



**Advert No. PPL 02/2016**

**Subject: Quotation Request for the Electrical, Plumbing, Tiling  
and Sanitary Works 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 Electrical, Plumbing, Tiling and Sanitary Works at the Gozo Heliport in Xewkija.

### **1.1 TECHNICAL SPECIFICATIONS**

#### **Requirements:**

- Ceramic Gres Tiling

SPECIFICATIONS FOR CERAMIC TILING IN LINE WITH THE NATIONAL GREEN PUBLIC PROCUREMENT GUIDELINES

COMPLIANCE - SAMPLE SIZE AND FREQUENCY OF SAMPLING (WHERE APPLICABLE)

Where applicable, sample size and frequency of sampling for compliance shall be established on the basis of standard statistical guidelines.

COMPLIANCE – TESTING AND CERTIFICATION

Compliance shall be demonstrated through testing and/or certification of products and/or processes as outlined in the ensuing clauses.

Raw Material Selection All Flooring Products:

No substances or preparations that are assigned any of the following phrases (or combinations thereof) as laid down in Council Directive 67/548/EEC and its subsequent amendments may be added to raw materials.

R45 may cause cancer  
R46 may cause heritable genetic damage  
R49 may cause cancer by inhalation  
R50 very toxic to aquatic organisms  
R51 toxic to aquatic organisms  
R52 harmful to aquatic organisms  
R53 may cause long term adverse effects in the aquatic environment  
R54 toxic to flora  
R55 toxic to fauna  
R56 toxic to soil organisms  
R57 toxic to bees  
R58 may cause long-term adverse effects in the environment  
R59 dangerous for the ozone layer  
R60 may impair fertility  
R61 may cause harm to unborn child  
R62 possible risk of impaired fertility  
R63 possible risk of harm to the unborn child  
R68 possible risk of irreversible effects

Alternatively, classification may be considered according to Regulation (EC) No 1272/2008 of the European Parliament and of the Council. In this case no substances or preparations may be added to the raw materials that are assigned, or may be assigned at the time of application, with and of the following hazard statements (or combinations thereof): H350, H340, H350i, H400, H410, H411, H412, H413, EUH059, H360F, H360D, H361f, H361d, H360FD, H361fd, H360Fd, H360Df, and H341.

The above requirement does not apply to the quota of closed-loop recycled materials used by the process and defined as a material that is extracted from the production system and is returned to the same production system, eventually after a recycling treatment.

Where lead and cadmium (or any of their compounds) are used in the additives, their content shall not exceed the following limits:

Parameter	Limit (% in weight of the glazes)
Lead	0.5
Cadmium	0.1

Verification:

Possible means of proof include EMAS and ISO 14001 certificates or equivalent certificates issued by bodies conforming to Community law or the relevant European or international standards concerning certification based on environmental management standards. Other appropriate means of proof will also be accepted.

Energy Consumption

The energy consumption shall be calculated as energy required for firing (ERF):

	Hurdle (MJ/kg)	Test Method
Ceramic and Clay Tiles	3.5	EU Ecolabel Technical Appendix A4

Verification:

Products holding a relevant Type 1 ecolabel fulfilling the listed criteria will be deemed to comply. Other appropriate means of proof will also be accepted.

Water Use

The wastewater produced by the process included in the production chain shall reach a recycling ratio of at least 90%. The recycling ratio shall be calculated as the ratio between the wastewater recycled or recovered by applying a combination of process optimisation measures and process waste treatment systems, internally or externally at the plant, and the total water that leaves the process, as defined in the EU Ecolabel Technical Appendix A3.

Verification:

Products holding a relevant Type 1 ecolabel fulfilling the listed criteria will be deemed to comply. Other appropriate means of proof will also be accepted.

Waste

All plants involved in the production of the product shall have a system for handling the waste and residual products deriving from the production of the product. It shall include the following:

- Procedures for separating and using recyclable materials from the waste stream
- Procedures for recycling materials for other uses
- Procedures for handling and disposing of hazardous waste

Processed Products Only:

At least 85% (by weight) of the total waste generated by the process or the processes shall be recovered according to the terms and definition established by Council Directive 2008/98/EC, amending Directives 91/156/EC and 75/442/EEC on waste.



