



**Advert No. PPL 01/2016**

**Subject: Quotation Request for the Supply and Installation of Boundary Metal Fencing at the Gozo Heliport in Xewkija**

**Date Published: 14<sup>th</sup> October 2016**

**Closing Date: 21<sup>st</sup> October 2016 at 10:00 am**

## **Scope and Specification of this Quotation:**

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1.0 This Call for Quotation which is being issued by Projects Plus Ltd., hereafter referred to as the 'Contracting Authority' is for the Supply and Installation of Boundary Metal Fencing at the Gozo Heliport in Xewkija.

### **1.1 TECHNICAL SPECIFICATIONS**

#### **Requirements:**

##### **Business Requirements**

The main scope for the installation of such boundary railing is that of protecting the area from any intruders, and avoiding any risks.

##### **Technical Requirement**

Tender is for the supply and installation of various heavy –duty galvanized steel railings, some of which will be manually-foldable, as per the same design to the existing fence and exact measurements

Contractor is also to provide a marine grade pad lock (complete with a full set of keys) for each gate installed.

All railings including pilasters are to be hot dipped galvanized as per BS EN ISO 1461. In case of minor damages to the galvanized surfaces, the railings are to be touched up using a low- melting point zinc alloy repair rods made for this purpose or at least two coats of zinc-rich paint equal in thickness to the original layer.

##### **Finishing of Railing**

- Is to match the current one

##### **Location of Installation**

The railings are to be installed at the Xewkija Gozo helicopter pad.

##### **Warranty**

The railings are to be warranted against defects in materials and workmanship for 1 year from the date of final acceptance.

##### **Corrective Maintenance**

Should corrective maintenance be required by, the contractor is to proceed on site to effect repairs **within one working day**. Corrective maintenance is to be carried out on all items supplied by the contractor for a period of one year.

## Rates

Bidders are to quote for the provision of each railing on a meter- run basis, and in number for posts. The rates are inclusive of:

- All civil works required for installation, including drilling of holes in rock or made up ground, grouted with C20 concrete.
- The supply of stainless steel Para- bolts.
- Cleaning, removal and carting away of any resultant material to an approved dumping site.
- Use of any plant or equipment required.
- All fittings, pad locks, accessories planting of pilasters and installation.

**The above rate does not include corrective maintenance, the cost of which is to be separately stated in the financial schedule.**

### Quotation Documentation Section:

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- 2.1 Forms entitled 'Bidders Details Form' and 'Financial Bid' are attached with this Document. **Prospective Bidders are requested to complete these forms by filling in the requested data and submitting it with their offer. Failure to submit these form, shall render the Quotation Offer null.**
- 2.2 **The literature related with the metal fencing offered shall be attached with the offer to confirm that the supply offered is according to specifications required.** The Technical Documents shall moreover be complete, such as to enable the Contracting Authority to evaluate the technical compliance of the Bidder's offer vis-a-vis the Quotation Technical Specifications. **Bidders shall clearly MARK or HIGHLIGHT the supply being offered accordingly within the technical literature submitted.**

### Quotation Process:

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#### General Conditions:

- 3.1 Bidders requiring any **clarifications or interpretations** in terms of this Quotation Request are to send their clarification via e-mail to [projectsplus@gov.mt](mailto:projectsplus@gov.mt). Such clarification is to reach the Chief Executive Officer of the Contracting Authority by Wednesday 19<sup>th</sup> October 2016 at noon. **Any request submitted by Bidders after this date and time shall not be accepted.** The Contracting Authority shall provide a reply to the prospective interested Bidders by Thursday 20<sup>th</sup> October 2016 at noon.

#### Language of Quotation Offers:

- 3.2 The Quotation and all correspondence and documents related to the Quotation, exchanged between the Bidder and the Contracting Authority, shall be written in English. **Supporting documents and printed literature furnished by the Bidder may be in another language, provided that they are accompanied by an accurate and reliable translation in English. For the purposes of interpretation of this Quotation Document, the English language shall prevail. Any documentation that Bidders shall submit with their Quotation Offer shall strictly be provided in English Language or accompanied with an accurate translation in English.**
- 3.3 The Bidder's submission shall be typed in, or handwritten in ink and signed by the person listed in the Bidders Details Form enclosed with this Quotation Document. Any pages on which entries or corrections to the Bidder's submission have been made, shall be initialled by the said person listed in the Bidder Details Form. All pages shall be numbered consecutively by hand, machine or in any other way acceptable to the Contracting Authority. All documents submitted with the Quotation Offer shall bear the mark or label of the Bidder submitting them.

### **Financial Bid Section:**

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- 4.1 **Bidders are obliged to submit their offers up to two (2) decimal points.**
- 4.2 If the Bidder offers a discount, the discount shall be absorbed in the rates of the Financial Bid. The rates and prices quoted are fixed and not subject to revision or escalation in costs.

