



REFERENCE NUMBER: MGOZ Q 159/2017

Quotation for the Provision of Transportation Services for Elderly Persons to attend Christmas Activity in Marsalforn, Gozo

Date Published: Friday, 10th of November 2017

Quotation Opening: Friday, 24th of 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

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

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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 transportation of Elderly persons from villages in Gozo to the Crystal Palace in Marsalforn, Gozo, on Monday 4<sup>th</sup> and Wednesday 6<sup>th</sup> of December 2017.
- 1.3 The place of acceptance of this service shall be as indicated by the Customer Services Directorate, the time-limits for the Transportation service shall be **as and when** requested by the Contracting Authority and according to the schedule of trips shown in the Terms of Reference of this dossier, to be rendered on the 4<sup>th</sup> and 6<sup>th</sup> of December 2017, and the INCOTERM<sup>2000</sup> applicable shall be **Delivery (Duty Paid)**.
- 1.4 This is a global price service contract.
- 1.5 This call for quotations is being issued under an open procedure.
- 1.6 The contracting Authority for this call is the Customer Services Directorate.

## 2. Timetable

|                                                                                                                                                         | DATE                           | TIME* |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------|
| Clarification Meeting/Site Visit<br>(Refer to Clause 6.1)                                                                                               | N/A                            | N/A   |
| Deadline for request for any additional information from the Contracting Authority<br>Clarifications to be sent via email on<br>procurement.mgoz@gov.mt | 16 <sup>th</sup> November 2017 | Noon  |
| Last date on which additional information are issued by the Contracting Authority                                                                       | 20 <sup>th</sup> November 2017 | Noon  |
| Deadline for submission of quotations<br>(unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering)                   | 24 <sup>th</sup> November 2017 | 10:00 |

\* All times Central European Time (CET)

## 3. Lots

- 3.1 This quotation is not divided into lots, and offers must be for the whole of quantities indicated. Bidders 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. Clarification Meeting/Site Visit**

- 6.1 No clarification meeting/site visit is planned.

## **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)- information to be submitted as per attached form. (Note 2)**

*(i) Declaration concerning exclusion grounds*

*(ii) Declaration concerning Selection Criteria*

- a) The economic operator shall hold a License to operate and carry passengers issued by Transport Malta (or an equivalent competent authority). This information shall be included in the Selection Criteria Declaration Form in Question Reference number 2 under the Suitability Section <sup>(Note 2)</sup>

### **(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. (Note 3)
- (ii) **Literature** as per Form marked 'Literature List' may be requested during the adjudication stage to supplement the technical offer submitted. If requested, the Literature must be submitted within 3 working days of being notified to do so. <sup>(Note 3)</sup> If Literature is not submitted within the specified timeframe, offer will not be considered further.

***Tenderers are NOT requested to supply Literature and Samples at Publication Stage. Should the Tender Evaluation Committee deem that Literature and/or Samples are required to supplement the technical offer already submitted, such a request will be sought from the Tenderer during the Adjudication Stage.***

***Should the tenderer submit Literature and Samples at Publication Stage, such items/information shall NOT be taken into consideration***

### **(D) Financial Offer**

- (i) A financial offer calculated on a basis of **Delivered Duty Paid (DDP)<sup>2000</sup>** for the services tendered. <sup>(Note 3)</sup>
- (ii) A filled-in Financial Bid Form <sup>(Note 3)</sup>

#### **Notes to Clause 7.1:**

1. *Not Applicable for departmental tenders.*
2. *Bidders 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 will be 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) Bidders' Details
- (iii) Bidder's Declaration
- (iv) Technical Offer
- (v) Selection Criteria Declaration Form
- (vi) Declaration concerning Exclusion Grounds

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**

- 2.4 Elderly and Special Needs Sections  
Customer Services 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 Further to the provisions of the General Conditions, the Contracted party will be responsible to pay any fines imposed by any local or juridical authority for any crimes or contraventions committed whilst providing the service

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

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 Further to the provisions of the General Conditions, the vehicles offered must be insured against the risk of damages to third parties in accordance with the Motor Vehicles insurance (Third Party risks Ordinance, Chapter 165 of the Law of Malta).

### **Article 14: Intellectual and Industrial Property Rights**

- 14.3 Not applicable.