Verification:

Possible means of proof include EMAS and ISO 14001 certificates or equivalent certificates issued by bodies conforming to Community law or the relevant European or international standards concerning certification based on environmental management standards. Other means of evidence provided by the company that can prove the required technical capacity will also be accepted.

## GENERAL

Ceramic tiles shall comply with EU Directive 89/106.

## CLASSIFICATION AND TESTING

The classification of ceramic tiles shall be in accordance with ISO 13006. The testing of ceramic tiles shall be in accordance with ISO 10545.

## CERAMIC TILES (FLOOR)

Ceramic floor tiles shall be full body, impervious, generally single-pressed, single fired fine gres (first quality). Ceramic floor tiles shall either be Glazed or Unglazed as indicated in the Bill of Quantities and/or the Drawings. The specific surface texture (and colour) shall be as indicated in the Drawings or Bills of Quantities and is to be agreed with the Project Manager. Ceramic floor tiles shall be supplied with all the necessary special pieces, trims and special connecting pieces so as to eliminate any sharp edges. This shall include pieces for skirting, inserts, step tiles of various kinds (eg. Tread, Bullnose and Double Bullnose), L-shaped elements, border tiles, balcony lipping, flutes, ribbings, jollies, ogees, and sill elements.

## CERAMIC TILES (FLOOR) FOR GENERAL AREAS – SIZE AND THICKNESS

The typical floor tile dimensions shall be as indicated in the Drawings or Bills of Quantities and shall be agreed with the Project Manager.

## CERAMIC TILES (FLOOR) FOR GENERAL AREAS - CHARACTERISTICS

Ceramic floor tiles have the following characteristics.

Table 1 - Floor Tiles for General Areas

Surface Abrasion (Glazed)	ISO 10545-7	V	PEI
Surface Hardness (Unglazed)	EN 101	≥ 6	MOHS Scale
Surface Hardness (Glazed)		≥ 5	
Thermal linear Expansion Coefficient	ISO 10545-8	≤ 9	MK <sup>-1</sup> (20°C to 100°C)
Thermal Shock Resistance	ISO 10545-9	No Alteration	10 Cycles from 105°C to 15°C
Resistance to Chemical Attack	ISO 10545-13	GA - No Visible Effect	Class
Resistance to Staining (Glazed)	ISO 10545-14	≥ 3	Class
Resistance to Staining (UnGlazed)	Internal	Stains removable with hot water	NA
Resistance to Light (UV)	ISO 1054516	No Change	NA
Surface Slip Resistance (Unglazed)	DIN 51130	≥ R9 (low static friction)	Factor

#### CERAMIC TILES FOR HIGH GRIP AREAS - CHARACTERISTICS

The limiting values shall be the same as for Ceramic tiles for General Areas except for the following values exclusively restricted to spaces specifically indicated in the Drawings or Bills of Quantities as high grip areas (typically with relief, ribbing or studded):

Table 2 - Tiles for Industrial Floors, High Grip Areas

1.

Characteristic	Standard	Limiting Value	Unit
Slip resistance R value (Unglazed) Displacement space V value (Unglazed)	DIN 51130	R12 (high static friction > 27° to 35°) V4 (4cm <sup>3</sup> /dm <sup>2</sup> ) min	Factor
Slip resistance R value (Unglazed) Displacement space V value (Unglazed)	DIN 51130	R13 (very high static friction > 35°) V10 (10cm <sup>3</sup> /dm <sup>2</sup> ) min	Factor

#### CERAMIC TILES HIGH GRIP AREAS – DIMENSIONS

The typical floor tile dimensions shall be as indicated in the Drawings or Bills of Quantities and shall be agreed with the Project Manager.

#### CERAMIC TILES - WET BAREFOOT FLOOR AREAS

The limiting values shall be the same as for Ceramic tiles for General except for the following values exclusively restricted to areas specifically indicated in the Drawings or Bills of Quantities as high wet barefoot grip floor areas:

Table 3 - Floor Tiles for Wet Barefoot Areas

Characteristic	Standard	Limiting Value	Unit
Wet barefoot Slip resistance value - High	DIN 51097	A + B + C (> 24°)	Factor

#### CERAMIC TILES (WALL)

The typical ceramic wall tiles shall be dry pressed, single or double fired with a “bisque” of fine earthenware majolica. Ceramic wall tiles shall be glazed.