### **Currencies and Payments Section:**

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- 5.1 The currency of the Quotation is the Euro (€).
- 5.2 The payment terms referred to under the relative Clause of the General Conditions particular to this Quotation, state that payment shall be effected within a reasonable period of time. This shall be taken to mean that payment is to be effected within 60 (sixty) days from the presentation of the bill to the Contracting Authority, provided that the monthly invoices are accepted and certified by the Contracting Authority and that the item supplied is to the satisfaction of the Contracting Authority, or its representative. Any penalties which shall be incurred by the Awardee shall be deducted from these bills.
- 5.3 The Awardee shall submit VAT invoices on a monthly basis (depending on the Quotation) in accordance with the Twelfth Schedule of the VAT Act. Invoices shall only be registered as 'valid' if they are in full compliance with this clause and the Contracting Authority shall not be held liable for any delays in payments due, should the Awardee have submitted an invalid invoice. Invoices submitted not in accordance with this requirement shall not be processed for payment and the Contracting Authority reserves the right to request the Awardee to re-issue the invoice accordingly. The invoices submitted by the Awardee shall include the **Quotation Advert Number and Title**.
- 5.4 Payments shall be made to the Awardee upon presentation of a bill to the Contracting Authority. Any penalties which shall be incurred by the Awardee shall be deducted from these bills.

### **Opening of Quotation Offers & Evaluation Process Section:**

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#### **Opening of Quotation Offers:**

- 6.1 Quotation Offers shall be opened by the Contracting Authority's representatives in a public session on the date and time indicated in the Quotation advert and in this Quotation Document, at Projects Plus Ltd, Apt. No. 8, Clock tower, Level 1, Tigne Point, Sliema Malta. They shall draw up a 'Summary of Quotation Received' which shall be published on the Notice Board at Project Plus Ltd. Office and shall be available on ([www.projectsplus.com/tenders](http://www.projectsplus.com/tenders)).
- 6.2 Reductions or alterations to Quotation rates/prices made by Bidders after submission of their Quotation Offers, shall not be taken into consideration during the analysis and evaluation of Quotation Offers.

#### **Clarification and Rectification on Quotation Offers:**

- 6.3 When checking and comparing Quotation Offers, the Officer in Charge of the Contracting Authority may ask a Bidder to clarify any aspect of his/her Quotation Offer or to rectify any missing or incomplete information.

- 6.4 Such requests shall be sent by the Contracting Authority to the Bidder via email, in which case the nature of the clarification and/or rectification will be clearly detailed. Bidders shall be provided with not less than **two (2) working days** within which to submit their responses accordingly via email.
- 6.5 Bidders are not allowed under any circumstance whatsoever, to alter or change the rates/price or content of the Quotation Offer, except to correct arithmetical errors discovered by the Officer in Charge of the Contracting Authority, when analysing Quotation submissions.

Correction of Arithmetical Errors:

- 6.6 Quotation Offers shall be checked for arithmetical errors by the Officer in Charge of the Contracting Authority and shall be corrected as follows:
- a) Where there is a discrepancy between amounts in figures and in words, the amount in words shall prevail.
- 6.7 In the event of an error, the amount stated in the Quotation Offer shall be adjusted by the Officer in Charge of the Contracting Authority, and the Bidder shall be bound by that adjusted amount. If the Bidder does not accept the adjustment, his/her Quotation Offer shall be rejected.

Quotation Conditions Section:

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Criteria for Award:

- 7.1 The Quotation Award shall be awarded to the cheapest priced Quotation Offer, which satisfies the administrative and technical criteria.

Quotation Award and Frequency of Use:

- 7.2 The Contract shall commence from the date stipulated in the Contract, whereas the supply shall be delivered from date of issuance of the 'Delivery Order Instruction', to be issued by the Officer in Charge.
- 7.3 Bidders shall state their earliest starting date, which period **shall not exceed four (4) weeks** from date of the aforementioned 'Delivery Order Instruction'. **The delivery period stated in the Contract shall be final and binding and failure to comply shall result in the infliction of the penalties as specified in Clause 8.1.**
- 7.4 If the supply is not to the satisfaction of the Officer in Charge, the penalties listed in Quotation Clause 1.24 below shall apply.





**Bidders Details Form:**

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<b>Name of Bidder/Company</b>	..... .....
<b>Address</b>	..... .....
<b>VAT Registration Number</b>	.....
<b>Name of Contact Person</b>	.....
<b>Telephone/Mobile No.</b>	.....
<b>E-mail Address</b>	.....
<b>Signature</b>	.....
<b>Date</b>	.....



## **FINANCIAL BID**

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**This form shall be filled in and submitted with the Quotation Offer. The submission of an incomplete form or a form containing ambiguous financial information (e.g. rates, totals etc) shall result in the disqualification of the Quotation Offer.**

**KINDLY NOTE THAT A SEPARATE DISTINCT FINANCIAL BID SHALL BE SUBMITTED FOR EACH OPTION GIVEN - FAILURE TO PROVIDE A FINANCIAL BID FOR EACH OPTION GIVEN SHALL RENDER THE QUOTATION OFFER NULL.**

**Refer to Annex 1**