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

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

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

Further to the provisions of the General Conditions, the vehicles used for this contract shall comply in every aspect with the Motor Transport Regulations. The Contractor must ensure to provide an alternative vehicle, with the same specifications requested in this quotation document, immediately

after any possible breakdowns or any other reason which may render the vehicle unusable during the rendering of services under this contract, and also must ensure that in by doing so the services are rendered as indicated in this call's conditions and without any interruptions. The contractor must notify the Contracting Authority's representative on site (all relative details must be provided) immediately whenever such an instance occurs.

The contractor shall be solely responsible for the safe operation of the vehicles while rendering the services instructed by the Contracting Authority, including the safety of its operators/drivers. All the vehicles that will be used under this Contract shall conform to all safety regulations and legislations in force and/or recognised standards /codes of practice. All charges for maintenance, upkeep, repairs and any requirements for the operation of the vehicles shall be borne by the contractor.

The Contracting Authority reserves the right to carry out inspections on the proposed vehicles to ensure adherence with this call's conditions.

Any operator/driver engaged by the contractor to carry out the services under this contract must be in possession of all necessary permits, qualifications and skills required to carry out such duties. Any personnel must be fully conversant with Traffic regulations and with the conditions of this contract.

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

The services indicated under this contract will be rendered on the 4<sup>th</sup> and 6<sup>th</sup> of December 2017 or on the dates indicated by the Contracting Authority following endorsement of the contract and as shown in Section 4 - Terms of Reference. The contracting authority reserves the right to cancel any order made and not completed within this stipulated timeframe.

Following award of contract, the Contracting authority also reserves the right:

- Not to place any orders for the services over the period of this agreement and the Contracting Authority would not, by doing so, be held liable to damages or other costs whatsoever.
- To cancel the contract with the successful tenderer if he/she fails to deliver the services within the agreed time scales.
- Should the ordered services not be delivered in the agreed time scales, the Contracting authority may seek the purchase of such services from other suppliers, and any extra expenses incurred, further to the contract rates, shall be borne by the Contractor.
- To cancel the contract if the services delivered fail to meet the tender specifications.

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

The Contractor shall be liable to an hourly fine of Euro twenty five (€25) for each and every Contract Default. Such fines shall be imposed, without prior warnings, for mere default and/or delay, and will be deducted from the Contractor's account. Penalties will be exercised in the event of any failure to satisfactorily provide the requested services as stipulated in this Contract within any timeframes agreed in writing with the Contracting Authority, or in the event that the service is seriously found to be lacking in quantity, quality or efficiency and the Contractor fails to remedy such failure within the period stated in the Default Notice served upon him/her in writing. Moreover, the Contracting Authority reserves the right to engage other Contractors and any extra expenses incurred, further to the contract rates, shall be borne by the Contractor.

## **Article 20: Modification of the Contract**

Further to the General Conditions, the Contracting Authority reserves the right to vary the quantities specified and would not by doing so, be held liable for any damages. The unit prices used in the tender shall be applicable to the quantities procured under the modification.

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

Not applicable

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

26.1 This is global price 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 30: Revision of Prices**

As per General Conditions.

## **Article 39: Further Additional Clauses**

The quantities shown on the Financial Bid are only indicative and where necessary may be exceeded. Moreover, the Government reserves the right not to order the whole quantity shown and would not by doing so be held liable to any damages or other costs whatsoever.

## **SECTION 4 - TERMS OF REFERENCE** (Note 3)

### **1. Scope of Contract**

The Service being requested in this document will be provided on the 4<sup>th</sup> and 6<sup>th</sup> of December 2017. The Contractor will be required to provide the necessary vehicle/s with an operator/driver for the duration of the service as per the schedule of trips indicated in these Terms of Reference. The frequency and duration of these services may be modified prior or after the commencement of services according to the Contracting Authority's exigencies during the period indicated in the above.

### **2. Contractor's Obligations**

Bidders may be requested at evaluation stage to submit full descriptive literature, including technical specification, of the vehicles being proposed and made available for services under this contract. The bidders may also be requested to submit any certificates or licenses required by the Evaluation committee as per form marked Literature List.

The contractor shall hold a License to operate and carry passengers issued by Transport Malta (or an equivalent competent authority).

The contractor shall be held responsible for seeing that the vehicle and driver comply in all respects with the Police regulations.