#### CERAMIC TILES (WALL) – SIZE AND THICKNESS

The typical wall tile dimensions shall be as indicated in the Drawings or Bills of Quantities and shall be agreed with the Project Manager.

#### CERAMIC TILES (WALL) - CHARACTERISTICS

Ceramic wall tiles have the following characteristics.

Table 4 - Wall Tiles

Characteristic	Standard	Limiting Value	Unit
Category	ISO 13006	BIII	NA
Length and Width	ISO 10545-2	+/- 0.5	%
Thickness		+/- 10	%
Straightness of Edges		+/- 0.3	%
Rectangularity		+/- 0.5	%
Flatness		+/- 0.5	%
Water Absorption	ISO 10545-3	≤ 18	%
Modulus of Rupture < 7.5mm thick	ISO 10545-4	≥ 12	N/mm <sup>2</sup>
Modulus of Rupture > 7.5mm thick	ISO 10545-4	≥ 15	N/mm <sup>2</sup>
Breaking Strength for tiles < 7.5mm thick	ISO 10545-4	≥ 200	N
Breaking Strength for tiles > 7.5mm thick	ISO 10545-4	≥ 600	N
Surface Abrasion (Glazed)	ISO 10545-7	II	PEI
Surface Hardness	EN 101	≥ 3	MOHS Scale
Thermal linear Expansion Coefficient	ISO 10545-8	≤ 9	MK <sup>-1</sup> (20°C to 100°C)
Thermal Shock Resistance	ISO 10545-9	No Alteration	10 Cycles from 105°C to 15°C
Resistance to Chemical Attack	ISO 10545-13	GBmin	Class
Resistance to Staining (Glazed)	EN 122	≤ 3	Class

#### CERAMIC TILES (FLOOR AND WALL TILES FOR FOOD PREPARATION AREAS)

The limiting values shall be the same as for ceramic floor and wall tiles for general areas except for those specific provisions contained in EC Directive 93/43/EEC on the hygiene of foodstuffs and local food and hygiene regulations.

#### SUBMISSIONS

When so instructed, the Contractor shall submit a drawing (including one electronic copy) showing bedding, bonding, jointing and anchoring details, and the dimensions and identifying number of any unique elements.

The Contractor shall submit actual size samples of the elements to be supplied and demonstrate the fixing system proposed in sample areas when so instructed by the Project Manager. Such sample areas shall be formally presented for the approval of the Project Manager, and once approved, shall be used as quality prototypes against which the quality of the work laid shall be checked.

## PREPARATORY WORKS

The Contractor shall check that all preparatory work is sufficient, that the levels and tolerances required for his work have been achieved, and if not, shall carry out remedial work to correct such levels or tolerances. In particular, this remedial work may include concrete rendering to vertical wall surfaces to bring in line with vertical surfaces before starting tiling works.

All walls which are to receive ceramic tiling are to be properly hacked to achieve a good key.

All waterproofing works shall be completed before installation of tiling works. Nevertheless, the Contractor shall check such water-proofing layers where still exposed, and may be required by the Project Manager to carry out remedial work prior to installation of tiling. In particular, the Contractor shall check that all top edges of water-proofing membranes are sealed using proprietary tape, or equivalent, prior to covering with tiling. All horizontal surfaces shall be laid to the falls indicated on the Drawings.

## PLACING

Tile patterns shall be as indicated in the Drawings. The Contractor may be required to submit proposals to indicate tolerances, corner details, detailed methods of fixing, and patterns, to show how the design intent specified will be respected.

The laying of the tiling to floors and walls shall conform to Code of Practice BS 5385-1: 1995 (internal walls), BS 5385-3: 1989 (Floors), BS 5385-5:1994 (Design and Installation).

Cement used in mortar bedding shall conform to BS EN 197: 2000, (Type CEM 1/42.5). Sand shall conform to Type A in BS EN 13139: 2002. Coarse aggregate shall conform to BS EN 12620: 2002. Preparation of mortar bases shall conform to BS 8204-1:2002. Lime shall conform to BS EN 459-1:2001. Readymix mortars shall conform to BS 4721: 1981.

Where applying tiling to walls, soft joints shall be raked out to a depth of at least 13mm, in order to provide additional key. Where hacking of a surface is required for additional key, substrates shall be roughened thoroughly and evenly, removing a surface to a depth of circa 3mm. Substrates shall be wet before applying tiling.

