



## REQUEST FOR QUOTATIONS

**MEAE/FPD/004/2019**

### Request for Quotations for the Supply and Installation of Physical Storage for the Managing Authority of the European Agricultural Fund for Rural Development for Malta 2014 – 2020

PUBLISHED IN GOVERNMENT  
GAZETTE ON 22/01/2019



#### Rural Development Programme for Malta 2014-2020

Part financed by the European Union  
Co-financing Rate:  
75% European Union; 25% Government of Malta



*The European Agricultural Fund for Rural Development:  
Europe investing in rural areas*

# Request for Quotations for the Supply and Installation of Physical Storage for the Managing Authority of the European Agricultural Fund for Rural Development for Malta 2014 – 2020

Reference: MEAE/FPD/004/2019

## Terms of Reference

### 1. Scope of Services

This Request for Quotations, which is being issued by the Managing Authority (MA), of the European Agricultural Fund for Rural Development, is for the supply and installation of free standing shelving.

The expenditure will be co-financed by the European Union from the Technical Assistance of the European Agricultural Fund for Rural Development (EAFRD) 2014-2020.

### 2. Procedure

This Request for Quotations is being issued in line with the **Public Procurement Regulations 2016 (Legal Notice 352 of 2016)**.

This is a unit price contract. The Managing Authority shall determine the award of the RFQ on the basis of the lowest price offered compliant with the quotation requirements.

#### 2.1. Timetable

Date of Publication of RFQ	<b>22<sup>nd</sup> January 2019</b>
Deadline for request for any clarifications from the MA	<b>28<sup>th</sup> January 2019, 17:00</b>
Last date on which clarifications are issued by the MA	<b>01<sup>st</sup> February 2019</b>
Deadline for submission of Quotations	<b>05<sup>th</sup> February 2019, 17:00</b>

#### 2.2. Method of Submission of Quotations

- 2.2.1. Signed and Scanned Quotations including filled in Annex I, II and III of this document must be submitted before the deadline for submission of Quotations as indicated in the Timetable (Section 2.1) by email on [rdd.meae@gov.mt](mailto:rdd.meae@gov.mt).
- 2.2.2. Late submissions will be rejected and will not be evaluated. No liability will be accepted for any rejected 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 any clarification by the Managing Authority as stipulated in Section 2.1 specifying the reference and RFQ title to e-mail address: [rdd.meae@gov.mt](mailto:rdd.meae@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, including 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 sixty (60) days from the closing date for the submission of the RFQ as shown in 2.1 above.

2.3.2. The Managing Authority may, at its own discretion, extend the deadline for submission of quotations. The Managing Authority will upload a notice in this regard on its website [www.eufunds.gov.mt](http://www.eufunds.gov.mt)

### 2.4. Evaluation of Quotations and Award

2.4.1. The evaluation of the Quotations will be based on compliance with the requirements.

2.4.2. In the interest of transparency and equal treatment and without being able to modify their Quotations, Bidders may be required, at the sole written request of the Managing Authority, 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 requirements.

2.4.7. Notification of Award shall be sent via email and published on the Managing Authority's notice board.

2.4.8. The Managing Authority reserves the right to cancel the whole quotation procedure and reject all quotations. The Managing Authority reserves the right to initiate a new invitation to collect quotes.

2.4.9. In the event of a quotation procedure's cancellation, any bidders will be notified by the Managing Authority.

2.4.10. In no circumstances will the Managing 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 Managing Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Managing Authority to implement the activity announced.

## 3. Objectives

The supplier is required to provide the Managing Authority with the supply and installation of free standing shelves as physical storage with specification as below.

## 4. Response Requirements

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. Bidder's financial offer as per **Annex III**: Financial Bid.

**5. Requirements for Award**

The service provider is expected to satisfy the specified in the following sections.

## 6. Service Requirements

### 6.1. Metal Free Standing Shelves

Type	Requirements
Design	Upright open shelving units are required. The frame of the structure is to be composed of upright, diagonal and horizontal spacer bars. Height of the unit is to be of 200cm +/- 10%. Units have to be free standing where they are installed. Spacing height between 1 shelf and another has to be of approx. 40cm, allowing enough space for stacking arch lever files, and contain a total of 5 shelves. Shelving unit must also come with feet covered in hard plastic (See figure below (picture is for reference purposes only)). Each unit shall enable dismantling of components and secure free standing installation.
Material	All components of the shelving units must be made from first grade quality steel which is certified by appropriate and recognised EU Safety standards and/or PREN 15512 and/or EN 10204.3.1B and which must also be high-tensile, galvanised and have a smooth finish.
Colour	All the steel is to be spray painted in white.
Shelf Load	Each Shelf must be able to withstand a minimum of 50kg loads without warping (total of 200k minimum weight per unit). Files will be stored on such shelving.
Sizes	(Length X Height) 400cm X 200cm – 2 sets and would need to be fitted back to back (These can be divided into a number of units).  Sizes quoted in the Financial bid are the maximum size that would fit in length and can vary by a maximum of +/- 10%. The height may vary by +/- 10% and the width of the shelves is to be of 40cm +/- 10%.
Delivery and Installation	Delivery and Installation must be made within 6 weeks from confirmation. Delivery and installation is to be made at the MA in St. Venera, Malta or as otherwise specified. Installation will be free standing.



**7. Financing**

This quotation is being co-financed through the European Union Funds from the Technical Assistance of the European Agricultural Fund for Rural Development (EAFRD) 2014-2020.

**8. Method of Payment**

Payment will be affected following the issuing of a valid invoice, certified correct by the Managing Authority. Payment may be made directly by the ARPA to the contractor via Subrogation.

**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 General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 586). 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 Managing Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or EU 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

Items	Requirements	Specify if requirement can be met	Please add further comments/ Description (if any)
Free Standing Metal Open Shelves	<p>a. 2 sets of Shelves to be installed back to back as per specification in section 6.1</p> <p>b. Dimensions (HxLxW) – 200cm x 400 cm x 40 cm (+/- 10%)</p>	Yes / No	
Delivery and Installation Services	<p>Delivery and Installation is to be done at the following address:</p> <p style="text-align: center;">PPCD/FPD, Triq il-Kukkanja, Santa Venera, Malta</p>	Yes / No	



**ANNEX III: FINANCIAL BID**

**Cost per person including all services listed in this Request for Quotation.**

<b>ITEM</b>	<b>AMOUNT IN €</b>
Price Excluding VAT	
VAT (18%)	
Total price Including VAT	

**NOTE: The Total Global Price should also include the delivery and installation of units.**

**Supplier's Rubber Stamp (If available):**

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

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