The vehicles offered must be covered by an insurance certificate against risk of damages to third parties in accordance with the Motor Vehicles Insurance (Third Party Risks' Ordinance, chapter 165 of the laws of Malta). The contracting authority may request the submission of this certificate at evaluation stage.

It shall not be lawful for the contractor to transfer or assign directly or indirectly, the present contract or any part, share or interest in it, or any amount due by the Contracting Authority, to any person whomsoever.

Any operators/drivers engaged by the contractor to carry out the services under this contract must be in possession of all necessary permits, qualifications and skills required to carry out such duties. The operator will be solely responsible for the vehicle and must ensure that the same vehicle is always adequately provided with fuel and any other material which may be essential to keep it running efficiently when performing the requested services. Any fuel or material costs related to the vehicle will be borne by the contractor. The rates submitted in the Financial Offer form will include all costs related to this contract and the Contracting Authority will not accept any additional requests for payment. The operators/drivers must be fully conversant with Traffic regulations as well as with the conditions of the contract and it is expected that they are courteous at all times.

Rates quoted by the contractor will be as a global price for all trips as indicated in the schedule of trips hereunder, and should be inclusive of transport, duration, operator and any other charges (but exclusive of VAT). Bidders shall factor this and other such or similar Contract conditions in their submissions. The Contracting Authority reserves the right to increase or decrease the quantities specified according to its exigencies, and would not by doing so, be held liable for any damages.

### **3. Vehicles**

The vehicles used for this contract shall comply in every respect with the Motor Transport Regulations and must be covered by all relevant licenses and permits. The contractor shall be held responsible for seeing that the vehicles and drivers comply in all respects with the Police regulations. These vehicles shall be compliant with all Maltese and European standards in effect during the contract period, and should be in a good working condition and state of repair. The emission standards of the vehicles must be compliant to the standards on registration date.

The contractor shall be in possession of certification of insurance, in respect of each vehicles, in accordance with the Motor Vehicles Insurance (Third Party Risks' Ordinance, chapter 165 of the laws of Malta).

The Vehicles should have a sticker affixed at the back left side door window which indicates the following information:

- vehicle registration number;
- registered owner;
- operator’s licence number;
- passenger capacity;
- an official contact telephone number to be used in cases of emergency.

Every minibus should be equipped with the following:

- fire extinguisher/s;
- security/warning triangle;
- security hammer;
- first aid kit.

The vehicles used for this service shall have a minimum accommodation capacity as follows;

- Bus - for at least 45 seated adult passengers and be equipped with air condition. The air condition must be switched on and off as requested by the elderly persons being transported to and from the designated locations. The vehicle should have a low step.

It shall not be lawful for the contractor to allow the vehicles to be boarded by any persons during the performance of the contract trips without the permission of the person representing the Contracting Authority.

**Bidders must submit, if and when requested at evaluation stage, details of ownership, licenses and permits for the vehicles being proposed under the terms of this contract. The license registration number and seating capacity of the vehicles will be submitted with the bidder’s offer in the Technical offer form.**

**Since the Contract’s services are required in a timely manner without any delays and/or interruptions, Bidders must ensure that they can cope with any contingency, including mechanical and/or other faults, whatever the nature or circumstances, and, therefore, have readily available means, other vehicles, in order to continue providing ongoing services without interruptions.**

In the event of a vehicle breakdown during the rendering of these services the contractor is expected to provide an alternative vehicle, compliant with the specifications outlined in this document with immediate effect. Failure to comply as indicated will result in penalties being imposed by the Contracting Authority as indicated at the Special Conditions of this document.

Prior to any Contract award, the Contracting Authority reserves the right to confirm any tenderer’s claims and submissions regarding the provision of vehicles, contingency arrangements.

#### **4. Schedule of Trips (Monday 4<sup>th</sup> of December and Wednesday 6<sup>th</sup> December 2017)**

##### **BUS SCHEDULE**

Routes per day, must cover all the areas listed hereunder;

to depart at **08:15 hrs** - to be at Crystal Palace by **08.50hrs**

Departure from Crystal Palace at **11:50 hrs**

##### **Monday 4<sup>th</sup> December, 2017**

|   |                        |                                                      |
|---|------------------------|------------------------------------------------------|
| 1 | Victoria;              | Kapuccini                                            |
|   |                        | Pjazza Sant’Wistin                                   |
|   |                        | Pjazza San Frangisk                                  |
|   |                        | Triq Papa Gwanni Pawlu II                            |
|   |                        | Tac-Cawla (near chapel <i>tar-Raghaj it-Tajjeb</i> ) |
|   |                        | Manresa (near Chapel <i>ta’ San Kalcidonju</i> )     |
| 2 | Sannat & Ta’ Cenc area |                                                      |

|   |                                |
|---|--------------------------------|
| 3 | Munxar                         |
| 4 | Xlendi                         |
| 5 | Fontana                        |
| 6 | Xaghra & near Nazzarenu church |
| 7 | Ghajnsielem                    |

