



REFERENCE NUMBER: MGOZ Q 79/2017

**Quotation for the Supply and Delivery of Educational  
Material for the Eco Gozo and Regional Development  
Directorate within the Ministry for Gozo**

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Date Published: 4<sup>th</sup> July, 2017

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Quotation Opening: 18<sup>th</sup> July, 2017 At 10:00am CEST

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Participation is free of charge

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**IMPORTANT**

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

**Ministry for Gozo**

Corporate Services Directorate, St. Francis Square, Victoria, Gozo VCT 1335  
Tel: 22100222 Email: [procurement.mgoz@gov.mt](mailto:procurement.mgoz@gov.mt)

# Quotation for the Supply and Delivery of Educational Material for the Eco Gozo and Regional Development Directorate within the Ministry for Gozo

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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 the supply and delivery of Educational Material for the Eco Gozo and Regional Development Directorate within the Ministry for Gozo.
- 1.3 The place of acceptance of the supplies shall be at the Eco Gozo and Regional Development Directorate within the Ministry for Gozo, or as may be directed by the Contracting Authority's representative, the time-limits for the execution of the contract shall be within six (6) weeks form official order. The INCOTERM<sup>2000</sup> applicable shall be **Delivery (Duty Paid)**.
- 1.4 This is a unit price supply contract.
- 1.5 This call for quotations is being issued under an open procedure.
- 1.6 The Contracting Authority for this quotation is the Eco Gozo and Regional Development 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><a href="mailto:procurement.mgoz@gov.mt">procurement.mgoz@gov.mt</a> | 10 <sup>th</sup> July 2017 | Noon    |
| Last date on which additional information are issued by the Contracting Authority                                                                                                                    | 14 <sup>th</sup> July 2017 | Noon    |
| Deadline for submission of quotations<br>(unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering)                                                                | 18 <sup>th</sup> July 2017 | 10:00am |

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

## 3. Lots

- 3.1 This tender is divided into lots. Bidders may submit a tender for one or all of the lots.
- 3.2 The tenderer must offer the whole of the quantity or quantities indicated for each lot. Under no circumstances will tenders for part of the quantities required be taken into consideration. Each lot may form a separate contract and the quantities indicated for different lots will be indivisible.
- 3.3 Contracts will be awarded lot by lot, in accordance with the award criteria at Article 9. In terms of Regulation 37 of the Public Procurement Regulations L.N. 352 of 2016, if more than one lot is awarded to the same bidder, then such lots shall be combined into one letter of acceptance.

## 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) 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>

***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 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 subject to a non-refundable administrative penalty of €50.
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: Law Applicable*

- 2.1 The laws of Malta shall apply in all matters not covered by the provisions of the contract.
- 2.2 The language used shall be English.

### *Article 4: Communications*

Eco Gozo and Regional Development Directorate  
Ministry for Gozo  
St. Francis Square  
Victoria, Gozo

### *Article 7: Supply of Documents*

As per General Conditions.

### *Article 8: Assistance with Local Regulations*

As per General Conditions.

### *Article 9: The Contractor's Obligations*

- 9.6 Sub-Article 9.6 is not applicable for Malta Funds.

### *Article 10: Origin*

- 10.1 As per General Conditions.

### *Article 11: Performance Guarantee*

- 11.1 In the case that the value of the contract does not exceed €10,000, no performance guarantee is required.

### *Article 12: Insurance*

- 12.1 Not Applicable.

### *Article 15: Tender Prices*

- 15.1 As per General Conditions.

### *Article 16: Tax and Customs Arrangements*

- 16.1 As per General Conditions

**Article 17: Patents and Licences**

- 17.1 As per General Conditions

**Article 18: Commencement Order**

- 18.1 Contract shall commence from the date of the letter of acceptance or official order.

**Article 19: Period of Execution of Tasks**

- 19.1 The awarded bidder shall supply and deliver the items ordered within six (6) weeks from the date of the letter of acceptance or official order.

