Advert No. PPL 03/2016

Subject: Quotation Request for the Plastering, Pointing and Painting Works at the Gozo Heliport in Xewkija

Date Published: 14th October 2016

Closing Date: 21st October 2016 at 10:00 am

Projects Plus Ltd. Apt. No. 8, Clock Tower, Level 1, Tigne' Point TP01, Sliema Malta,
Tel: (00356)2779 2514, Email: projectsplus@gov.mt

Scope and Specification of this Quotation:

1.0 This Call for Quotation which is being issued by Projects Plus Ltd., hereafter referred to as the 'Contracting Authority' is for Plastering, Pointing and Painting Works at the Gozo Heliport in Xewkija

1.1 **TECHNICAL SPECIFICATIONS**

SPECIFICATIONS FOR WATERPROOFING

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.

Plastic and Rubber Vapour Control Layers

Plastic and vapour control layers for waterproofing shall comply with EN 13984.

Flexible Sheets (Membrane) for Roof Waterproofing

Reinforced flexible sheets shall comply with EC Directive 89/106/EEC as implemented by decision 99/90/EC. The membrane shall be laid and installed strictly as per manufacturer"s instructions. The Contractor shall submit a copy (in English) of the installation methodology before the start of the Works. Technical properties shall comply with prEN 13707.

Roof Waterproofing Membrane – Test Characteristics

Performance characteristics shall be as follows:

PROPERTY	TEST METHOD	TYPICAL VALUE
Reinforcement	NA	Polyester/Fibreglass or Fibreglass
Weight (kg/m^2)	NA	4 (Min.)
Flow resistance at 100^0C	EN 1110	Stable
Tensile Strength at Break (Long. / Transverse)	EN 12311-1	> 400 N/50mm

Polyester reinforced waterproofing membrane laid horizontally over concrete screeds that shall remain exposed is to incorporate a mineral chippings surface of approved colour and quality. Where the waterproof membranes is to be covered over, a layer of not less than 25 mm of fine graded material is to be laid directly over the waterproof membranes (i.e. before laying the ground slab concrete slab) to ensure that the membrane is not in any way damaged. This layer is to be wetted to its

optimum moisture value and tamped to a site density of at least 95%. continuously unbroken, impermeable surface and inserted in wall.

Liquid Waterproofing

Wherever indicated in the BOQ, liquid waterproofing shall be flexible, fibre-reinforced, one-component, polymer-modified brushable sealing slurry.

Site Conditions

The Contractor shall verify the site conditions by inspecting the surface to be treated prior to the execution of the works. The Contractor shall also be responsible for the provision of any additional technical expert assistance, if this is required.

The surface to receive the membrane should be dry, free from standing water, sharp protrusions and hollows. The surface shall be primed with 2 coats of bituminous primer (min. 55% penetration grade bitumen residue) before applying the membrane.

Vertical surfaces shall be smooth, regular, dry and free from nails and primed with a bituminous primer (min. 55% penetration grade bitumen residue) at the rate depending on the porosity of the surface and allowed to dry completely before the application of the membrane. Masonry work and brickwork shall be flush pointed and rendered respectively to provide a smooth surface before priming. Any adhering paintwork shall be removed.

All cracks, expansion and construction joints and blisters shall be raked out, thoroughly swept, washed, cleaned and made good with an approved joint sealer before the application of the waterproofing treatment by the Contractor.

The membrane shall be installed in such a manner that:

a) would allow for differential thermal and structural movement between the membrane and the roof.

b) would include all necessary accessories such as edge flashings, funnel inserts for down pipes, and air-vents.

Parapet wall to roof slab junctions shall be filleted with a sand/cement in order to eliminate right angled corners.

Base Granular Material for Roofing Screed (Serving as the Base for Concrete Surfacing)

The base granular material shall consist of selected granular franka graded chippings (“Torba”) free of any organic soil, clay or deleterious substances, spread, laid to levels, falls or currents, wetted to its optimum moisture content, tamped and adequately consolidated to the thicknesses described and detailed to provide a suitable surface to receive the concrete screed.

The material shall have the following typical grading:

Sieve (mm) 75	Passing (%)
14	100
2	< 75
0.3	< 50
0.63	< 20

The base granular material shall be compacted to a site density of 95%.

