

Request for Quotations – MEAE/FPD/087/2019

Hiring and Delivery of twenty (20) identical Flag Poles for the 25th Anniversary of the EEA and Norway Grants during Notte Bianca on Saturday 5 October 2019 at Fort St Elmo

Issued by: Funds and Programmes Division within the Ministry for European Affairs and Equality
RFQ: MEAE/FPD/087/2019

Issue Date: **Tuesday 3 September 2019**

Submission Date and Time: **Tuesday 10 September 2019 at 12:00 hours**



Supported by the peoples of Iceland,
Liechtenstein and Norway through the
EEA and Norway Grants

Section A: Instructions

Response to this RFQ MEAE/FPD/087/2019 is to be submitted through e-mail at eeanorway@gov.mt by not later than **noon, Tuesday 10 September 2019**.

All submissions will be dealt in strictest confidence.

Section B: General Information

1) Purpose

The purpose of this Request for Quotations MEAE/FPD/087/2019 is:

the Hiring and Delivery of twenty (20) identical Flag Poles for the 25th Anniversary of the EEA and Norway Grants event to be held during Notte Bianca on Saturday, 5 October 2019, at Fort St Elmo. Delivery is to be done till **Saturday 5 October at 1200 hrs**. Pick up can be done from Sunday 6 October at 0900hrs. Delivery and pick up times are between 0900 to 1600hrs. Parking for drop off and pick up is around 60m walking distance from venue on the same level.

2) Contracting Authority

The contracting authority, being Funds and Programmes Division, within the Ministry for European Affairs and Equality (MEAE) is the point of contact for this RFQ. Please refer any inquiries in writing by not later than **noon of Thursday 5 September 2019**, to:

Funds and Programmes Division (FPD)

Triq il-Kukkanja, Sta Venera

E-mail: eeanorway@gov.mt

3) Scope and Terms & Conditions

1. You are kindly requested to submit one or more offer/s for the hiring and delivery of twenty (20) identical flag poles. Offers should include the following information:
 - Full name of company
 - Address of Company
 - Full name of contact person
 - Contact Telephone number
 - Email Address
 - Company Stamp and
 - Quotation Date
2. Soft copy of the submission, including a picture of the flag pole, must be provided in pdf format by email on eeanorway@gov.mt, Attn Angele Azzopardi, by not later than **noon, Tuesday 10 September 2019**.

3. Prices are to be quoted in net value, excluding VAT. The VAT amount is to be quoted separately.
4. Clarifications can be sought till **noon of Thursday 5 September 2019**.
5. All suppliers/contractors are advised to bid their rates and prices in the information template provided below at Section C. No offers are accepted if they are found to be NOT in accordance with or deviate from the original Schedule of Rates provided with this Request.
6. Delivery costs must be included in all received quotes. The Contracting Authority shall not be charged with any other charges on delivery, which were not reflected in the respective bid.
7. Items offered that do not conform to specifications, will not be considered.
8. No offers will be accepted beyond the deadline for submission of offers. Award will be based on the cheapest technically compliant offer (including delivery charges and excluding VAT).

4) Timetable

Date of Publication of RFQ	Tuesday 3 September 2019
Deadline for request for any clarifications	Thursday 5 September at noon
Deadline for submission of quotations	Tuesday 10 September 2019 at noon

Section C: Specifications

Tick appropriate box:

		Yes	No
--	--	------------	-----------

Twenty (20) <u>identical</u> free standing flag poles to hang a 6 x 4 ft flag			
Range of Height of flag pole to be between 2.25m and 2.50m.			
Exact Height of flag poles in metres			
Spun aluminium ball (not mandatory)			
Type of base	square		
	round		
Type of metal finish - If supplier has both materials, separate quotes are to be submitted	chrome		
	Stainless steel		
Availability of flag poles for Saturday 5 October 2019 from 1200 to 2400hrs			
Picture of flag pole attached			

Description of flag Poles	Net Price per flag pole excluding VAT - €	Total Net Price for 20 identical flag poles excluding VAT - €	Delivery charges (if any) excluding VAT - €	VAT Amount - €	Total Price including VAT and Delivery Charges - €

Company Information:

The Contracting Authority is asking interested Economic Operators to submit a response containing, at a minimum, the following information:

Full name of company	
Address of Company	
Full name of contact person	
Contact Telephone Number	
Email Address	
Company Stamp	
Quotation Date	

I hereby confirm that all terms and conditions have been read and understood.

Signature