



PARLIAMENTARY SECRETARIAT  
FOR THE EU PRESIDENCY 2017 AND EU FUNDS

## REQUEST FOR QUOTATIONS

**MEAIM/EAFRD/012/2015**

**REQUEST FOR QUOTATIONS FOR THE PROVISION OF ERGONOMIC  
OFFICE SWIVEL CHAIRS FOR THE MANAGING AUTHORITY FOR THE  
EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT  
(2007 – 2013)**

April 2015



Rural Development Programme for Malta 2007-2013  
Event part-financed by the European Union  
Technical Assistance  
The European Agricultural Fund for Rural Development  
Co-financing rate: 75% EU Funds; 25% National Funds



***Europe Investing in Rural Areas***

# Terms of Reference

## 1. Scope of Services

This Request for Quotations, which is being issued by The Managing Authority, for the European Agricultural Fund for Rural Development (MA), within the Funds & Programmes Division, is for the provision of Six (6) Ergonomic Office Swivel Chairs.

The expenditure will be co-financed by the European Union from the Technical Assistance of the European Agricultural Funds for Rural Development (EAFRD).

## 2. Procedure

This Request for Quotations is being issued in line with the Public Regulations 2010 (Legal Notice 296 of 2010).

This is unit price contract.

The MA shall determine the award of the RFQ on the basis of the lowest price offered compliant with the quotation specifications.

### 2.1. Timetable

|   |  |
|---|--|
| Date of Publication of RFQ                              | <b>Tuesday , 14<sup>th</sup> April 2015</b>        |
| Deadline for request for any clarifications from the MA | <b>Friday 24<sup>th</sup> April at noon CET</b>    |
| Deadline for submission of Quotations                   | <b>Thursday 30<sup>th</sup> April, at noon CET</b> |

## 2.2. Method of Submission of Quotations

2.2.1. Quotations can be deposited before the deadline for submission of Quotations as indicated in the Timetable (Section 2.1) in a sealed envelope carrying the reference code of the RFQ (i.e. **MEAIM\EAFRD\012\2015**) in the Quotation box at the:

**FPD, Triq il-Kukkanja, Santa Venera**

2.2.2. Quotations can be send via email on :

[rdd@meaim.gov.mt](mailto:rdd@meaim.gov.mt)

2.2.3. Late submissions will be rejected and will not be evaluated. No liability will be accepted for rejection of late Quotations.

2.2.4. Quotations submitted by any other means will not be considered.

2.2.5. Quotations must comply with the requirements as stated in this RFQ.

2.2.6. Bidders are to submit queries and questions concerning this RFQ to the following email address up to the deadline for request for any clarification by the MA in Section 2.1 specifying the reference and RFQ title to e-mail address:

[rdd@meaim.gov.mt](mailto:rdd@meaim.gov.mt)

2.2.7. Bidders will be deemed to have satisfied themselves, before submitting their quotation, as to its correctness and completeness, to have taken account of all that is required for the full and proper performance of the contract and to have included all charges in their rates and prices.

2.2.8. In submitting its Quotation, the Bidder will be submitting its best and final offer.

## 2.3. Validity of Quotation

2.3.1. Bidders are committed to retain the validity of the Quotation for a period of one hundred fifty (150) days from the closing date for the submission of the RFQ as shown in 2.1 above.

2.3.2. The MA may, at its own discretion, extend the deadline for submission of quotations. Interested parties would be informed of such extensions via email.

## **2.4. Evaluation of Quotations and Award**

- 2.4.1. The evaluation of the Quotations will be based on compliance with the specifications.
- 2.4.2. In the interests of transparency and equal treatment and without being able to modify their Quotations, Bidders may be required, at the sole written request of the MA to provide clarifications.
- 2.4.3. When arithmetical errors are identified, such errors will be corrected. The unit price provided by the bidders in their quotes will be deemed to be the final price and may not be altered after the submission deadline.
- 2.4.4. In the event that an arithmetical error is identified, the amount stated in the Quotation will be adjusted and the Bidder will be bound by that adjusted amount. The revised price will be communicated to the bidder.
- 2.4.5. Quotations that do not meet the requirements set out in this RFQ will not be considered further.
- 2.4.6. This RFQ shall be awarded on the basis of the lowest price offered compliant with the tender specifications.
- 2.4.7. Notification of Award shall be sent via email and published on the MA's notice board.
- 2.4.8. The MA reserves the right to cancel the whole quotation procedure and reject all quotations. The MA reserves the right to initiate a new invitation to collect quotes.
- 2.4.9. In the event of a quotation procedure's cancellation, bidders will be notified by the MA.
- 2.4.10. In no circumstances will the MA 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 MA has been advised of the possibility of damages. The publication of a contract notice does not commit the MA to implement the activity announced.

## **3. Objectives**

The supplier is required to provide six (6) Ergonomic Office Swivel Chairs.

#### 4. Response Requirements

Interested bidders, when submitting their offer, are expected to provide a complete and comprehensive response to this Request for Quotation. Responses should include the following:

- a. Details of Bidder using **Annex I**
- b. The cost of the requested supplies delivered to the MA;s premises using **Annex II**
  - the price of the items us to be exclusive of VAT but inclusive of all other taxes.

