the full satisfaction of the Organisers, the latter reserves not to issue payment for the said services. Moreover the defaulting Contractor may incur a penalty of 10% of contract value. (Contract value would be the amount awarded to adjudicated bidder upon adjudication of quotation). Said penalty will be payable to the Customer Services Directorate, Ministry for Gozo.
6. The Contractor is to take all the necessary precautions to prevent malfunctions to the operation of system during the actual event. If any malfunctions are to occur during this time, the company is to be held responsible and needs to rectify in the shortest time any malfunctions to the system.
7. The Contracting Authority reserves the right to accept or reject any quotation and/or to cancel the whole quotation procedure and reject all quotations. The Contracting Authority reserves the right to initiate a new invitation to quote.

8. The Contractor must be covered by a valid Public Liability Insurance certificate covering the maximum liabilities, namely of 2.5million euro coverage, of which they must produce a copy a valid Public Liability Insurance Certificate or a declaration (covering letter from an Insurance Company, agent or broker) that a Public Liability Insurance Certificate covering the maximum liabilities shall be furnished upon signing of the contract
9. The awarded Contractor will be asked to sign a written contract with the organisers safeguarding all the above requirements and conditions.

## Tenderer's Technical Offer <sup>(Note 3)</sup>

### Declaration:

I / We declare that as part of our technical offer, I/we confirm that the provision of a sound system and operator will be carried out in accordance with the Technical Specifications (Section 4), and as detailed in the Financial Offer.

Name of Tenderer / Company: .....

Signature:.....

Date:.....

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

## FINANCIAL BID

Quotation Title: Quotation for the Provision of a Sound System and Operator for Żigu Żajg 2017 Activity in Gozo

Reference Number: **MGOZ Q 136/2017**

N.B -Three decimal points do not exist as currency; therefore such offers cannot be accepted. Offers are to be submitted up to two decimal points.

| Item No                                                                                                                          | Description                                                               | Quantity* | Cost per unit including Taxes/Charges, other Duties & Discounts <u>but</u> Exclusive of VAT (Delivered Duty Paid - DDP) | Total Cost including Taxes/Charges, other Duties & Discounts <u>but</u> Exclusive of VAT (Delivered Duty Paid - DDP) |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                  |                                                                           |           | €                                                                                                                       | €                                                                                                                    |
| 1                                                                                                                                | 2-way PA system of at least 1000watts complete with amplifiers and stands | 1         |                                                                                                                         |                                                                                                                      |
| 2                                                                                                                                | 6 channel analogue mixing desk                                            | 1         |                                                                                                                         |                                                                                                                      |
| 3                                                                                                                                | Effects Units or similar                                                  | 1         |                                                                                                                         |                                                                                                                      |
| 4                                                                                                                                | Microphone with stand                                                     | 1         |                                                                                                                         |                                                                                                                      |
| 5                                                                                                                                | DI box                                                                    | 1         |                                                                                                                         |                                                                                                                      |
| 6                                                                                                                                | CD player                                                                 | 1         |                                                                                                                         |                                                                                                                      |
| 7                                                                                                                                | Cabelling                                                                 |           |                                                                                                                         |                                                                                                                      |
| 8                                                                                                                                | Full functioning set-up                                                   |           |                                                                                                                         |                                                                                                                      |
| <b>GRAND TOTAL INCLUDING TAXES/CHARGES, OTHER DUTIES &amp; DISCOUNTS <u>BUT</u> EXCLUSIVE OF VAT (DELIVERED DUTY PAID - DDP)</b> |                                                                           |           |                                                                                                                         |                                                                                                                      |

\*Quantities are only indicative and the directorate reserves the right to vary the quantities to be ordered according to its exigencies.

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

Date: \_\_\_\_\_

Name: \_\_\_\_\_

ID: \_\_\_\_\_

## BIDDER DETAILS

(A separate, distinct Bidder Details Form must be submitted for EACH OPTION - if applicable - submitted)

|                                    |  |
|------------------------------------|--|
| Company's Name:                    |  |
| Contact Person's Name and Surname: |  |
| Business Address:                  |  |
| VAT Registration Number            |  |
| Telephone Number:                  |  |
| Mobile Number:                     |  |
| E-mail address:                    |  |

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

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**ID:** \_\_\_\_\_



## BIDDER'S DECLARATION(S)

To be completed and signed by the bidder (including each partner in a consortium).

In response to your letter of invitation to quotation for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined, and accept in full and in its entirety, the content of this quotation document (including subsequent Clarifications Notes issued by the Contracting Authority) for invitation to quotation No MGOZ Q 136/2017 of 24/10/2017. We hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration or deviation shall lead to our quotation offer not being considered any further. We also declare agreement, conformity and compliance with the General Rules Governing Tendering.
- 2 We offer to provide, in accordance with the terms of the quotation document and the conditions and time limits laid down, without reserve or restriction, the supplies, as per description on the Financial Bid
- 3 The total price of our quotation (inclusive of duties, other taxes and any discounts but excluding VAT) is:  
  