Following award of contract, the Contracting authority also reserves the right to seek the purchase of such items from other suppliers, should the ordered supplies not be delivered in the agreed time scales, and the Contracting authority would not by doing so, be held liable for any damages.

**Article 22: Modification to the Contract**

- 22.1 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: Quality of Supplies**

- 24.2 As per General Conditions.

**Article 25: Inspection and Testing**

- 25.2 Inspection shall take place upon delivery at the Eco Gozo and Regional Development Directorate within the Ministry for Gozo, or as otherwise directed by the Contracting Authority. The supplies shall be checked for any defects/damages/breakages, and if any are found, the contractor is bound to replace the defective item/s within **one (1) week** of the original delivery.

**Article 26: Methods of Payment**

- 26.1 Payments will be made in Euro.

Payments shall be authorised by the Contracting Authority, and paid by the Treasury Department.

- 26.3 As per General Conditions.

- 26.5 An Invoice must be issued by the Contractor for each delivery and respective payments will be processed following certification by the Contracting Authority.

**Article 28: Delayed Payments**

- 28.1 The Contracting Authority shall pay the contractor sums due within **60** days of the date on which an admissible payment is registered, in accordance with Article 26 of these Special Conditions. This period shall begin to run from the approval of these documents by the competent department referred to in Article 26.1 of these Special Conditions. These documents shall be approved either expressly or tacitly, in the absence of any written reaction in the 30 days following their receipt accompanied by the requisite documents.

- 28.2 Once the deadline laid down in Article 28.1 has expired, the Contractor may, within two (2) months of late payment, claim late-payment interest:
- a) meaning simple interest for late payment at a rate which is equal to the sum of the reference rate and at least eight percent (8%);
  - b) on the first day of the month in which the deadline expired.

The late-payment interest shall apply to the time which elapses between the date of the payment deadline (exclusive) and the date on which the Contracting Authority's account is debited (inclusive).

***Article 29: Delivery***

- 29.1 The Contractor shall bear all risks relating to the goods until provisional acceptance at destination. The supplies shall be packaged so as to prevent their damage or deterioration in transit to their destination.
- 29.2 As per General Conditions.
- 29.3 The packaging shall remain the property of the recipient subject to respect for the environment.

29.5/6 Each delivery made must be accompanied by a Delivery Note. An official invoice must also be presented for each separate delivery.

Delivery shall be effected within six (6) weeks from date of order.

***Article 32: Warranty***

32.1 As per General Conditions.

***Article 33: After Sales Service***

Not Applicable

***Article 35: Breach of Contract***

35.3 Without prejudice to the Government's right to dissolve 'ipso jure' the contract in the case of infringement of any condition thereunder and apart from the deduction established for delay in delivery, any such infringement shall render the contractor, in each case, liable to a deduction by way of damages of 5 per cent of the value of the contract, unless the Government elects, with regard to each particular infringement, but not necessarily with regard to all infringements, to claim actual damages incurred.

***Article 41: Dispute Settlement by Litigation***

If no settlement is reached within 120 days of the start of the amicable dispute-settlement procedure, each Party may seek:

- (a) either a ruling from a national court, or
- (b) an arbitration ruling, in the case where the parties i.e. the contracting Authority and the Contractor, by agreement decide to refer the matter to arbitration.

## SECTION 4 - TECHNICAL SPECIFICATIONS (Note 3)

**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 call for quotations is for the supply and delivery of Educational Material as listed hereunder, to the Eco Gozo and Regional Development Directorate within the Ministry for Gozo.

