

REQUEST FOR QUOTATIONS

for the provision of maintenance services at MEUSAC offices

File Reference	RFQ-Maintenance-2019
Date Published	17 May 2019
Closing Date	27 May 2019

Note:

Bidders are bound by their offers until at least 60 days after the deadline for submission

1. Background

MEUSAC (the Malta-EU Steering and Action Committee) is an agency established by Legal Notice 154 of 2017 and in terms of the Public Administration Act (Cap. 497) to carry out functions related to consultation on European Union (EU) policy and legislation, EU-related information and assistance on EU funding programmes.

MEUSAC offices are housed at 280, Republic Street, Valletta VLT 1112.

1. Services Required

MEUSAC (hereafter referred to as the 'Contracting Authority') is seeking the services of a reputable firm or individual to provide maintenance services mainly related to:

- General plumbing works and repairs;
- General electrical works and repairs;
- Minor plastering and painting works;
- Other general repairs that may arise from time to time.

3. Timeframes

The timeframes for the completion of this Request for Quotations are:

Date Published	17 May 2019
Closing Date	27 May 2019 at 10.00 hrs CET
Deadline for request for any additional information from the Contracting Authority	22 May 2019 at 10.00 hrs CET
Last date on which additional information are issued by the Contracting Authority	23 May 2019 at 10.00 hrs CET
Delivery of services requested	June 2019 to September 2019

4. Deliverables

4.1 Services Rendered

The Contracting Authority will commission a reputable firm or individual to provide maintenance services at the Contracting Authority's office building such as:

- (i) General plumbing works and repairs;
- (ii) General electrical works and repairs;
- (iii) Minor plastering and painting works;
- (iv) Other general repairs that may arise from time to time.

All maintenance works shall be carried out at 280, Republic Street, Valletta.

4.1.1 Tools

The contractor will have to provide all necessary tools to perform the works without any additional costs other than those provided in the Financial Offer/Bid (Annex 3). An exemption to this clause shall apply when scaffolding or similar equipment is required to perform the works.

4.1.2 Communications

The Contractor should be available at all reasonable times and communication shall be made via e-mail and telephone. The Contractor shall provide a contact number and answering service available 24 hours a day, 7 days a week in order to receive service requests from the Contracting Authority's facilities executive or any other person designated by the Head, MEUSAC.

The Contractor shall designate an individual to serve as the primary point of contact for the purpose of this contract.

The Contractor shall inform the Contracting Authority's facilities executive in case of a change in the primary contact person.

The Contracting Authority shall be provided with the details of a second contact point in case the primary contact point is not available.

In the event of a problem or potential problem that may impact the quality or quantity of the work rendered, the Contractor shall notify the facilities executive or any other person designated by the Head, MEUSAC in writing and by telephone **immediately**.

4.1.3 Safety

The Contractor shall immediately report any hazardous conditions during the execution of the works which may impact negatively MEUSAC's employees to the facilities executive. All measures should be taken to ensure that the contractor respects all health and safety regulations including the use of safety equipment. The contractor should take all necessary measures to ensure the safety of employees and ensure that assets are not exposed to damage during the execution of the works.

4.1.4 Standard of work

All work shall be performed in a professional manner and in accordance with good trade practice and must be continually acceptable to the Contracting Authority's facilities executive or any other person designated by the Head, MEUSAC.

The Contractor is responsible for applying and adhering to all required permits.

The Contractor shall provide qualified and experienced personnel in performing the work requested in accordance with good industry practice. All works will be certified complete and satisfactory following the approval of the facilities executive or any other person designated by the Head, MEUSAC.

The Contracting Authority's facilities executive or any other person designated by the Head, MEUSAC, shall reserve the right to call back the contractor for incomplete and unsatisfactory work. Any additional costs incurred shall be at the sole expense of the Contractor.

4.1.5 Contractor's Personnel

The Contractor will supply sufficient labour and on-site supervision to adequately perform the services and meet the time schedule indicated by the Contracting Authority to carry out maintenance and repair works. All personnel performing the services should meet the following minimum qualifications and standards:

- (i) be qualified through training & experience to complete the services and operate the Contractor's equipment;
- (ii) be licensed to operate the said equipment; and
- (iii) be conversant in English or Maltese, both oral and written.

4.2 - Time frames

The contractor shall attend a maintenance request within a maximum of 48 hours upon a request is sent by the Contracting Authority. In case of emergency calls, the contractor shall respond to such call within five (5) hours including outside office hours and during weekends, if necessary, particularly for urgent works such as:

- (i) Drainage works;
- (ii) Water and electrical faults.