**Wednesday 6<sup>th</sup> December, 2017**

|   |                             |
|---|-----------------------------|
| 1 | Kercem & Santa Lucija       |
| 2 | Zebbug                      |
| 3 | Ghasri & Triq ta' Ghammar   |
| 4 | Gharb & Santu Pietru square |
| 5 | San Lawrenz                 |
| 6 | Xewkija                     |
| 7 | Qala                        |
| 8 | Nadur                       |

**The exact point of mustering within each village listed in tables above will be communicated to the awarded contractor following official order or endorsement of the contract.**

The buses shall leave the indicated points at 8.15 am ensuring that they arrive at the Crystal Palace in Marsalforn at 8.50 am. The vehicles shall be near the mentioned venue for the return journey not later than 11.50 am. The trips will include return to departure point as indicated.

The contractor shall provide the necessary transport: vehicles with driver and shall transport persons and other personnel in accordance with the aforementioned schedules.

The vehicle shall run strictly according to the routes and schedules which the Contracting Authority has provided. It shall be within the right of the Contracting Authority to alter the time/place of mustering and/or route/s. In such cases, revised routes and schedules will be provided for the contractor's information and guidance.

Any additions or deletions to the existing routes and/or schedules in this contract must be met, if the necessity arises. The Contracting Authority reserves the right to increase or decrease the quantities specified according to its exigencies, and would not by doing so, be held liable for any damages. In any such instances the same rates awarded and service conditions will be retained.

**Execution of Contract and Quality of Service**

The contractor is required to perform the Services, as envisaged in this contract document, at all times in accordance with the highest standard of efficiency, courtesy and cleanliness; and in conformity with any relevant national legislation, standards and codes of practice. In particular, the contractor shall avoid causing any nuisance to staff, and public by excessive and unnecessary noise, emissions and littering, amongst others.

All vehicles used for this service shall conform to any existent regulations or local Legislation and shall be properly maintained and in good working condition. Each vehicle shall be equipped with all necessary accessories or tools which are commonly used during related services. The Contracting Authority's reserves the right to discharge the contractor from the site without any prior notice if in the opinion of the officer in charge on site, the vehicle/s is not in good working condition.

The contractor will be responsible to inform the Contracting Authority with regards to instances where special permits will be required to perform the services requested prior to the commencement of the services. However, any such permits will be acquired exclusively by the Contracting Authority.

Any maintenance, work and repairs on the machinery are to be made by the contractor at his expense. The contractor is solely responsible for all matters concerning the operation of the machinery and to ensure the presence of his operators/drivers throughout the period when the services are being rendered.

The contractor may be compelled to remove and replace immediately any employee who in the opinion of the Contracting Authority may not be competent to perform the tasks assigned properly or whose behavior in terms of the instructions issued by the Contracting Authority is considered as unacceptable.

Unless otherwise agreed with the Contracting Authority, or verbally or otherwise instructed, the Contractor may not remove any vehicle used to render these services from the site without the consent of the Contracting Authority. In the event, the Contractor shall forfeit the right to any payment for such particular services, and the Contracting Authority reserves the right to impose penalty clauses without prior warnings.

The Contracting Authority reserves the right to request other suppliers to provide a vehicle without prior warnings, at the contractor's expense, if the contractor fails to render the services requested according to the Conditions of this Document. In this event, the Contracting Authority would not be held liable for any damages or other costs whatsoever and any additional costs would be borne by the contractor. Any additional expenses that may be incurred by the Contracting Authority in such an event will be borne by the Contractor and may be deducted from any amounts due to him by the Contracting Authority.

The contractor will be bound to provide the vehicles on the dates indicated in this document and provide the services as indicated in these Terms of Reference and the Schedule of Trips section. Failure to do so will result in penalties as specified at Article 19 of the Special Conditions of this Dossier.