Before consolidation of the bedding layer the Contractor is to liaise with the M&E Contractors to ensure that all services (if any) that are required to pass through the granular bed have been laid, covered and tested, and that no other work on them is required prior to casting of the concrete screed. The minimum consolidated thicknesses of torba beds at outlet points (into rain water pipes) are to be 75 mm and a slope as indicated in the Drawings is to be provided for in the compacted thickness.

SPECIFICATION FOR RENDERING, PLASTERING AND POINTING

COMPLIANCE – TESTING AND CERTIFICATION

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

The Contractor may be required to prepare sample applications of the renders, pointing and paint on a variety of substrates for final approval before the start of the Works.

GENERAL

Mortar for plastering and rendering shall comply with EU Directive 89/106/EEC as implemented by the relevant decision.

Workmanship shall be in accordance with BS 8000: Part 10: 1989, Workmanship on Building Sites, Plastering and Rendering.

Rendering and Plastering mortar shall comply with EN 998-1 – Classification GP (General Purpose).

The testing of rendering mortars shall comply with EN 1015.

SUBSTRATES

Existing substrates to be rendered shall be sound, free from loose areas and significant cracks or gaps, free from deteriorating, damp or unsuitable material, cleaned of loose mortar, fins, grease, dirt, efflorescence, mould or dust.

All cutting, chasing, making good, fixing of conduits and surface outlets shall be completed. Surface flatness/regularity shall be within the specified tolerance limits.

Existing substrate surfaces, and rendered surfaces to receive further coats of rendering, shall have an appropriately rough surface to achieve a good key. The surfaces shall be open textured, scratched or nail-floated, and shall be sufficiently mature before a subsequent layer is applied.

Where indicated in the Drawings and BOQ existing substrate surfaces composed of natural franka stone shall be preliminary treated with a proprietary synthetic fixative resin.

Dubbing out shall be used to correct substrate inaccuracies. Dubbing out in smooth dense concrete shall be prohibited. The thickness of any dubbing coat shall not exceed 16mm, and the maximum overall thickness of any dubbing shall not exceed 20mm. The dubbing coat shall be mixed as an undercoat and shall be applied to achieve a firm bond. Each dubbing coat shall be allowed to set sufficiently before the next coat is applied. The surface of each coat shall be cross-scratched or combed to provide a good key.

Services chased into the substrate shall be isolated from the coating by covering with metal lathing fixed at staggered centres along both edges, to prevent cracking over conduits and other services. Substrate shall be damped down, just sufficiently to ensure uniform absorption, before the first coat is applied and as the work proceeds. Rendering in areas subjected to

prolonged direct sunlight shall be avoided. Scaffolding works shall be erected such that there are no putlog holes and other breaks in render coats.

PRESCRIBED CEMENT - BASED MORTAR

Prescribed cement-based mortar shall consist of the application of a mortar containing portland cement and sand, in prescribed proportions, to the external or internal surface of the building, in one or more layers.

The mix proportions for cement-based renderings shall normally conform to BS 5262, Code of Practice for External Renderings and BS 5492, Code of Practice for Internal Plastering.

Cement, for use in mortar shall conform to BS EN 197-1 CEM 1/42.5.

Sand for use in cement based mortar shall comply with BS EN 13139. Sand shall have a grading characteristic suitable for the required texture.

For the Finishing Coat, the grade shall be adjusted to suit the type of finish indicated in the Drawings or BOQ. For smooth, textured finishes, it may be necessary to remove the coarser particles, whilst for the scraped texture finish, a larger proportion of coarser material may be retained.

Water shall be clean and fresh, entirely free from oil, acid, alkali, vegetable or organic matter, or any other deleterious substance in suspension or in solution or as sediment.

Cement-based mortar may incorporate additives (eg. air-entrainers) conforming to BS EN 934, and compatible with the other mortar constituents. The use of calcium chloride, or additives containing calcium chloride, is prohibited. These shall be submitted for the approval of the Project Manager, accompanied by full technical literature.

Cement-based mortar may incorporate lime to EN 459-1. This shall be submitted for the approval of the Project Manager.

Constituent materials may be batched by volume, using clean and accurate gauge boxes or buckets. The mix proportions shall be based on damp sand, with adjustments being made to the mix proportions to compensate for dry sand. Mixing of the mortar shall be carried out in a pan type, or a tilting drum mixer, properly maintained and in a clean condition.

