

REFERENCE NUMBER: MGOZ Q 133/2018

PERIOD CONTRACT FOR THE SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES TO DIRECTORATES/SECTIONS WITHIN THE MINISTRY FOR GOZO


Date Published: 22/06/2018

Deadline for Submission: 06/07/2018 at 09:30am CEST

Tender Opening: 06/07/2018 at 10:00am CEST

IMPORTANT

Clarifications shall be uploaded and will be available to view/download from www.etenders.gov.mt

 This e-tender does not require print-outs from this document. Please consider your environmental responsibility before printing.

Ministry for Gozo

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## SECTION 1 - INSTRUCTIONS TO TENDERERS

### 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 supply and delivery of various office supplies on a period contract for five (5) months with the possibility to extend such contract for a further period of three (3) months.
- 1.3 The place of acceptance of the supplies shall be to various directorates\sections within the Ministry for Gozo, the time-limits for the execution of the contract shall be for a period of five (5) months with the possibility to extend for a further period of three (3) months, and the INCOTERM<sup>2010</sup> applicable shall be **Delivery Duty Paid (DDP)**.
- 1.4 This is a unit-price supply contract.
- 1.5 This call for quotations is being issued under an open procedure.
- 1.6 This call for quotations is not a reserved contract.
- 1.7 The Contracting Authority for this quotation is the Corporate Services Directorate.

### 2. Timetable

|                                                                                                                                                                                                       | DATE       | TIME  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|
| Clarification Meeting/Site Visit (Refer to Clause 6.1)                                                                                                                                                | N/A        | N/A   |
| Deadline for request for any additional information from the Contracting Authority<br><br>Clarifications to be sent via email on <a href="mailto:procurement.mgoz@gov.mt">procurement.mgoz@gov.mt</a> | 26/06/2018 | Noon  |
| Last date on which additional information can be issued by the Contracting Authority                                                                                                                  | 02/07/2018 | Noon  |
| Quotation Opening Session<br>(unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering)                                                                             | 06/07/2018 | 10:00 |

\* All times Central European Summer Time (CEST)

### **3. Lots**

- 3.1 This quotation is divided into lots. Bidders may submit a quotation for one lot only, several lots (one or more lots) or all of the lots.
- 3.2 The bidder must offer the whole of the quantity or quantities indicated for each lot. Under no circumstances will quotations 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.

### **4. Variant Solutions**

- 4.1 Variant solutions cannot be applied for departmental quotations.

### **5. Financing**

- 5.1 The project is financed from local budget funds.

### **6. Clarification Meeting/Site Visit/Workshop**

- 6.1 No clarification meeting/site visit is planned.

### **7. Selection and Award Requirements**

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

#### **(A) Eligibility Criteria**

- (i) Declare agreement, conformity and compliance with the General Rules Governing Tendering (included as part of the Bidder's Declaration). <sup>(Note 3)</sup>
- (ii) Declare agreement, conformity and compliance with the provisions of the Bidder's Declaration. <sup>(Note 3)</sup>
- (iii) Declare agreement, conformity and compliance with the provisions of the Statement on Conditions of Employment. <sup>(Note 2A)</sup>
- (iv) Power of Attorney (if applicable). <sup>(Note 2A)</sup>
- (v) Data on Joint Venture/Consortium (if applicable). <sup>(Note 2A)</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 2A)</sup>**

- (i) Declaration concerning exclusion grounds including blacklisting
- (ii) Declaration concerning Selection Criteria - **NOT APPLICABLE.**

### **(C) Technical Specifications**

- (i) Tenderer's Technical Offer in response to specifications. <sup>(Note 3)</sup>
- (ii) **Samples** as per Form marked 'Sample List' may be requested during the adjudication stage to supplement the technical offer submitted. If requested, the Samples must be submitted within five (5) working days of being notified to do so. <sup>(Note 3)</sup><sup>0</sup>