Bedding for ceramic tiles shall consist of a cement-sand mix 1:3 by weight, mixed to a uniform stiff consistency, and laid with a finished bed thickness of between 15 to 25mm.

The tiles shall be laid with their edges forming a straight unbroken line in each direction and carefully tapped down to a uniform even surface without ridges or corrugation. Tiles are to be soaked for a period of 6 hours previous to laying and shall be stacked to drain. All joints shall be finally sealed by proprietary grouting.

The tiles are to be laid on a bedding of mortar 16-25mm thick consisting of one part of cement to three/four parts of sand with sufficient water to make the mixture workable. Slurry of neat cement, mixed with enough water to make it flow shall be poured over the mortar immediately before laying the tiles.

After the tiles are firmly fixed, but before any dirt or contamination can enter the joints, all joints shall be grouted with proprietary grouting by sweeping and rubbing to match the tile colour.

## JOINTS

Joints of tiling shall be true to line, continuous, and without steps.



Proprietary joint spacers shall be provided for floor tiles. The joint spacing shall be as indicated in the Drawings or as otherwise agreed with the Team Leader.

Joints on walls shall be aligned around corners, and to vertical and horizontal lines. Joints on floors shall be aligned to the main axis or to other features in the floors. Joints in floors and in skirting shall be aligned; similarly, as far as possible, joints in floors and walls shall be aligned. Setting out around openings, fittings, movement joints, drainage points, or other features instructed by the Project Manager, shall be submitted for the approval of the Project Manager before proceeding.

Tile movement control joints in floors shall be pre-bonded neoprene or nitriflex insert movement joints. They shall typically consist of aluminium side plates. The sections shall be suitable for fixing in sand/cement mortar bedding, and shall be fixed to the base by means of stainless steel screws, washers and plugs at about 300mm, or as instructed by the manufacturer. The joints shall include stainless steel tie bars, and flexible foam rubber "tails", as necessary, for fixing depths greater than 40mm. The joints shall be centred over the joint in the base, and shall be set to the exact finished level of the floor.

## SKIRTING

Skirting with the same properties of the ceramic floor tiles is generally of the sit-on type and quarter round top, that is, skirting shall be bedded to the walls after laying floor tiles. Cutting of ceramic tiles to obtain skirting tiles will not be allowed. Two coats of bitumen should be applied to soft stone surfaces below the damp proof course before fixing the skirting tile.

## DELIVERY TO THE SITE

Elements delivered on site shall be checked to ensure that they are:

- I. Undamaged, and their edges and corners not chipped;
- II. Of the specified dimensions and geometry;
- III. Worked so that the material bedding is normal to applied loading;
- IV. Worked so that the joints are at right angles to the direction of the pressure exerted on them in conditions of use in the final position.

Elements delivered on site shall be handled by hand or tackle, crane or other suitable mechanical aids, in such a way as not to cause any damage, and shall be stored in a manner that provides adequate protection from humidity, mechanical damage, distortion, contamination or deterioration. Whenever possible, materials should be handled on the suppliers' pallets, cases or other packing. Lifting hooks, slings and forks shall be used only at the places, and in the manner intended by the manufacturer or supplier. Vulnerable edges shall be protected by spreaders placed under the load. Materials intended for use as whole units shall not be tipped or dumped upon delivery to site.

The Contractor shall set out the work and make good defects in the existing base deemed necessary for the proper execution of the works.

## SETTING OUT

The Works shall be accurately set out in accordance with Section 6 of BS 5606: 1990, Guide for Accuracy in Buildings. Existing benchmarks shall be protected and all critical co-ordinate points shall be marked in such a manner that they cannot be removed. Diagonal measurements shall be used to check for squareness, normally after the first line of tiling, and approval sought from the Project Manager, prior to the continuation of the work.

The Contractor shall set out the Works:

- i. To establish the correct floor datum level.
- ii. To control the finished floor levels by a series of „spot levels“.
- iii. To avoid or minimise unsightly cutting.

- iv. To ensure cut units present a balanced appearance when laid and are kept as large as possible.
- v. To ensure correct joint location and flooring patterns
- vi. To establish the position of movement joints if any.

When setting out of tiling works particularly wall tiling works, the Contractor shall:

- i) Establish a vertical centreline in each plain area,
- ii) Obtain truly horizontal joint lines
- iii) Ensure that cut tiles are neatly cut, are kept as large as possible and are laid to present a balanced appearance.