PRE-MIXED (FACTORY-MADE) CEMENT - BASED RENDERING MORTAR .

GENERAL

Pre-Mixed (factory-made) cement-based renderings shall consist of mortar containing portland cement and sand, in agreed proportions, to the external or internal surface of the building, in one or more layers.

Pre-mixed cement-based renderings shall conform to EN 998-1.

INTERNAL PRE-MIXED (FACTORY-MADE) CEMENT - BASED . RENDERING MORTAR

Cement-based mortar for internal use shall consist of one Base Coat and one plain

Finishing Coat, with an overall thickness of 13mm on vertical surfaces and 10mm on ceilings, exclusive of keying depths and dubbing coats.

If metal lathing is used, this overall thickness shall be achieved from the surface of the metal lathing.

Cement-based rendering for internal use to receive further gypsum coatings shall have an overall thickness of 6mm on vertical surfaces, ready to receive a 7mm thickness of Gypsum.

The nominal size of the Base Coat shall be less than 1.5mm.

The thickness of the Base Coat plaster shall be 6mm.

The hardened plaster shall be vapour-permeable with a μ value of ≤12.

The hardened plaster shall have a compressive strength of Class CS III.

The fire rating shall be Class A1.

The nominal size of the Finishing Coat plaster shall be less than 0.6mm.

The thickness of the Finishing Coat plaster shall be 3mm.

The hardened plaster shall be vapour-permeable with a μ value of ≤12.

The hardened plaster shall have a compressive strength of Class CS II.

The fire rating shall be Class A1.

EXTERNAL PRE-MIXED (FACTORY-MADE) CEMENT – BASED RENDERING MORTAR

Cement Based mortar for external use shall consist of one Base Coat and one plain

Finishing Coat having similar properties to those indicated for internal applications except for the following:

Exposure classification – External Mortar

The classification of external environmental exposure shall normally be indicated in the Bills of Quantities and/or Drawings.

The external exposure categories shall be as follows:

A Sheltered and Moderate Environment Capillary water Absorption Class W1 (EN 998-1).

B Severe Environment Capillary water Absorption Class W2 (EN 998-1). Compressive Strength Class – External RENDERINGS
The compressive strength class of external renderings shall be as follows:

A Sheltered and Moderate Environment Class CS III (EN 998-1)

B Severe Environment Class CS IV (EN 998-1)

Cement-based rendering for external use shall normally have a single undercoat thickness of 8-12mm. Where metal lathing is used, a first Base Coat of 3-6mm thickness.shall be required, followed by a second Base Coat of 10- 14mm thickness.

The Finishing Coat shall be less than 8mm thick for a plain smooth finish, and 8-11 mm thick for a scraped finish (before scraping).

BEADS AND STOPS

Beads and stops shall be used in external angles, and stop ends, except where specified otherwise. At corners, neat mitres shall be used at return angles. Beads and stops shall be aluminium type or approved un-corrodible equivalent, such as uPVC.

Beads and stops shall be securely fixed mechanically using the longest possible lengths, properly plumb, square and true to line and level, ensuring full contact of the wings with the substrate. After the coatings have been applied, surplus material shall be removed, when still wet, from the surfaces of beads/stops exposed to view.

PRE-MIXED INTERNAL PLASTERING

Internal plastering shall consist of the application of a high quality proprietary gypsum-based, or lime-based, finishing mortar applied to internal wall surfaces.

Internal plastering shall conform to the recommendations of BS 5492: 1990, Code of Practice for Internal Plastering.

Gypsum plaster shall be applied in two layers, namely a Base Coat and a Finishing Coat.

PRE-MIXED INTERNAL PLASTERING – PREPARATION AND APPLICATION

The *Base Coat* shall consist of a 10mm pre-mixed plaster based on gypsum, hydraulic lime and additional materials such as expanded perlite and specific additives to assist fluidity control, support adherence, setting and working times.

The nominal size of the *Base Coat* plaster shall be less than 1.5mm.

The hardened plaster shall be vapour-permeable with a μ value of ≤ 8.

The hardened plaster shall have a compressive strength of ≥ 2.5MPa.

The fire rating shall be Class O.