If Samples are not submitted within the specified timeframe, offer will not be considered further. **Samples should be CLEARLY MARKED by the bidder. Only the samples of unsuccessful bids shall be returned to the bidders.**

**The quantities quoted are for estimate purposes only and the Contracting Authority reserves the right to increase or decrease the quantities ordered, and would not be, by doing so, held liable for any damages.**

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

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

#### **Notes to Clause 7:**

1. *Not applicable for departmental quotations.*
2. A) *Bidders will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five (5) working days from notification.*  
B) *Bidders will be requested to rectify/submit only missing documents within five (5) working days from notification. No changes to the information provided in the Literature submitted will be allowed. Literature submitted shall be rectifiable only in respect of any missing information. All Rectifications are free of charge.*
3. *No rectification shall be allowed. Only clarifications on the submitted information may be requested.*

### **8. Tender Guarantee (Bid Bond)**

- 8.1 No tender guarantee (bid bond) is required.

### **9. Criteria for Award**

- 9.1 The sole award criterion will be the price. The contract will be awarded to the bidder submitting the cheapest priced offer satisfying the administrative and technical criteria.

## **10. 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 Bid
- (vii) Literature as per Literature list

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  
Projects and Development 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.**

### ***11. 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.

### ***12. 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 3: Order of Precedence of Contract Documents*

- 3.1 The contract is made up of the following documents, in order of precedence:
- (a) the Contract;
  - (b) the Special Conditions;
  - (c) the General Conditions;
  - (d) the Contracting Authority's technical specifications and design documentation;
  - (e) the Contractor's technical offer, and the design documentation (drawings);
  - (f) the financial bid (after arithmetical corrections)/breakdown;
  - (g) the tender declarations in the Tender Response Format;
  - (h) any other documents forming part of the contract.

Addenda have the order of precedence of the document they are modifying.

### *Article 4: Communications*

- 4.1 For the smooth working of the contract, contact at all times must be established between the successful contractor and the various directorates within the Ministry for Gozo.

### *Article 7: Supply of Documents*

- 7.4 Not Applicable.

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

- 8.3 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 Further to the General Conditions, in the case that the value of the contract does not exceed €10,000, no Performance Guarantee is required. Where the contract is a Framework Contract, the Special Conditions may allow for the Performance Guarantee to cover the yearly/annual total contract value.
- 11.3 The performance guarantee shall be in the format given in Section 5 and shall be provided in the form of a bank guarantee.

**Article 12: Insurance**

- 12.1 Not Applicable.

**Article 13: Performance Programme (Timetable)**

- 13.1/13.2 The goods and/or materials shall be supplied, as and when required, on receipt of a Purchase Order from the Head of Directorate/Section concerned or his / her representative and shall be delivered to the place or places indicated on the Order within the time specified thereon (which should in no case be longer than one (1) week).
- If requests for office supplies are made during the same week of the receipt of the letter of acceptance then the deadline for the delivery shall be three (3) weeks from the date of order unless supplies are required urgently.

**Article 14: Contractor's Drawings/Diagrams**

- 14.1 Not Applicable.

- 14.7 Not Applicable.

**Article 15: Tender Prices**

- 15.1 As per General Conditions.

**Article 16: Tax and Customs Arrangements**

- 16.1 As per General Conditions.  
16.2 As per General Conditions.

**Article 17: Patents and Licences**

- 17.1 As per General Conditions.

**Article 18: Commencement Order**

- 18.1 The contract shall commence from the date of the letter of acceptance.

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

- 19.1 The contract shall be valid for a period of five (5) months with the possibility to extend for a further period of three (3) months.

**Article 22: Modification to the Contract**

- 22.1 Subject to the provisions of the Public Procurement Regulations, the Contracting Authority reserves the right to vary the quantities specified and would not by doing so, be held liable to any damages or any costs. The unit prices used in the quotation shall be applicable to the quantities procured under the modification.
- 22.11 As per General Conditions.