€: .....
- 4 This quotation is valid for a period of 90 days from the final date for submission of tenders.
- 5 We are making this application in our own right and [as partner in the consortium led by < name of the leader / ourselves > ] for this quotation. We confirm that we are not quoting for the same contract in any other form. [We confirm, as a partner in the consortium, that all partners are jointly and severally liable by law for the performance of the contract, that the lead partner is authorised to bind, and receive instructions for and on behalf of, each member, and that all partners in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract's performance]. We are fully aware that, in the case of a consortium, the composition of the consortium cannot be modified in the course of the quotation procedure.
- 6 We are not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy. We also declare that we have not been convicted criminally, or found guilty of professional misconduct. Furthermore, we are up-to-date in the payment of social security contributions and other taxes.
- 7 We accept that we shall be excluded from participation in the award of this quotation if compliance certificates in respect of declarations made under Clause 7 of this declaration are not submitted by the indicated dates.
- 8 We agree to abide by the ethics clauses of the instructions to bidders and, in particular, have no potential conflict of interests or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application. We have no interest of any nature whatsoever in any other quotation in this procedure. We recognise that our quotation may be excluded if we propose key experts who have been involved in preparing this project or engage such personnel as advisers in the preparation of our quotation.
- 9 We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any false, inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Government of Malta and the European Communities.

10 Our quotation submission has been made in conformity with the Instructions to Bidders, and in this respect we confirm having included in the appropriate packages as required, the following documentation:

- (a) **General Information** <sup>(Note 2)</sup>
  - (i) Statement on Conditions of Employment
- (b) **Exclusion (including Blacklisting) and Selection Criteria** <sup>(Note 2)</sup>
  - (i) Declaration concerning exclusion grounds - Blacklisting and Exclusion Form
- (c) **Evaluation Criteria/Technical Specifications** <sup>(Note 3)</sup>

Tenderer's Technical Offer <sup>(Note 3)</sup>
- (d) **Financial Offer and Bidder's Details** <sup>(Note 3)</sup>

**Notes:**

1. *Not applicable for departmental quotations.*
2. *Quotations will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five working days from notification. Rectification is free of charge.*
3. *No rectification shall be allowed. Only clarifications on the submitted information may be requested.*

11 I acknowledge that the Contracting Authority shall request rectifications in respect of incomplete/non-submitted information pertinent to the documentation listed in Clause 10(a) of this Quotation Form. We understand that such rectification/s must be submitted within five (5) working days, and that failure to comply shall result in our offer not being considered any further.

12 We note that the Contracting Authority is not bound to proceed with this invitation for quotations and that it reserves the right to cancel or award only part of the contract. It will incur no liability towards us should it do so.

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

I.D. / Passport Number: \_\_\_\_\_

Signature of bidder: \_\_\_\_\_

Duly authorised to sign this quotation on behalf of: \_\_\_\_\_

Company/Lead Partner VAT No: \_\_\_\_\_  
*(if applicable)*

Stamp of the firm/company: \_\_\_\_\_

Place and date: \_\_\_\_\_

## Statement on Conditions of Employment

**Tenderers are to ensure that self-employed personnel are not engaged on this contract.  
Non-compliance will invalidate the contract.**

It is hereby declared that all employees engaged on this contract shall enjoy working conditions such as wages, salaries, vacation and sick leave, maternity and parental leave as provided for in the relative Employment Legislation. Furthermore, we shall comply with Chapter 424 of the Laws of Malta (Occupational Health and Safety Authority Act) as well as any other national legislation, regulations, standards and/or codes of practice or any amendment thereto in effect during the execution of the contract.

In the event that it is proved otherwise during the execution of the contract it is hereby being consented that the contract is terminated with immediate effect and that no claim for damages or compensation be raised by us.

Signature: .....

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

Date: .....

**Data on Joint Venture/Consortium (Where applicable)**

|   |                                                                                                                                            |                                                                                |
|---|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 1 | Name                                                                                                                                       | .....                                                                          |
| 2 | Managing Board's Contact Details                                                                                                           | Address: .....<br>.....<br><br>Telephone: ..... Fax: .....<br><br>Email: ..... |
| 3 | Agency in the state of the Contracting Authority, if any<br><i>(in the case of a Joint Venture/Consortium with a foreign lead partner)</i> | Address: .....<br>.....<br><br>Telephone: ..... Fax: .....<br><br>Email: ..... |
| 4 | Names of Partners                                                                                                                          | (i) .....<br><br>(ii) .....<br><br>(iii) .....<br><br>(iv) .....               |
| 5 | Name of Lead Partner                                                                                                                       | .....                                                                          |
| 6 | Agreement governing the formation of the Joint Venture/Consortium<br><i>(Enclose Joint Venture/ Consortium Agreement)</i>                  |                                                                                |
|   | Place of Signature:<br>.....                                                                                                               | Date of Signature:<br>.....                                                    |

Signature: .....

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

Date: .....

## POWER OF ATTORNEY

Please attach here the Power of Attorney empowering the signatory of the tender and all related documentation as per clause 2.3 of the General Rules Governing Tendering (version 2.0) and clause 7(A)(v) of Section 1 - Instructions to Tenderer.

**Signature:** .....  
*(the person or persons authorised to sign on behalf of the tenderer)*

**Date:** .....

**BLACKLISTING AND EXCLUSION FORM  
DECLARATION CONCERNING EXCLUSION GROUNDS**

I hereby declare that I do not fall under any of the grounds listed under Part VI of LN352/2016.

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Signature

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Name of Company