When using a gypsum-based Base Coat for stone masonry surfaces, the same precautions for the substrate surfaces shall be taken as described for cement gauged renders.

Smooth concrete and dusty surfaces shall be treated with an appropriate adhesion primer, consisting of organic resins in a water-based emulsion.

The Base Coat plaster shall be applied initially as a thin coat firmly worked into the substrate, and then gradually brought to full specification thickness. The coat shall be brought to a level surface using a metal straight edge, and shall then be cross-scratched to form a mechanical key.

Base Coats on adjacent dissimilar materials shall be assisted by isolation layers and metal lathing, as specified above, and by plastering on metal lathing, after ensuring that the lathing is taut and fixed with key facing outwards.

Tying wire ends shall be bent inwards, and any cut edges, staples or nail heads shall be painted with bitumen to avoid rust staining.

Plasters shall be mixed in a paddle-type mixer, with machines and containers cleaned frequently, at least after every batch mix of gypsum plaster, and whenever different materials are used. Gypsum plasters shall not be used if initial set occurs before application.

The Finishing Coat for gypsum plastering shall be 3mm thick and shall be laid with a trowel, so as to achieve a tight matt smooth surface with no hollows, abrupt changes of level or trowel marks.

Rapid, premature or uneven drying out of the final coat shall not be allowed.

The Finishing Coat gypsum shall consist of gypsum, hydrated lime, rock powder and special adhesives and additives to increase workability and adhesion.

The nominal size of the Base Coat plaster shall be less than 0.2mm.

The hardened plaster shall be vapour-permeable with a μ value of ≤10.

The hardened plaster shall have a compressive strength of ≥ 2.0MPa.

The fire rating shall be Class O.

The Finishing Coat shall be applied using a stainless steel rectangular trowel, over the whole surface. The trowel shall have specially ground edges, and shall be made from extra-hard stainless and abrasion-proof steel.

The finished surfaces shall be even and consistent and free from rippling, hollows, ridges, cracks and crazing.

The finished surface shall be to a true plane, to the correct line and level, with angles and corners to the right angle, unless specified otherwise, and with walls and reveals plumb and square.

Surface flatness/regularity shall be acceptable if the deviation of the surface from a 1.8m straightedge does not exceed 3mm.

The Contractor shall be required to prepare sample applications of the proprietary renders, on a variety of substrates and to retain the samples on site for a period of time specified by the Project Manager, before the use of such renders is approved.

APPLICATION OF LAYERS

Coats shall be applied firmly in a continuous operation, between angles and joints to achieve a good adhesion to the previous coat. Undercoats shall be ruled to an even surface. When the undercoat has begun to stiffen, the surface shall be scored with a comb, so as to form wavy horizontal lines, spaced approximately 20mm apart, and 5mm deep, or cross- scratching.

Coats shall be applied in such a sequence that ensures a finishing layer that is slightly weaker than the background layer.

The undercoat shall be left for at least a week before the final coat is applied, in order to allow any cracking from the initial shrinkage to occur. In warm dry weather, the undercoat shall be cured by draping it with sheet polythene, held against the surface to prevent evaporation. When applying the undercoat on metal lathing, care shall be taken to work the render well into the interstices to obtain maximum key.

The final coat for smooth cement-sand finish shall be laid with a trowel, so as to achieve a tight matt smooth surface with no hollows, abrupt changes of level or trowel marks. The final coat for scraped cement-sand finish shall be scraped some hours after application, using a wooden float faced with expanded metal, or using an old saw blade. The scraping shall be sufficient to evenly remove the surface skin of the mortar and expose the larger particles of aggregate. Some of the aggregate will be dragged from the mortar by the scraping action. After scraping, the surface shall be lightly brushed with a soft brush to remove all dust, and to produce a clean crisp texture. About 3mm of thickness is expected to be removed by the scraping of a saw blade.

Rapid, premature or uneven drying out of the final coat shall not be allowed, and in warm or windy weather, the final coat shall be damped down, or sprayed gently with water. Curing under polythene sheeting shall be allowed provided the polythene can

be arranged to hang clear of the surface in such a way that it does not form a funnel through which the wind could increase the rate of evaporation, and in such a way as to prevent the polythene sheeting from intermittent contact with the face. The surface shall be protected from rain. Curing shall last for a minimum period of 3 to 4 days.