**Article 24: Quality of Supplies**

- 24.2 Further to the General Conditions, the Contracting Authority reserves the right to procure office supplies from other suppliers should such goods and/or materials delivered be found to be of inferior quality, not in accordance with the Specifications and the approved sample/s or of having been supplied from sources other than those approved and accepted for the contract (unless approval to supply from these sources has been obtained in writing from the Contracting Authority) and all expenses consequent thereon or incidental thereto shall be borne by the Contractor, and shall be recoverable from him/her, or may be deducted from any monies due or that may become due to him/her.

**Article 25: Inspection and Testing**

- 25.2 Inspection and testing of goods shall be carried out upon delivery. 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 **three (3) working days** 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 *Payments shall be effected within 60 days from the date of the receipt of the invoice. Invoices shall be supplemented with detailed statements of the items supplied. No payment will be effected unless these two documents are satisfactorily accepted and certified correct by the representative of the directorate/section requesting the supplies.*
- 26.9 The Contract does not include a price revision clause.

**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 Further to the provisions of the General Conditions, the Contractor shall bear all risks relating to the supplies 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 The contractor shall provide at his\her own expense all necessary labour and transport required for the execution of this contract. The Contractor shall provide such packaging of supplies as is required to prevent their damage or deterioration in transit to their destination as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling, exposure to extreme temperatures, and precipitation during transit and open storage. Package size and weight shall take into consideration, where appropriate, the remoteness of the final destination of the supplies, and the possible absence of heavy handling facilities at all points in transit.

- 29.3 The packaging shall become the property of the recipient subject to respect for the environment.

- 29.5 Each delivery must be accompanied by a statement or delivery note drawn up by the Contractor listing the items and quantities delivered.

- 29.6 The Government will not accept liability for verbal orders and will not meet claims for any value thereof even though the goods and/or materials may have been delivered and made use of by the Directorate/Section concerned.

The Contractor shall keep reasonable stocks of each item to meet all demands during the period of the contract. Whenever so requested, the Contractor shall give two days' notice to the Contracting Authority of the date on which the supply of a Purchase Order will be made, in default whereof s/he shall incur a penalty of €20 for every requisition in respect of which s/he has not given notice and the Contracting Authority shall have the right to reject the supply covered by such requisition and, if s/he deems fit, to fix a later date for the delivery thereof.

Deliveries shall be effected only on working days during the official working hours of the Contracting Authority and no deliveries shall be made or accepted on Saturdays, Sundays, Holidays of Obligation and Public Holidays. However, the Contracting Authority reserves the right to depart from this rule should circumstances so dictate.

### **Article 32: Warranty**

- 32.1 This warranty shall remain valid for two (2) years after provisional acceptance for electronic items.

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

- 33.1 When items from an order are not supplied or not the whole of quantities requested are supplied, the Contractor is to provide the Contracting Authority with a credit note against respective invoice. In the case that items delivered are not as per samples submitted during tendering stage, the Contractor is obliged to replace with items as per samples.

***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/TERMS OF REFERENCE** (Note 3)

The scope of this Call for quotation is the Supply & Delivery of Various Stationery Items in accordance with the below specifications and Financial Bid Form.

Items must be of good quality and free from inherent defects.