### **Complaints**

Where the contractor has been instructed verbally by the representative of the Contracting Authority to remedy any Contract compliance failure, the contractor shall remedy the failure immediately upon notification. The contractor is expected to deal with, and remedy in a prompt and efficient manner, any other complaint from any relevant authorised representative of the Contracting Authority.

### **Compliance with Legislation**

The contractor shall ensure that all operations are in compliance with the Transport Malta Regulations and any other legislation covering the operations as envisaged in this Contract Document, in effect during the Contract period.

### **Damages to Government or Third Party, and The contractor's Property**

All damages to government and third party property caused by the contractor, his representatives, or employees in the execution of works and services as envisaged by this contract document shall be borne entirely by the contractor.

During the Contract Period, the Contracting Authority shall not entertain any claims for variations, and/or reimbursement of expenditure in connection with any damages sustained whatever the cause, nature or extent, by the contractor's property, including furniture, plant and equipment.

Bidders are advised to include any potential expenditure relative to this instance and context in their final submissions.

### **Occupational Health and Safety**

The contractor is bound to provide all his employees with all the necessary personal protective equipment essential for the execution of the works and services as envisaged in this contract document. Moreover, the contractor is bound to comply with all the provisions of the National Occupational Health and Safety legislation in effect during the Contract Period. The Contracting Authority reserves the right to ask the relevant Authority to investigate the contractor in order to ascertain full compliance by the contractor.

## Literature List

List of literature to be submitted within 3 working days from when notified to do so.

| Item No. | Description                                                                                                                                                                                                                                                         | Reference in Technical Specifications |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 1.1      | Transport Malta Logbook for Vehicle/s being offered as listed in the Bidder's Details form.                                                                                                                                                                         | Section 4 - Terms of Reference        |
| 1.2      | Technical Literature of Vehicles being offered.                                                                                                                                                                                                                     | Section 4 - Terms of Reference        |
| 1.3      | Copy of insurance Certificate/s as indicated in Terms of Reference for all Vehicles being offered or an undertaking by an insurance company or insurance broker to insure the bidder as stipulated in the quotation document if the latter is awarded the contract. | Section 4 - Terms of Reference        |
| 1.4      | Copy of license for contractor to be able to operate and carry passengers issued by the competent Authority.                                                                                                                                                        | Section 4 - Terms of Reference        |





## FINANCIAL BID<sup>(Note 3)</sup>

**Quotation Title: Quotation for the provision of Transportation Services for Elderly persons to attend a Christmas Activity in Marsalforn, Gozo**

**Reference Number: MGOZ Q 159/2017**

### Financial Bid Breakdown

| LOT No. | Description                                                                                                                                                                                                                                                                                                                          | Total Price (inc return trip) including Taxes, Other Duties, & Discounts <u>but</u> Exclusive of VAT<br>Amount in EURO (€) |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| 1       | Transport of Older Persons to attend Christmas Activities, on Monday 4 <sup>th</sup> December and Wednesday 6 <sup>th</sup> December 2017, from all villages in Gozo, as outlined in the Schedule of trips, to Crystal Palace, Marsalforn and back as per the Terms of Reference and all other conditions of the Quotation document. |                                                                                                                            |

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

-VAT shall be paid in accordance with the applicable VAT Regulations. Please note that all economic operators are bound to abide with Financial regulations in Terms of VAT

The Contracting Authority reserves the right to modify or increase the routes indicated in the Schedule of trips at the same rates and conditions. Any additions or deletions to the existing routes and/or schedules in this contract must be met, if the necessity arises. The Contracting Authority reserves the right to increase or decrease the quantities specified according to its exigencies, and would not by doing so, be held liable for any damages. The Total price to be submitted will cover for all the services required under this contract.

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

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

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

ID No \_\_\_\_\_

## BIDDER DETAILS<sup>(Note 3)</sup>

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

Reference number: MGOZ Q 159/2017

Quotation for the provision of Transportation Services for Elderly persons to attend a Christmas Activity in Marsalforn, Gozo

|                                    |  |
|------------------------------------|--|
| 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) (Note 3)

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 159/2017 of 10/11/2017. 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 services, as per description on the Terms of Reference and 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 If our quotation is accepted, we undertake to provide a performance guarantee of 10% of the contract value as required by the General Conditions. (Applicable for bids and quotations with value over €10,000.)
- 6 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.
- 7 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.
- 8 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.
- 9 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.
- 10 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.