#### 5. Requirements

The Managing Authority EAFRD requires the procurement of Six (6) Ergonomic Office Swivel Chairs. The minimum specifications of the above mentioned chairs can be found hereunder.

| <b>Item</b>             | <b>Description</b>   |
|-------------------------|--|
| Colour                  | Black  |
| Minimum seat width      | 460mm  |
| Minimum seat depth      | 440mm  |
| Approximate seat height | 390-490mm  |
| Minimum back width:     | 400mm  |
| Minimum back height:    | 450mm  |
| Other Specifications    | <ul style="list-style-type: none"><li>• Swivel seat and backrest with hinged tilt (45 degrees tilt).</li><li>• Gas lift seat height adjustment.</li><li>• Durable 5 star base with twin wheel castors</li><li>• Fitted completed with armrests</li></ul> |

|           |  |
|-----------|--|
| Standards | <p>Furniture must meet quality standard regarding serviceability (durability and ergonomics) as per hereunder:</p> <ul style="list-style-type: none"> <li>• Office work chair - MSA EN 1335-1:2000 (or equivalent) (Determination of dimensions)</li> <li>• Office work chair - MSA EN 1335-2:2009(or equivalent) (Safety requirements)</li> </ul> |
|-----------|--|

The supplier must provide **proof** indicating **clearly** that the Office Swivel chairs meet or exceed the technical specifications as requested above.

Suppliers are to provide copies of brochures together with the filled in **Technical Offer Template as per Annex II**

## 6. Terms of Reference

6.1. All items listed in the financial bid (Annex III) below are to be delivered to the premises pertaining to the MA.

6.2. The Supplier shall have the responsibility to dispose of all packaging materials following the delivery and installation of the Office Swivel Chairs

## 7. Financing

This quotation is being co-financed through the European Union from the Technical Assistance of the European Agricultural Funds for Rural Development (EAFRD).

## 8. Method of Payment

Payments will be made within 60 days of receipt of the invoice following certification by the MA.

## 9. Law

By submitting their bid, bidders are accepting that this procedure is regulated by Maltese Law, and are deemed to know all relevant laws; acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the bid and the resulting contract.

## **10. Data Protection**

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 MA 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 bidder 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. In this document words importing one gender shall also include the other gender.

**ANNEX I: DETAILS OF BIDDER SUBMITTING QUOTE**

|  |  |
|--|--|
| <b>Name of Person submitting the bid</b> |  |
| <b>Firm</b>                              |  |
| <b>Address</b>                           |  |
| <b>E-mail Address</b>                    |  |
| <b>Tel. Nos.</b>                         |  |
| <b>Mobile Phone No.</b>                  |  |
| <b>Company/Bidder Registration No.</b>   |  |
| <b>VAT Registration No.</b>              |  |
| <b>Signature</b>                         |  |
| <b>ID. Card No.</b>                      |  |
| <b>Date</b>                              |  |



**ANNEX II: Technical Offer Template**

**Ergonomic Office Swivel Chairs**

This sheet establishes the minimum standard required (i.e. The Supplies which do not meet **any** of the minimum required specifications listed will not be considered). Bidders are requested that a cross reference is specified in column 4 [Page number (on the Technical Documentation (brochures / leaflets))] for ease of reference.

| Minimum Specs        |   | Compliance<br>(Y / N) | Page Number<br>(on the<br>Technical<br>Documentation) |
|----------------------|---|-----------------------|---|
| Colour               | Black   |                       |   |
| Min. seat width      | 460mm   |                       |   |
| Min. seat depth      | 440mm   |                       |   |
| Approx. seat height  | 390-490mm   |                       |   |
| Min.back width:      | 400mm   |                       |   |
| Min.back height:     | 450mm   |                       |   |
| Other Specifications | <ul style="list-style-type: none"> <li>• Swivel seat and backrest with hinged tilt (45 degrees tilt).</li> <li>• Gas lift seat height adjustment.</li> <li>• Durable 5 star base with twin wheel castors</li> </ul> Fitted completed with armrests  |                       |   |
| Standards            | Furniture must meet quality standard regarding serviceability (durability and ergonomics) as per hereunder: <ul style="list-style-type: none"> <li>• Office work chair - MSA EN 1335-1:2000 (or equivalent)</li> <li>• Office work chair - MSA EN 1335-2:2009(or equivalent) (Safety requirements)</li> </ul> |                       |   |

**ANNEX III: FINANCIAL BID**

| <b>Quantity</b> | <b>Item Required</b>  | <b>Price Per Item<br/>Excl VAT</b> | <b>Total Amount<br/>Per Item<br/>Excl VAT</b> |
|-----------------|---|------------------------------------|---|
| 6               | Ergonomic Office Swivel Chairs as specified in the Technical offer template |                                    |   |
|                 |   |                                    |   |
|                 | <b>Sub TOTAL excl VAT</b>   |                                    |   |
|                 | <b>VAT</b>  |                                    |   |
|                 | <b>Total incl. VAT</b>  |                                    |   |
|                 |   |                                    |   |