| Lot No. | Item                                                                                                                                                                                                                     | Estimated quantities for 5 months |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 1       | Puncher 2 hole – punches minimum of 20 sheets                                                                                                                                                                            | 30 units                          |
| 2       | Puncher single hole – punches minimum of 20 sheets                                                                                                                                                                       | 35 units                          |
| 3       | Drawing Pins - Material must be galvanized metal.                                                                                                                                                                        | 600 pins                          |
| 4       | Stapler office desk for staple size 24/6<br>Must open easily for tacking flexibility and must be refillable. Minimum 20 sheets capacity.                                                                                 | 30 units                          |
| 5       | Staple refills (24/6) in boxes of 1000 units                                                                                                                                                                             | 210 boxes                         |
| 6       | Staple refills (23/10) in boxes of 1000 units                                                                                                                                                                            | 10 boxes                          |
| 7       | Staple Remover                                                                                                                                                                                                           | 50 units                          |
| 8       | Permanent Markers<br>(Bullet tip. Must have smudge-proof and waterproof qualities. Ink must dry instantly making the markers suitable for both right and left handed users.)                                             | 100 markers                       |
| 9       | Ink pads (red and black ink)<br>100mm (+/-5mm) x 70mm (+/-5mm)                                                                                                                                                           | 5 units                           |
| 10      | Glue Stick<br>(In twist tubes of 40 grams (+/- 5 grams). Supplier to certify that Glue is acid-free, non toxic and washable. Must dry clearly and wrinkle-free. Must have patented cap design to prevent it drying out.) | 50 units                          |
| 11      | Sticky notes Small –<br>50mm (+/-2mm) by 40mm (+/-2mm) in packets of 100 sheets minimum                                                                                                                                  | 75 packets                        |
| 12      | Sticky notes Medium (75x75mm (+/-2mm)) in packets of 100 sheets minimum                                                                                                                                                  | 200 packets                       |
| 13      | Treasury tags - green cotton with plastic or metal bars at each end<br>(152mm (+/- 2 mm) in boxes of 100                                                                                                                 | 35 boxes                          |
| 14      | Paper knives (Letter openers)                                                                                                                                                                                            | 3 units                           |
| 15      | Adhesive Transparent Tape<br>(25mm (+/-5mm) in width x 66m (+/-5mm) per roll. Adhesive must be durable and strong).                                                                                                      | 80 units                          |
| 16      | Scissors (approx. 20cm (+/-2cm) in length with plastic handles and metal blades.)                                                                                                                                        | 25 units                          |
| 17      | Rubber Bands 76mm (+/-2mm) x 2mm (+/-0.05mm) - bags of 500g                                                                                                                                                              | 10 bags                           |
| 18      | Rubber Bands 90mm(+/-2mm) x 6mm(+/-0.05mm) -bags of 500g                                                                                                                                                                 | 5 bags                            |
| 19      | Pencil Eraser (Soft, non-abrasive, non-smearing) Minimum. 40mm x 20mm x 10mm                                                                                                                                             | 60 units                          |
| 20      | Pencils HB (Must be made of break-resistant lead. Must be easy to sharpen.)                                                                                                                                              | 220 units                         |
| 21      | Rulers 30cm<br>Material – Plastic                                                                                                                                                                                        | 35 units                          |
| 22      | Small Metal Sharpener                                                                                                                                                                                                    | 65 units                          |



|    |                                                                                                      |               |
|----|------------------------------------------------------------------------------------------------------|---------------|
| 23 | Highlighters - (Various colours. Must be high quality, colour-intensive fibre pen for strong lines.) | 120 units     |
| 24 | White correction fluid - (Fine point metal tip. Must cover ink properly. Must be quick drying.)      | 40 units      |
| 25 | Ball-point Pens (Blue, Black and Red ink. Must provide smooth writing performance. Must not leak.)   | 1100 units    |
| 26 | Dual Power (solar and battery) Desk Calculator - 12 digits                                           | 12 units      |
| 27 | USB Optical Mouse                                                                                    | 22 units      |
| 28 | Keyboard USB -<br>Must include all installation software and drivers needed (if applicable)          | 17 units      |
| 29 | A4 Photocopy Paper (White) - 80 gsm paper in packets of 500 sheets (reams).                          | 1100<br>reams |

The quantities quoted are for estimate purposes only and the Contracting Authority reserves the right to increase or decrease the quantities ordered, and would not be, by doing so, held liable for any damages.

Samples as listed above from Lots 1 - 29 will be requested during adjudication stage and these will need to be submitted within five (5) working days of being notified to do so. Samples are not subject to rectifications. Samples should be CLEARLY MARKED by the bidder. Only the samples of unsuccessful bids shall be returned to the bidders.