**Specifications;**

**LOT 1**

| Title                                                               | ISBN          | Quantity |
|---------------------------------------------------------------------|---------------|----------|
| Speechmark -colour cards - basic verbs 2nd edition                  | 9781909301948 | 1        |
| Speechmark- colour cards - How are they feeling?                    | 9780863888847 | 1        |
| Speechmark- colour cards - everyday objects 2 <sup>nd</sup> edition | 9781909301948 | 1        |
| Speechmark- colour cards - emotions and expressions                 | 9780863889271 | 1        |
| Speechmark- colour cards - Time: sequencing                         | 9780863889448 | 1        |
| Speechmark- colour cards - Simple Sequences                         | 9780863884757 | 1        |
| Speechmark- colour cards - Sequences 4 steps                        | 9780863885266 | 1        |

**LOT 2**

| Title                                                                                                                                                        | Author                             | Publisher                                             | ISBN          | Quantity |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------|---------------|----------|
| An exceptional children's guide to touch. Teaching social boundaries to kids                                                                                 | Hunter Monasco & Katharine Monasco |                                                       | 9781849058711 | 1        |
| Skills training for children with behaviour problems: a parent and practitioner guidebook                                                                    | Michael L. Bloomquist              | Guilford Press (2006)                                 | 159385143X    | 1        |
| Not today Celeste: a dog's talk about her human's depression                                                                                                 | Lisa Stevens                       | Jessica Kingsley (2016)                               | 9781785920080 | 1        |
| No difference between us: teaching children about gender equality, respectful relationships, feelings, choice self-esteem, empathy, tolerance and acceptance | Jayeen Sanders (2016)              |                                                       | 9781925089271 | 1        |
| Spark learns to fly                                                                                                                                          | Judith Foxon and Rachel Fuller     | British Association for Adoption and Fostering (BAAF) | 978905664184  | 1        |
| Hitting and hurting: living in a violent family                                                                                                              | Fran Pickering                     | Children's Society (2000)                             | 1899783210    | 1        |
| Numberwise R                                                                                                                                                 | Lorraine Vella                     | Schola Publications                                   | 9789990953350 | 1        |
| Numberwise 1a                                                                                                                                                | Lorraine Vella                     | Schola Publications                                   | 9789993259152 |          |
| Numberwise 1b                                                                                                                                                | Lorraine Vella                     | Schola Publications                                   | 9789993259169 |          |
| Numberwise 2a                                                                                                                                                | Lorraine Vella                     | Schola Publications                                   | 9789993259176 |          |
| Numberwise 2b                                                                                                                                                | Lorraine Vella                     | Schola Publications                                   | 9789993259183 |          |
| Numberwise 3                                                                                                                                                 | Lorraine Vella                     | Schola Publications                                   | 9789993259190 |          |
| KY Maths 1                                                                                                                                                   | Aaron J Grech & Pawley Robert      | Schola Publications                                   | 9789995704384 | 1        |
| KY Maths 2                                                                                                                                                   | Aaron J Grech & Pawley Robert      | Schola Publications                                   | 9789995704391 | 1        |
| KY Maths 3                                                                                                                                                   | Aaron J Grech & Pawley Robert      | Schola Publications                                   | 9789990953343 | 1        |
| KY Maths 4                                                                                                                                                   | Aaron J Grech & Pawley Robert      | Schola Publications                                   | 9789995704414 | 1        |
| Spelling Ages 7-8                                                                                                                                            | Collins Easy Learning              | New Edition (Collins Easy Learning KS2)               | 978000813424  | 1        |
| Comprehension Ages 7-9                                                                                                                                       | Collins Easy Learning              | New Edition (Collins Easy Learning KS2)               | 9780008134273 | 1        |
| 1.mt                                                                                                                                                         | Clare Azzopardi                    | Merlin                                                | 9789990913583 | 1        |

|                      |                      |        |               |   |
|----------------------|----------------------|--------|---------------|---|
| 2.mt                 | Clare Azzopardi      | Merlin | 9789990913781 | 1 |
| 3.mt                 | Clare Azzopardi      | Merlin | 9789990914160 | 1 |
| 4.mt                 | Clare Azzopardi      | Merlin | 9789990914436 | 1 |
| 5.mt                 | David Aloisio        | Merlin | 9789990914450 | 1 |
| 1.mt xoghol ghad-dar | Sharon Micallef Cann | Merlin | 9789990913590 | 1 |
| 2.mt xoghol ghad-dar | Sharon Micallef Cann | Merlin | 9789990913798 | 1 |
| 3.mt xoghol ghad-dar | Sharon Micallef Cann | Merlin | 9789990914177 | 1 |
| 4.mt xoghol ghad-dar | Sharon Micallef Cann | Merlin | 9789990914443 | 1 |

Bidders are requested to submit the cost exclusive of VAT. The quotation must include also costs related to the **delivery and unloading of items** at the Eco Gozo and Regional Development Directorate within the Ministry for Gozo.