The finished surfaces shall be even and consistent and free from rippling, hollows, ridges, cracks and crazing. The finished surface shall be to a true plane, to the correct line and level, with angles and corners to the right angle, unless specified otherwise, and with walls and reveals plumb and square. Surface flatness/regularity shall be acceptable if the deviation of the surface from a 1.8m straightedge does not exceed 3mm.

POINTING "FUQ IL-FIL"

Soft joints of the stone masonry shall be raked out and opened to a depth of approximately 20mm.

The joints shall be cut, rectified and formed, in both the horizontal and vertical directions, in such a way so that the finished joint shall have a constant width of 8mm, and shall be true to the horizontal and vertical.

The joints shall be pointed as indicated with a proprietary mortar formed by a white cement-lime-sand-additives mix to match the existing stone colour. The mix shall have a compressive strength of ≥ 7 MPa.

When the joint pointing has dried, the whole stone surface shall be sanded and rubbed down to produce a plane compact masonry surface, with regular joints matching the colour of the existing "franka" stone across the surface.

SPECIFICATIONS FOR PAINTING 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.

The Contractor may be required to prepare sample applications of the renders, pointing and paint on a variety of substrates for final approval before the start of the Works.

Bidders must declare that the following materials/substances will not be used in the building:

i. Products which contain sulphur hexafluoride (SF6).
ii. Indoor paints and varnishes1 with a content of solvents (volatile organic compounds (VOCs) with a boiling point of 250°C maximum) higher than:

a) For wall paints (according to EN 13300): 30 g/l (minus water).

b) For other paints with a spreading rate of at least 15 m²/l at a hiding power of 98% opacity: 250 g/l (minus water).

c) for all other products (including paints that are not wall paints and that have a spreading rate of less than 15m2/l, varnishes, wood stains, floor coatings and floor. paints, and related products): 180g/l (minus water). Verification: Bidders must declare that these products/substances will not be used in the building. Limit values extracted from the European Ecolabel and relevant standards such as EN 13300.

PAINTWORK - GENERAL

Generally, painting work shall comply with the recommendations of BS 6150 – Code of Practice for Painting of Buildings. General workmanship, and, in particular, the preparation of surfaces for painting, shall also comply with BS 8000: Part 12. The appropriate environmental category, as defined in BS 6150, shall be Mild for interior conditions and Severe for exterior conditions.

PAINT – INTERNAL WALLS, FLOORS AND CEILINGS

The paint shall comply with EN 13300, Paints and Varnishes, Water-borne Coating systems for Internal Walls and Ceilings.

The paint shall comply with the ecological and performance criteria adopted by the EU for the award of the Eco-Label for internal paints and varnishes.

Quotation Documentation Section:

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:

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.** Such clarification is to reach the Chief Executive Officer of the Contracting Authority by Wednesday 19th 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 20th 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:

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:

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:

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.projectsmalta.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:

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 afore-mentioned '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

Terms and Conditions Section:

8.1 **If the Contractor fails under his own responsibility to deliver any or all of the goods or fails to perform the services within the time limit(s) specified in the contract, the Contracting Authority shall, without formal notice and without prejudice to its other remedies under the contract, be entitled, to liquidated damages equal to 5/1000 of the value of the undelivered supplies, up to a maximum of 15% of the total value of the contract, for every day, which shall elapse between the expiry of the contractual period and the actual date of completion.**

General Information Section:

9.1 All interested Bidders are kindly being requested to submit their offer at Projects Plus Ltd. Apt. No. 8, Clock Tower, Level 1, Tigne' Point TP01, Sliema Malta.

Deadline for Submission:	**21st October 2016**	**at 10:00am**
Quotation Opening:	**21st October 2016**	**at 10:00am**

9.2 No liability shall be accepted for late delivery of Quotation Offers. Late Quotation Offers shall be rejected and shall not be evaluated.

9.3 Upon award, any eventual Quotation Award shall be regulated by the General Conditions for *Works Contracts*, which can be downloaded from the Contracting Authority's website.

9.4 It is in the Bidders' interest to periodically check the Contracting Authority's website for any updates that may be issued related to the said Quotation Request.

Bidders Details Form:

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

FINANCIAL BID

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 I