Samples are to be checked and a signature provided by the tenderer's representative when submitting the samples.

Samples of awarded lots shall not be returned to the Contractor upon expiry of the contract agreement.

## SAMPLES LIST

List of samples to be submitted within five (5) working days from when notified to do so:

| Item | Description                                                                                                                                                                                                              | Reference in Technical Specifications        |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| 1    | Puncher 2 hole – punches minimum of 20 sheets                                                                                                                                                                            | Section 4 – Technical Specifications /Lot 1  |
| 2    | Puncher single hole – punches minimum of 20 sheets                                                                                                                                                                       | Section 4 – Technical Specifications /Lot 2  |
| 3    | Drawing Pins - Material must be galvanized metal.                                                                                                                                                                        | Section 4 – Technical Specifications /Lot 3  |
| 4    | Stapler office desk for staple size 24/6<br>Must open easily for tacking flexibility and must be refillable. Minimum 20 sheets capacity.                                                                                 | Section 4 – Technical Specifications /Lot 4  |
| 5    | Staple refills (24/6) in boxes of 1000 units                                                                                                                                                                             | Section 4 – Technical Specifications /Lot 5  |
| 6    | Staple refills (23/10) in boxes of 1000 units                                                                                                                                                                            | Section 4 – Technical Specifications /Lot 6  |
| 7    | Staple Remover                                                                                                                                                                                                           | Section 4 – Technical Specifications /Lot 7  |
| 8    | Permanent Markers<br>(Bullet tip. Must have smudge-proof and waterproof qualities. Ink must dry instantly making the markers suitable for both right and left handed users.)                                             | Section 4 – Technical Specifications /Lot 8  |
| 9    | Ink pads (red and black ink)<br>100mm (+/-5mm) x 70mm (+/-5mm)                                                                                                                                                           | Section 4 – Technical Specifications /Lot 9  |
| 10   | Glue Stick<br>(In twist tubes of 40 grams (+/- 5 grams). Supplier to certify that Glue is acid-free, non toxic and washable. Must dry clearly and wrinkle-free. Must have patented cap design to prevent it drying out.) | Section 4 – Technical Specifications /Lot 10 |
| 11   | Sticky notes Small –<br>50mm (+/-2mm) by 40mm (+/-2mm) in packets of 100 sheets minimum                                                                                                                                  | Section 4 – Technical Specifications /Lot 11 |
| 12   | Sticky notes Medium (75x75mm (+/-2mm)) in packets of 100 sheets minimum                                                                                                                                                  | Section 4 – Technical Specifications /Lot 12 |
| 13   | Treasury tags - green cotton with plastic or metal bars at each end<br>(152mm (+/- 2 mm) in boxes of 100                                                                                                                 | Section 4 – Technical Specifications /Lot 13 |
| 14   | Paper knives (Letter openers)                                                                                                                                                                                            | Section 4 – Technical Specifications /Lot 14 |
| 15   | Adhesive Transparent Tape<br>(25mm (+/-5mm) in width x 66m (+/-5mm) per roll.<br>Adhesive must be durable and strong).                                                                                                   | Section 4 – Technical Specifications /Lot 15 |

|    |                                                                                                      |                                                     |
|----|------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| 16 | Scissors (approx. 20cm (+/-2cm) in length with plastic handles and metal blades.)                    | <b>Section 4 – Technical Specifications /Lot 16</b> |
| 17 | Rubber Bands 76mm (+/-2mm) x 2mm (+/-0.05mm) - bags of 500g                                          | <b>Section 4 – Technical Specifications /Lot 17</b> |
| 18 | Rubber Bands 90mm(+/-2mm) x 6mm(+/-0.05mm) -bags of 500g                                             | <b>Section 4 – Technical Specifications /Lot 18</b> |
| 19 | Pencil Eraser (Soft, non-abrasive, non-smearing) Minimum. 40mm x 20mm x 10mm                         | <b>Section 4 – Technical Specifications /Lot 19</b> |
| 20 | Pencils HB (Must be made of break-resistant lead. Must be easy to sharpen.)                          | <b>Section 4 – Technical Specifications /Lot 20</b> |
| 21 | Rulers 30cm<br>Material – Plastic                                                                    | <b>Section 4 – Technical Specifications /Lot 21</b> |
| 22 | Small Metal Sharpener                                                                                | <b>Section 4 – Technical Specifications /Lot 22</b> |
| 23 | Highlighters - (Various colours. Must be high quality, colour-intensive fibre pen for strong lines.) | <b>Section 4 – Technical Specifications /Lot 23</b> |
| 24 | White correction fluid - (Fine point metal tip. Must cover ink properly. Must be quick drying.)      | <b>Section 4 – Technical Specifications /Lot 24</b> |
| 25 | Ball-point Pens (Blue, Black and Red ink. Must provide smooth writing performance. Must not leak.)   | <b>Section 4 – Technical Specifications /Lot 25</b> |
| 26 | Dual Power (solar and battery) Desk Calculator - 12 digits                                           | <b>Section 4 – Technical Specifications /Lot 26</b> |
| 27 | USB Optical Mouse                                                                                    | <b>Section 4 – Technical Specifications /Lot 27</b> |
| 28 | Keyboard USB -<br>Must include all installation software and drivers needed (if applicable)          | <b>Section 4 – Technical Specifications /Lot 28</b> |
| 29 | A4 Photocopy Paper (White) - 80 gsm paper in packets of 500 sheets (reams).                          | <b>Section 4 – Technical Specifications /Lot 29</b> |

Samples as listed above from Lots 1 - 29 will be requested during adjudication stage and these will need to be submitted within five (5) working days of being notified to do so. Samples are not subject to rectifications. Samples should be CLEARLY MARKED by the bidder. Only the samples of unsuccessful bids shall be returned to the bidders.

Samples are to be checked and a signature provided by the tenderer's representative when submitting the samples.

Samples of awarded lots shall not be returned to the Contractor upon expiry of the contract agreement.

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

**Note: Where in this quotation 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.

### **Declaration:**

I / We declare that as part of our technical offer, I/we confirm that the supply and delivery of various office supplies being requested in this document will be carried out in accordance with the Technical specifications and all conditions and standards indicated in the Technical specifications, and as detailed in the Financial Bid form.

Name of Bidder / Company: .....

Signature:.....

Date:.....

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

## SECTION 5 - SUPPLEMENTARY DOCUMENTATION

### ***5.1 - Draft Contract Form***

### ***5.2 - Glossary***

### ***5.3 - Specimen Performance Guarantee***

These are available to view and download from the 'Resources Section' at: [www.etenders.gov.mt](http://www.etenders.gov.mt)

### ***5.4 - General Conditions of Contract***

The full set of General Conditions for Works Contracts (Version 2.3), for Supplies Contracts (Version 2.3) and for Services Contracts (Version 2.3) can be viewed/downloaded from the 'Resources Section' at: [www.etenders.gov.mt](http://www.etenders.gov.mt)

It is hereby construed that the tenderers have availed themselves of these general conditions, and have read and accepted in full and without reservation the conditions outlined therein, and are therefore waiving any standard terms and conditions which they may have.

These general conditions will form an integral part of the contract that will be signed with the successful tenderer/s.