11 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)- information to be submitted as per attached form.(Note 2)**

(i) Declaration concerning exclusion grounds

(ii) Declaration concerning Selection Criteria

(c) **Evaluation Criteria/Technical Specifications** <sup>(Note 3)</sup>

Bidder's Technical Offer in response to specifications that the bidder will comply with all terms and conditions of the quotation. (Note 3)

(d) **Bidder Details Form, and Financial Offer** <sup>(Note 3)</sup>

**Notes:**

1. Not Applicable for departmental tenders.
2. Bidders 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 will be free of charge.
3. No rectification shall be allowed. Only clarifications on the submitted information may be requested.

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

13 We note that the Contracting Authority is not bound to proceed with this invitation to quotation 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: \_\_\_\_\_

## Technical Offer<sup>(Note 3)</sup>

**Note: Where in this tender document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.**

This form is to be submitted by the bidders with their offer. Bidders that fail to complete, duly sign and submit the requested information will be deemed as non compliant and will not be considered further for final adjudication. The information/technical specifications provided in the below table shall not be subject to rectifications.

### Details:

|                                                                                                           |  |
|-----------------------------------------------------------------------------------------------------------|--|
| <b>License Registration Nos. and Seating Capacity of Vehicles being offered to render these services:</b> |  |
|-----------------------------------------------------------------------------------------------------------|--|

### Declaration:

I / We declare that I/we confirm that the services will be carried out in accordance with the Terms of Reference and all Terms and Conditions of the Quotation Document, 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)*

## 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:** .....



## 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

---

Name of Company

## SELECTION CRITERIA DECLARATION FORM

| Suitability                                                                                                                                                                                                                                   | Answer                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| 1) The economic operator is enrolled in the relevant professional or trade registers kept in the Member State of its establishment:                                                                                                           | [text]                                                   |
| If the relevant documentation is available electronically, please indicate:                                                                                                                                                                   | Web address: [text]                                      |
|                                                                                                                                                                                                                                               | Issuing authority or body: [text]                        |
|                                                                                                                                                                                                                                               | Precise reference of the documentation: [text]           |
| 2) For service contracts:<br>Is it a requirement in the bidder's country of establishment to hold a particular <b>authorisation or membership</b> of a particular organisation needed in order to be able to perform the service in question: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, please specify which authorisation or membership is required:                                                                                                                                                                         | [text]                                                   |
| Please indicate whether the economic operator has the required authorisation or membership (as named above):                                                                                                                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If the relevant documentation is available electronically, please indicate:                                                                                                                                                                   | Web address: [text]                                      |
|                                                                                                                                                                                                                                               | Issuing authority or body: [text]                        |
|                                                                                                                                                                                                                                               | Precise reference of the documentation: [text]           |
| Technical and professional ability                                                                                                                                                                                                            | Answer                                                   |
| 1) Please provide details of the technicians or technical bodies the economic operator can call upon, especially those responsible for quality control in relation to this procurement exercise:                                              | [text]                                                   |
| 2) In the case of public works contracts, the economic operator will be able to call on the following technicians or technical bodies to carry out the work:                                                                                  | [text]                                                   |
| 3) Please provide details of the technical facilities and measures for ensuring quality and the study and research facilities used:                                                                                                           | [text]                                                   |
| 4) Please provide a statement of the relevant supply chain management and/or tracking systems used:                                                                                                                                           | [text]                                                   |
| 5) For complex products or services to be supplied or, exceptionally, for products or                                                                                                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |

|                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                    |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|--|
| <p><b>services which are required for a special purpose:</b> Will the economic operator allow checks by the public body or any competent official body from their country, to be conducted on the production capacities or the technical capacity of the bidder and, where necessary, on the means of study and research which are available to it and on the quality control measures?</p> |                                                                                                                                    |  |
| <p>6) The following educational and professional qualifications are held by:</p> <p>a) The service provider or the contractor itself:</p>                                                                                                                                                                                                                                                   | [text]                                                                                                                             |  |
| <p>and/or (depending on the requirements set out in the relevant procurement documents)</p> <p>b) Its managerial staff:</p>                                                                                                                                                                                                                                                                 | [text]                                                                                                                             |  |
| <p>7) Please provide details of the environmental management measures which the economic operator will be able to use when performing the contract:</p>                                                                                                                                                                                                                                     | [text]                                                                                                                             |  |
| <p>8a) Please provide details of the average annual manpower for the last three years:</p>                                                                                                                                                                                                                                                                                                  | <p>Year, average annual manpower:</p> <p>Year 1: [Year],[number],<br/>Year 2: [Year],[number],<br/>Year 3: [Year],[number].</p>    |  |
| <p>8b) Please provide details of the number of managerial staff for the last three years:</p>                                                                                                                                                                                                                                                                                               | <p>Year, number of managerial staff:</p> <p>Year 1: [Year],[number],<br/>Year 2: [Year],[number],<br/>Year 3: [Year],[number].</p> |  |
| <p>9) Please provide details of relevant tools, plant or technical equipment available to you in relation to this procurement exercise:</p>                                                                                                                                                                                                                                                 | [text]                                                                                                                             |  |
| <p>10) Please provide details of the proportion (i.e. percentage) of the contract that you intend to subcontract:</p>                                                                                                                                                                                                                                                                       | [text]                                                                                                                             |  |
| <p>11a) <b>For public supply contracts</b> the economic operator will supply the required samples, descriptions or photographs of the products to be supplied, which do not need to be accompanied by certifications of authenticity:</p>                                                                                                                                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                           |  |
| <p>11b) Where applicable, the economic operator furthermore declares that it will provide the required certificates of authenticity:</p>                                                                                                                                                                                                                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                           |  |
| <p>11c) If the relevant documentation is available electronically, please indicate:</p>                                                                                                                                                                                                                                                                                                     | Web address: [text]                                                                                                                |  |
|                                                                                                                                                                                                                                                                                                                                                                                             | Issuing authority or body: [text]                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                             | Precise reference of the documentation: [text]                                                                                     |  |
| <p>12) <b>For public supply contracts:</b> Can the economic operator provide the required certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of products clearly identified by references to the</p>                                                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                           |  |

|                                                                                                 |                                                |  |
|-------------------------------------------------------------------------------------------------|------------------------------------------------|--|
| technical specifications or standards, which are set out in the relevant procurement documents? |                                                |  |
| If not, please explain why and state which other means of proof can be provided:                | [text]                                         |  |
| If the relevant documentation is available electronically, please indicate:                     | Web address: [text]                            |  |
|                                                                                                 | Issuing authority or body: [text]              |  |
|                                                                                                 | Precise reference of the documentation: [text] |  |

| Quality Assurance Schemes and Environmental Management Standards                                                                                                                                                                     | Answer                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Will the economic operator be able to produce certificates drawn up by independent bodies attesting that the economic operator complies with the required quality assurance standards, including accessibility for disabled persons? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If not, please explain why and specify which other means of proof concerning the quality assurance scheme can be provided:                                                                                                           | [text]                                                   |
| If the relevant documentation is available electronically, please indicate:                                                                                                                                                          | Web address: [text]                                      |
|                                                                                                                                                                                                                                      | Issuing authority or body: [text]                        |
|                                                                                                                                                                                                                                      | Precise reference of the documentation: [text]           |
| Will the economic operator be able to produce certificates drawn up by independent bodies attesting that the economic operator complies with the required environmental management systems or standards?                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If not, please explain why and specify which other means of proof concerning the environmental management systems or standards can be provided:                                                                                      | [text]                                                   |
| If the relevant documentation is available electronically, please indicate:                                                                                                                                                          | Web address: [text]                                      |
|                                                                                                                                                                                                                                      | Issuing authority or body: [text]                        |
|                                                                                                                                                                                                                                      | Precise reference of the documentation: [text]           |

The undersigned formally declare that the information stated in this declaration is accurate and correct and that it has been set out in full awareness of the consequences of serious misrepresentation.

The undersigned formally declare to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where the contracting authority or contracting entity has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge. On condition that the economic operator has provided the necessary information (web address, issuing authority or body, precise reference of the documentation) allowing the contracting authority or contracting entity to do so. Where required, this must be accompanied by the relevant consent to such access.

The undersigned formally gives consent to the [NAME OF CONTRACTING AUTHORITY], in gaining access to documents supporting the information which has been provided in this declaration for the purposes of this tendering procedure.

Name: [text]

Position: [text]

Date: [date]

Place: [text]