



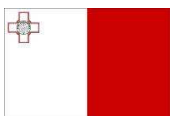
PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS

REQUEST FOR QUOTATIONS MEAIM/EAFRD/018/2015

**REQUEST FOR QUOTATIONS FOR THE PROVISION AND INSTALLATION
OF TWO (2) ENERGY EFFICIENT MULTI-FUNCTION OFFICE PRINTERS FOR
THE MANAGING AUTHORITY FOR THE EUROPEAN AGRICULTURAL FUND
FOR RURAL DEVELOPMENT (2007 – 2013)**

2nd October 2015

Rural Development Programme for Malta 2007 – 2013



Call part-financed by the European Union
Technical Assistance
The European Agricultural Fund for Rural Development
Co-financing Rate:
75% European Union, 25% Government of Malta



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 and Installation of two (2) Energy Efficient office Printers.

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	02/10/2015
Deadline for request for any clarifications from the MA	08/10/2015 – 12:00 noon
Deadline for clarifications issued by the MA	09/10/2015 – 12:00 noon
Deadline for submission of Quotations	16/10/2015 – 10:00am

2.2. Method of Submission of Quotations

2.2.1. Quotations may be submitted before the deadline through scanned signed copies of Annex 1/Annex 2/Annex 3 and a copy of the technical documentation and sent on to the following email address

rdd.meaim@gov.mt

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

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

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

2.2.5. Bidders are to submit queries and questions concerning this RFQ to the following email address up to the deadline for request for clarifications stated in Section 2.1, specifying the reference and RFQ title, to e-mail address:

rdd.meaim@gov.mt

2.2.6. 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.

2.2.7. 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 Ninety (90) 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 RFQ 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 the winning bid does not commit the MA to implement the activity announced.

3. Objectives

The supplier is required to provide two (2) Energy Efficient multi-function office Printers.

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. **Annex II:** Technical Offer Template Duly filled
- c. Relevant technical documentation
- d. Bidder's financial offer as per; **Annex III:** Financial Bid

5. Requirements

The Managing Authority EAFRD requires the procurement of two (2) Energy Efficient multi-function office Printers to meet its day to day printing and office upkeep demands.

Specifications are as follows:

1. Multifunction black and white Printer :

Minimum Required Specifications	
General	
Paper Size:	A3 Maximum, A5 Minimum
Copy/Print Speed: Monochrome	30 pages per minute A4 size
Paper Handling:	2 Trays for A4 size Paper - capacity 500 sheets 1 Tray for A3 size Paper - capacity 500 sheets
Minimum Average Monthly Copies:	50,000 copies A4 size paper
Others	Cabinet/Pedestal
	Automatic Duplex Document Feeder Capable of Handling at least 100 sheets at one time.
	Duplex printing up to A3 size
	Monitors print jobs made by any user and logs information in database for analysis
	Internal Hard disk - 10Gb minimum
	Password Protection Prior Printing - (Delay Printing until Personal Password is entered on the Machine)
	150 secure personalised password accounts
Power Consumption:	All products must meet the latest ENERGY STAR standards for energy performance or equivalent .

Network	
Network Hardware Interface	10/100/1000 BaseT (Ethernet)
Network Protocol	TCP/IP

Copier	
Resolution	600 x 600dpi
Features	Multiple Copies
	Magnification 25-400%

Printer	
Resolution	600 x 600dpi

Scanner	
Scan Speed:	50 pages per minute A4 size
Resolution	600 x 600dpi
Others	Scan to Email
	Scan to Internal HDD - Mailbox
Scan Format	PDF / JPEG
Paper Size	A3 Maximum, A5 Minimum

Company Profile	
Methodology	Response time within four [4] hours

2. Multi-function Colour Printer:

<p><u>Print Technology:</u> Laser</p> <p><u>Functions:</u> Print / Scan / Copy</p> <p><u>Print Speed Black:</u> minimum 15 ppm</p> <p><u>Colour:</u> minimum 3 ppm</p> <p><u>Maximum Resolution:</u> Up to 600 x 600 dpi</p> <p><u>Features:</u> Scan to email feature</p> <p><u>Paper Handling Minimum:</u></p> <ul style="list-style-type: none"> - 100 sheet input tray - Automatic Duplex Printing - Scan Type Flatbed + ADF - Monthly Duty Cycle Minimum of 20,000 pages - Paper size : A3/A4 - Two paper trays configured for A3 and A4; <p><u>Connectivity :</u></p> <ul style="list-style-type: none"> - USB + RJ-45 (Ethernet) - Manufacturer's Warranty 3 Years Parts <p><u>Energy Performance:</u> The Printer must meet the latest ENERGY STAR standards for energy performance or equivalent.</p>
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6. Financing

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

7. Method of Payment

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

8. 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.

9. 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.

10. 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

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

ANNEX II: Technical Offer Template

1. Multifunction black and white Printer :

Model: _____

Minimum Required Specifications		YES / NO
General		
Paper Size:	A3 Maximum, A5 Minimum	
Copy/Print Speed: Monochrome	30 pages per minute A4 size	
Paper Handling:	2 Trays for A4 size Paper - capacity 500 sheets	
	1 Tray for A3 size Paper - capacity 500 sheets	
Minimum Average Monthly Copies:	50,000 copies A4 size paper	
Others	Cabinet/Pedestal	
	Automatic Duplex Document Feeder Capable of Handling at least 100 sheets at one time.	
	Duplex printing up to A3 size	
	Monitors print jobs made by any user and logs information in database for analysis	
	Internal Hard disk - 10Gb minimum	
	Password Protection Prior Printing - (Delay Printing until Personal Password is entered on the Machine)	
	150 secure personalised password accounts	
	Finisher (Stapling facility)	
Power Consumption:	All products must meet the latest ENERGY STAR standards for energy performance or equivalent.	
Network		
Network Hardware Interface	10/100/1000 BaseT (Ethernet)	
Network Protocol	TCP/IP	
Copier		
Resolution	600 x 600dpi	
Features	Multiple Copies Magnification 25-400%	
Printer		
Resolution	600 x 600dpi	
Scanner		

Scan Speed:	50 pages per minute A4 size	
Resolution	600 x 600dpi	
Others	Scan to Email Scan to Internal HDD - Mailbox	
Scan Format	PDF / JPEG / TIFF	
Paper Size	A3 Maximum, A5 Minimum	
Company Profile		
Methodology	Response time within four [4] hours	

2. Multi-function Colour Printer:

Model: _____

Minimum Required Specifications		YES / NO
Print Technology:	Laser	
Functions:	Print / Scan / Copy	
Print Speed Black:	minimum 15 ppm	
Colour:	minimum 3 ppm	
Maximum Resolution:	Up to 600 x 600 dpi	
Features:	Scan to email feature	
Paper Handling		
Minimum:	100 sheet input tray	
	Automatic Duplex Printing	
	Scan Type Flatbed + ADF	
	Monthly Duty Cycle Minimum of 20,000 pages	
	Paper size : A3/A4	
	Two paper trays configured for A3 and A4;	
Connectivity		
	USB + RJ-45 (Ethernet)	
	Manufacturer's Warranty 3 Years Parts	
Energy Performance:	The Printer must meet the latest ENERGY STAR standards for energy performance.	

The above supplies are to be covered by a 3 year warranty on Parts and 1 year warranty on Labour

ANNEX III: FINANCIAL BID

Item Required	Price (€) Exl VAT¹
1. Multifunction Black and White Printer	
2. Multifunction Colour Printer	
Total	