## FINANCIAL BID

**Quotation Title: Period Contract for the Supply and Delivery of various office supplies to Directorates/Sections within the Ministry for Gozo**

**Reference Number: MGOZ Q 133/2018**

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                                                                                                                                                                                                           | Qty * | Unit               | Unit Cost including Duties & Other Taxes/Charges (Delivered Duty Paid-DDP) but excluding VAT | Total including Duties & Other Taxes/Charges (Delivered Duty Paid-DDP) but excluding VAT |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 1       | Puncher 2 hole – punches minimum of 20 sheets                                                                                                                                                                         | 30    | Each               |                                                                                              |                                                                                          |
| 2       | Puncher single hole – punches minimum of 20 sheets                                                                                                                                                                    | 35    | Each               |                                                                                              |                                                                                          |
| 3       | Drawing Pins - Material must be galvanized metal.                                                                                                                                                                     | 600   | Price per 100 pins |                                                                                              |                                                                                          |
| 4       | Stapler office desk for staple size 24/6 Must open easily for tacking flexibility and must be refillable. Minimum 20 sheets capacity.                                                                                 | 30    | Each               |                                                                                              |                                                                                          |
| 5       | Staple refills (24/6) in boxes of 1000 units                                                                                                                                                                          | 210   | Box                |                                                                                              |                                                                                          |
| 6       | Staple refills (23/10) in boxes of 1000 units                                                                                                                                                                         | 10    | Box                |                                                                                              |                                                                                          |
| 7       | Staple Remover                                                                                                                                                                                                        | 50    | Each               |                                                                                              |                                                                                          |
| 8       | Permanent Markers (Bullet tip. Must have smudge-proof and waterproof qualities. Ink must dry instantly making the markers suitable for both right and left handed users.)                                             | 100   | Each               |                                                                                              |                                                                                          |
| 9       | Ink pads (red and black ink) 100mm (+/-5mm) x 70mm (+/-5mm)                                                                                                                                                           | 5     | Each               |                                                                                              |                                                                                          |
| 10      | Glue Stick (In twist tubes of 40 grams (+/- 5 grams). Supplier to certify that Glue is acid-free, non toxic and washable. Must dry clearly and wrinkle-free. Must have patented cap design to prevent it drying out.) | 50    | Each               |                                                                                              |                                                                                          |
| 11      | Sticky notes Small – 50mm (+/-2mm) by 40mm (+/-2mm) in packets of 100 sheets minimum                                                                                                                                  | 75    | Packet             |                                                                                              |                                                                                          |

|                                                                                                      |                                                                                                                   |      |        |  |  |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------|--------|--|--|
| 12                                                                                                   | Sticky notes Medium (75x75mm (+/- 2mm)) in packets of 100 sheets minimum                                          | 200  | Packet |  |  |
| 13                                                                                                   | Treasury tags - green cotton with plastic or metal bars at each end (152mm (+/- 2 mm) in boxes of 100             | 35   | Box    |  |  |
| 14                                                                                                   | Paper knives (Letter openers)                                                                                     | 3    | Each   |  |  |
| 15                                                                                                   | Adhesive Transparent Tape (25mm (+/-5mm) in width x 66m (+/- 5mm) per roll. Adhesive must be durable and strong). | 80   | Each   |  |  |
| 16                                                                                                   | Scissors (approx. 20cm (+/-2cm) in length with plastic handles and metal blades.)                                 | 25   | Each   |  |  |
| 17                                                                                                   | Rubber Bands 76mm (+/-2mm) x 2mm (+/-0.05mm) - bags of 500g                                                       | 10   | Bag    |  |  |
| 18                                                                                                   | Rubber Bands 90mm(+/-2mm) x 6mm(+/-0.05mm) -bags of 500g                                                          | 5    | Bag    |  |  |
| 19                                                                                                   | Pencil Eraser (Soft, non-abrasive, non-smearing) Minimum. 40mm x 20mm x 10mm                                      | 60   | Each   |  |  |
| 20                                                                                                   | Pencils HB (Must be made of break-resistant lead. Must be easy to sharpen.)                                       | 220  | Each   |  |  |
| 21                                                                                                   | Rulers 30cm<br>Material – Plastic                                                                                 | 35   | Each   |  |  |
| 22                                                                                                   | Small Metal Sharpener                                                                                             | 65   | Each   |  |  |
| 23                                                                                                   | Highlighters - (Various colours. Must be high quality, colour-intensive fibre pen for strong lines.)              | 120  | Each   |  |  |
| 24                                                                                                   | White correction fluid - (Fine point metal tip. Must cover ink properly. Must be quick drying.)                   | 40   | Each   |  |  |
| 25                                                                                                   | Ball-point Pens (Blue, Black and Red ink. Must provide smooth writing performance. Must not leak.)                | 1100 | Each   |  |  |
| 26                                                                                                   | Dual Power (solar and battery) Desk Calculator - 12 digits                                                        | 12   | Each   |  |  |
| 27                                                                                                   | USB Optical Mouse                                                                                                 | 22   | Each   |  |  |
| 28                                                                                                   | Keyboard USB -<br>Must include all installation software and drivers needed (if applicable)                       | 17   | Each   |  |  |
| 29                                                                                                   | A4 Photocopy Paper (White) - 80 gsm paper in packets of 500 sheets (reams).                                       | 1100 | Ream   |  |  |
| <b>Total including Duties &amp; Other Taxes/Charges (Delivered Duty Paid-DDP) but excluding VAT:</b> |                                                                                                                   |      |        |  |  |