5. Selection and Award Requirements

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

(A) Eligibility Criteria

- i) Details of Bidder (Annex 1)
- ii) Bidder's Declaration (Annex 2)

(B) Financial Offer

- (i) A filled-in Financial Bid Form (Annex 4). A detailed explanation and breakdown of costs must be attached to the Financial Bid.

6. Award Criteria

The contract will be awarded to the cheapest technically compliant quotation.

7. Cancellation of the Request for Quotations Procedure

In the event of the cancellation of a Request for Quotations procedure, bidders will be notified by the Contracting Authority.

Cancellation may occur where:

- The Request for Quotations procedure has been unsuccessful, namely where no quotations or no suitable quotations have been submitted;
- The economic or technical parameters of the project have been fundamentally altered;
- The exceptional circumstances or *force majeure* render normal performance of the project impossible;
- There have been irregularities in the procedure, where these have prevented fair competition;
- All technically compliant quotations exceed the financial resources available.

In no circumstances 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 project announced.

8. Formalities

Any information and/or clarifications are to be addressed to info.meusac@gov.mt.

Proposals are to be addressed to info.meusac@gov.mt and must be titled, '**Request for Quotations for the provision of maintenance works at MEUSAC's Offices (RFQ-Maintenance-2019)**' by not later than 10.00 hrs CET of 27 May 2019. Late submissions will not be considered.

9. Payment Schedule

The payments will be made, on presentation of a final invoice. Following payment, the successful bidder must submit a fiscal receipt within 15 days.

Annex 1
Details of Bidder

Name of Company (where applicable)	
Name of Legal Representative of the Company / Bidder	
Postal Address	
E-mail Address	
Telephone Number	
Mobile Number	
VAT Registration No.	
Signature	
I.D. Card Number	
Date	

Annex 2

Bidder's Declaration

We have examined, and accept in full and in its entirety, the content of this Request for Quotations Dossier (including subsequent Clarifications Notes issued by the Contracting Authority) and 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 offer not being considered any further. We also declare that neither the company submitting the bid nor any subcontractors (if applicable) fall under any of the exclusion grounds or are blacklisted under any offence listed under Part VI of the Public Procurement Regulations

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. We also declare that the employees engaged on the works requested in section 4 of this dossier will have all the necessary licenses and experience to perform such jobs. 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.

Once the provision of this service is allocated we will provide all the deliverables in Section 4 of the Request for Quotations Dossier.

In carrying out the obligations in pursuance of this contract, we will 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.

Signature

Name of Signatory

I.D. Nr

Name of bidder/contractor

Date

Annex 3

Financial Offer/Bid

N.B. - Offers are to be submitted up to two decimal points. Bidders are to complete the below schedules. The adjudication shall be carried out on the total cost of the estimated man-hours. The number of hours is an estimate/ indication only and number of hours may vary depending on the exigencies that may arise.

Table 1: Rate per man-hour excluding VAT during Normal Working Hours (Monday to Friday from 7:00 hrs CET to 17:00 hrs CET)

Description	<u>Estimated man-hours required (Provisional)</u>	Rate per man-hour excluding VAT <u>during Normal Working Hours</u>	Total Cost inclusive of all taxes but excluding VAT Amount in Euro (€)
Plumbing and Drainage Works;	20 Hrs	€..... Amount in Words:	€..... Amount in Words:
Minor Plastering, Works and Painting;	30 Hrs	€..... Amount in Words:	€..... Amount in Words:
Electrical Works;	20 Hrs	€..... Amount in Words:	€..... Amount in Words:
General Repairs	20 Hrs	€..... Amount in Words:	€..... Amount in Words:

Table 2: Rate per man-hour excluding VAT outside Normal Working Hours (Monday to Friday from 17:01 hrs CET to 7:00 hrs CET and weekends/public holidays)

Description	Estimated man-hours required (provisional)	Rate per man-hour excluding VAT <u>outside Normal Working Hours</u>	Total Cost inclusive of all taxes but excluding VAT Amount in Euro (€)
Plumbing and Drainage Works;	10 Hrs	€..... Amount in Words:	€..... Amount in Words:
Plastering, Tiling and Painting;	15 Hrs	€..... Amount in Words:	€..... Amount in Words:
Electrical Works;	10 Hrs	€..... Amount in Words:	€..... Amount in Words:
General Repairs	10 Hrs	€..... Amount in Words:	€..... Amount in Words: