

CALL FOR QUOTATIONS

for Refurbishment works

File Reference	MEUSAC_1_st_Floor_Refurbishment
Date Published	September 11, 2020
Closing Date	September 22, 2020

Note:

Bidders are bound by their offers until at least 90 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. 595) to carry out functions related to consultation on European Union (EU) policy and legislation, EU-related information and assistance on EU funding programmes.

2. Services required

MEUSAC (hereafter referred to as the 'Contracting Authority') is seeking a reputable service provider to provide refurbishment works at MEUSAC's offices located at level 1, 280 Republic Street Valletta.

The full specifications are found in section 4 below.

3. Timeframes

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

Date Published	September 11, 2020
Closing Date	September 22, 2020 at 10.00 hrs CET
Deadline for request for any additional information from the Contracting Authority	September 17, 2020 at 10.00 hrs CET
Last date on which additional information is issued by the Contracting Authority	September 18, 2020 at 10.00 hrs CET
Delivery of services requested	Works to Commence on the second week of October and to be completed in a maximum of two weeks.
Site Visit	September 16, 2020 at 10.00 hrs CET

4. Deliverables

The Contracting Authority will commission a reputable firm or individual to provide the following Services

4.1 Internal Painting

- a) An approximately of eight hundred and thirty (830) m² of painting works will be requested. All the material that is to be used for painting will have to be provided by the contractor except for the paint that will be provided by the Contracting Authority;
- b) To apply two coats of paint on the walls (830 m²); item to include minor repairs (maximum 3 m²) with an appropriate material required prior to painting to achieve a smooth finish as per applicable standards;
- c) To install the necessary signage/fittings with the use of an adhesive material (provided by the contractor) to the wall where necessary;
- d) To move the office furniture if necessary, to perform the requested works;
- e) To adequately cover the flooring and furniture with plastic or other material to ensure that no damages are performed during the works;

4.2 Laying of skirting

The laying of approximately three hundred thirty (330) linear metres of skirting (PVC) with an appropriate adhesive on the back surface of the skirting. **The skirting will be provided by the Contracting Authority. The adhesive material shall be provided by the contractor.**

5. Site Visit

Potential bidders are requested to send an email on info.meusac@gov.mt by not later than September 15, 2020 to confirm their interest in participating in the site visit scheduled for September 16, 2020 at 10.00 hrs CET at this call for quotations. The participants will be invited to an on-site meeting to be briefed on the works to be carried out and request any clarifications.

Meetings between economic operators and the Contracting Authority, other than that provided in this clause during the tendering period are not permitted.

6. Site Constraints

The site forms part of an office and therefore accessible to employees and visitors. Works are to be performed during office hours so the Contractor shall take all necessary steps to ensure that the internal works do not create any negative impact on the operations of the office and make sure that the site of works is not accessible to public and properly sealed off from the rest of the office both for safety reasons and in order to avoid dispersion of dust on the interiors.

The Contractor shall take into account that within the immediate vicinity of the site there are commercial outlets consisting of catering establishments which operate during the day and in the evening.

7. 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 3), including a clear breakdown of all items.

6. Award Criteria

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

7. Cancellation of the Call for Quotations Procedure

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

Cancellation may occur where:

- i. The Call for Quotations procedure has been unsuccessful, namely where no quotations or no suitable quotations have been submitted;
- ii. The economic or technical parameters of the project have been fundamentally altered;
- iii. The exceptional circumstances or *force majeure* render normal performance of the project impossible;

- iv. There have been irregularities in the procedure, in particular where these have prevented fair competition;
- v. 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, '**Call for Quotations: for Refurbishment Works - MEUSAC_1_st_Floor_Refurbishment**' by not later than 10.00 hrs CET of September 22, 2020. 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 Call 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. 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 Call 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. Card Number:

Name of bidder/contractor:

Date:

Annex 3

Financial Bid Form

N.B. Offers are to be submitted and will only be accepted up to two decimal points.

Global price for this bid as outlined in this document:

Description	Price inclusive of all taxes but excluding VAT Amount in Euro (€)
Provision of Works related to Refurbishment	<p>€.....</p> <p>Amount in words:</p> <p>.....</p> <p>.....</p>

Please provide a detailed breakdown of the above cost

Description	Area (A)	Rate per Meter (exc. VAT) (B)	Total per Cost item (A)*(B)	Total Cost for all Works Requested
Labour cost for painting	Approx. 830 m ²			
Labour cost for Plastering & touches	Approx. 3 m ²			
Labour cost for fixing the skirting	330 running m			
Others				
Total				*

Notes for the completing the bill of quantities/financial offer

Bidders are requested to fill the Bill of Quantities and Financial Offer available on **the prescribed tender response format provided by the System.**

In the bill of quantities, rates and prices will be entered in the appropriate columns in Euro.
Errors will be corrected as follows:

- a) where there is a discrepancy between amounts in figures and in words, the amount in words will prevail; and
- b) where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit price and the quantity, the unit rate as quoted will prevail