#### GRANULAR FILL FOR BRINGING UP LEVELS

Granular fill material for bringing areas up to level shall be crusher processed franka material classified in Table 6/1 of the ADT specification in accordance with its stated typical utilisation.

Compaction shall be carried out at the material's Optimum Moisture Content in compacted layers not exceeding 200mm in depth.

The requirements for grading shall comply with Table 6/2 of the ADT Specification for Roadworks.

The Contractor shall adopt either the Method or End product procedure for compaction as indicated in the ADT Specification for Roadworks, clause 612.

#### GRANULAR SUBBASE MATERIAL TYPES 1, 2 AND 4

Granular Subbase material Type 1 shall comply with ADT (Malta) Specification for Roadworks, Volume 1, Series 800, clause 803.

Granular Subbase Type 2 material shall comply with ADT (Malta) Specification for Roadworks, Volume 1, Series 800, clause 804.

Granular Subbase Type 4 material shall comply with ADT (Malta) Specification for Roadworks, Volume 1, Series 800, clause 806.

The material shall be placed and compacted as indicated in ADT (Malta) Specification for Roadworks, Volume 1, Series 800, clause 801 with particular reference to Table 8/1.

Compaction shall be carried out at the optimum moisture content (+/- 2%). Segregation of material shall be avoided.

The finished surface levels of subbase material shall have a tolerance of +/-20mm.

#### AGGREGATES

Aggregates for unbound and hydraulically bound layers shall comply with EU Directive 89/106/EEC. The technical characteristics shall comply with EN 13383-1.

#### LEVEL SURVEYS

A level survey is mandatory prior to and on completion of excavations and fill operations. This shall be intended to include any superimposed new layer. This survey shall be along an adequate grid to be jointly established with the Team Leader.

#### SCREEDS

Unless otherwise indicated, leveling screeds shall be unbonded, or floating cement-sand screeds, conforming to BS EN 13813. Installation shall be as per Code of Practice BS 8204-1:2002. Leveling screeds to treads, risers and landings, where required, shall be bonded screeds.

Laying course material shall consist of graded hardstone aggregate passing nom. size 10mm. This aggregate shall be free from soil, clay and organic substances. It shall be laid, spread, adequately wetted and compacted to the required formation thickness and also laid to falls when required.

Conduit sleeves for services shall be haunched up in a 1:4 cement-sand mix on both sides of the conduit piping.

## ADHESIVES AND GROUTS

Adhesives for tiles shall comply with EU Directive 89/106/EEC. The technical characteristics shall comply with EN 12004.

Grout for tiles shall comply with EU Directive 89/106/EEC. The technical characteristics shall comply with EN 13888.

Proprietary adhesives shall be used for all tiles. Cementitious adhesives shall be of Class C1; Polymer-modified adhesives shall be of Class C2 having a water absorption of  $\leq 0.5\%$ .

Deformable adhesives shall be Class S1 or S2 to EN 12002.

Proprietary grouts shall be used for all tiles. The colour of grouting shall be determined by the Project Manager on site. Cementitious grouts shall be of Class CG1 or CG2; Epoxy grouts shall be of Class RG.

The Contractor shall submit proprietary technical literature for the proposed grout. This literature should clearly indicate whether the grout conforms to the appropriate standards of hygiene requirements of specific areas to be tiled.

Grouting shall not commence before bedding mortar or adhesive has set sufficiently to prevent disturbance of tiles or paving. Joints shall be at least 6mm deep, and shall be free from dust and debris. Joints shall be filled completely, with the grout tooled to profile, and the surface cleaned off and left free from blemishes. Grouting shall be polished off with a hard clean cloth when hard.

The Contractor shall produce proprietary literature for the grout that shall be used in all remaining areas. This literature should indicate that the grout conforms to the requirements or the appropriate standards of hygiene that are determined by the use of the areas to be tiled.

Superfluous grout shall be washed clean off the finished surface after the grouting has nearly set and the tiling is to be left clean for inspection. All excess material is to be removed.

## DETERGENTS

The Contractor shall supply to the Project Manager a list of approved detergents for common stains which are to be readily available from stock including any recommendations and instructions by the tile manufacturer.

### ***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**