#### Delivery

- All deliveries should take place from Monday to Friday during office hours as and when instructed by the Contracting Authority
- The delivery must be made within 6 weeks of the date of the official order.
- The contracting authority reserves the right to increase or decrease the quantities being indicated in the Technical Specifications and the Financial Bid Form according to its exigencies and the Contracting Authority would not, by doing so, be held liable to damages or other costs whatsoever.
- Payments will only be settled following delivery of the items ordered and after the Contracting Authority confirms that the items conform with the specifications of this document and certification of relative invoice is processed.

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

**Declaration:**

I / We declare that as part of our technical offer, I/we confirm that the supply and delivery of Educational Material will be carried out in accordance with the Technical Specifications (Section 4), and as detailed in the Financial Offer, for all Lots being submitted in our offer.

Name of Tenderer / Company: .....

Signature:..... Date:.....

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

## FINANCIAL BID

### LOT 1

**Quotation Title: Quotation for the Supply and Delivery of Educational Material for the Eco Gozo and Regional Development Directorate in the Ministry for Gozo**

**Reference Number: MGOZ Q 79/2017**

**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                                             | ISBN no.           | Quantity * | Unit Cost 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                                                                            | Speechmark -colour cards - basic verbs 2nd edition      | ISBN 9781909301948 | 1          |                                                                                                                      |                                                                                                                       |
| 2                                                                            | Speechmark- colour cards - How are they feeling?        | ISBN 9780863888847 | 1          |                                                                                                                      |                                                                                                                       |
| 3                                                                            | Speechmark- colour cards - everyday objects 2nd edition | ISBN 9781909301948 | 1          |                                                                                                                      |                                                                                                                       |
| 4                                                                            | Speechmark- colour cards - emotions and expressions     | ISBN 9780863889271 | 1          |                                                                                                                      |                                                                                                                       |
| 5                                                                            | Speechmark- colour cards - Time: sequencing             | ISBN 9780863889448 | 1          |                                                                                                                      |                                                                                                                       |
| 6                                                                            | Speechmark- colour cards - Simple Sequences             | ISBN 9780863884757 | 1          |                                                                                                                      |                                                                                                                       |
| 7                                                                            | Speechmark- colour cards - Sequences 4 steps            | ISBN 9780863885266 | 1          |                                                                                                                      |                                                                                                                       |
| <b>Grand Total including all taxes and charges <u>but</u> Excluding VAT:</b> |                                                         |                    |            |                                                                                                                      |                                                                                                                       |

**\*Quantities are only indicative and the directorate reserves the right to vary the quantities to be ordered according to its exigencies, and the Contracting Authority would not, by doing so, be held liable to damages or other costs whatsoever.**

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

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

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

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



## FINANCIAL BID

### LOT 2

**Quotation Title: Quotation for the Supply and Delivery of Educational Material for the Eco Gozo and Regional Development Directorate in the Ministry for Gozo**  
**Reference Number: MGOZ Q 79/2017**

**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                                                                                                                                                  | ISBN no.           | Qty* | Unit Cost 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)<br>€ |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| 1       | An exceptional children's guide to touch. Teaching social boundaries to kids                                                                                 | ISBN 9781849058711 | 1    |                                                                                                                      |                                                                                                                            |
| 2       | Skills training for children with behaviour problems: a parent and practitioner guidebook                                                                    | ISBN 159385143X    | 1    |                                                                                                                      |                                                                                                                            |
| 3       | Not today Celeste: a dog's talk about her human's depression                                                                                                 | ISBN 9781785920080 | 1    |                                                                                                                      |                                                                                                                            |
| 4       | No difference between us: teaching children about gender equality, respectful relationships, feelings, choice self-esteem, empathy, tolerance and acceptance | ISBN 9781925089271 | 1    |                                                                                                                      |                                                                                                                            |
| 5       | Spark learns to fly                                                                                                                                          | ISBN 978905664184  | 1    |                                                                                                                      |                                                                                                                            |
| 6       | Hitting and hurting: living in a violent family                                                                                                              | ISBN 1899783210    | 1    |                                                                                                                      |                                                                                                                            |
| 7       | Numberwise R                                                                                                                                                 | ISBN 9789990953350 | 1    |                                                                                                                      |                                                                                                                            |
| 8       | Numberwise 1a                                                                                                                                                | ISBN 9789993259152 | 1    |                                                                                                                      |                                                                                                                            |
| 9       | Numberwise 1b                                                                                                                                                | ISBN 9789993259169 | 1    |                                                                                                                      |                                                                                                                            |
| 10      | Numberwise 2a                                                                                                                                                | ISBN 9789993259176 | 1    |                                                                                                                      |                                                                                                                            |
| 11      | Numberwise 2b                                                                                                                                                | ISBN 9789993259183 | 1    |                                                                                                                      |                                                                                                                            |
| 12      | Numberwise 3                                                                                                                                                 | ISBN 9789993259190 | 1    |                                                                                                                      |                                                                                                                            |

|                                                                              |                        |                     |   |  |  |
|------------------------------------------------------------------------------|------------------------|---------------------|---|--|--|
| 13                                                                           | KY Maths 1             | ISBN 9789995704384  | 1 |  |  |
| 14                                                                           | KY Maths 2             | ISBN 9789995704391  | 1 |  |  |
| 15                                                                           | KY Maths 3             | ISBN 9789990953343  | 1 |  |  |
| 16                                                                           | KY Maths 4             | ISBN 9789995704414  | 1 |  |  |
| 17                                                                           | Spelling Ages 7-8      | ISBN 978000813424   | 1 |  |  |
| 18                                                                           | Comprehension Ages 7-9 | ISBN 9780008134273  | 1 |  |  |
| 19                                                                           | 1.mt                   | ISBN 978999091358-3 | 1 |  |  |
| 20                                                                           | 2.mt                   | ISBN 978999091378-1 | 1 |  |  |
| 21                                                                           | 3.mt                   | ISBN 978999091416-0 | 1 |  |  |
| 22                                                                           | 4.mt                   | ISBN 9789990914436  | 1 |  |  |
| 23                                                                           | 5.mt                   | ISBN 9789990914450  | 1 |  |  |
| 24                                                                           | 1.mt xoghol ghad-dar   | ISBN 9789990913590  | 1 |  |  |
| 25                                                                           | 2.mt xoghol ghad-dar   | ISBN 9789990913798  | 1 |  |  |
| 26                                                                           | 3.mt xoghol ghad-dar   | ISBN 9789990914177  | 1 |  |  |
| 27                                                                           | 4.mt xoghol ghad-dar   | ISBN 9789990914443  | 1 |  |  |
| <b>Grand Total including all taxes and charges <u>but Excluding VAT:</u></b> |                        |                     |   |  |  |

**\*Quantities are only indicative and the directorate reserves the right to vary the quantities to be ordered according to its exigencies, and the Contracting Authority would not, by doing so, be held liable to damages or other costs whatsoever.**

**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 79/2017 of 04/07/2017. 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 submitted per Lot (inclusive of duties, other taxes and any discounts but excluding VAT) is:  
Lot 1- €: .....  
Lot 2- €: .....
- 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>

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 subject to a non-refundable administrative penalty of €50.*
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 will be subject to a non-refundable administrative penalty of €50, 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