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

## 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 133/2018 of 22/06/2018. 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 (inclusive of duties, other taxes and any discounts but excluding VAT) is:

Lot 1 €: .....

Lot 2 €: .....

Lot 3 €: .....

Lot 4 €: .....

Lot 5 €: .....

Lot 6 €: .....

Lot 7 €: .....

Lot 8 €: .....

Lot 9 €: .....

Lot 10 €: .....

Lot 11 €: .....

Lot 12 €: .....

Lot 13 €: .....

Lot 14 €: .....

Lot 15 €: .....

Lot 16 €: .....

Lot 17 €: .....

Lot 18 €: .....

Lot 19 €: .....

Lot 20 €: .....

Lot 21 €: .....

Lot 22 €: .....

Lot 23 €: .....

Lot 24 €: .....

Lot 25 €: .....

Lot 26 €: .....

Lot 27 €: .....

Lot 28 €: .....

Lot 29 €: .....

- 4 This quotation is valid for a period of 90 days from the final date for submission of quotations.
- 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 6 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>
  - (i) Technical Offer<sup>(Note 3)</sup>
  
- (d) **Financial Offer and Bidder's Details** <sup>(Note 3)</sup>

**Notes to Clause 7:**

1. *Not applicable for departmental tenders.*
2. *A) Bidders will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five (5) working days from notification.  
B) Bidders will be requested to rectify/submit only missing documents within five (5) working days from notification. No changes to the information provided in the Literature submitted will be allowed. Literature submitted shall be rectifiable only in respect of any missing information. All Rectifications are free of charge.*
3. *No rectification shall be allowed. Only clarifications on the submitted information may be requested.*

- 11 I acknowledge that the Contracting Authority shall request rectifications in respect of incomplete/non-submitted information pertinent to the documentation listed in Clause 10(a) of this Quotation Form. We understand that such rectification/s must be submitted within five (5) working days and that failure to comply shall result in our offer not being considered any further.
- 12 We note that the Contracting Authority is not bound to proceed with this invitation for quotations and that it reserves the right to cancel or award only part of the contract. It will incur no liability towards us should it do so.

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

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

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

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

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

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

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

## Statement on Conditions of Employment

**Bidders 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 Bidder)*

Date: .....

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

|   |                                                                                                                                            |                                                                        |
|---|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 1 | Name                                                                                                                                       | .....                                                                  |
| 2 | Managing Board's Contact Details                                                                                                           | Address: .....<br>.....<br>Telephone: ..... Fax: .....<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>Telephone: ..... Fax: .....<br>Email: ..... |
| 4 | Names of Partners                                                                                                                          | (i) .....<br>(ii) .....<br>(iii) .....<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:                                                                                                                        | Date of Signature:                                                     |
|   | .....                                                                                                                                      | .....                                                                  |

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

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 2.2) and clause 7(A)(v) of Section 1 - Instructions to Tenderer.

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

**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