



Call for Quotations

Provision of a Media/Data Safe for the Malta Environment and Planning Authority

(Ref: QT13/2014)

Date Published:	Friday, 11 th July, 2014
Closing Date:	Friday, 30 th July before 10:00am

Free of Charge

Malta Environment and Planning Authority

St. Francis Ravelin, Floriana, FRN 1230, Malta

Call for Quotations

1. Scope

MEPA is issuing this Call for Quotations to identify bidders interested in providing a Media/Data Safe for the Malta Environment and Planning Authority (MEPA).

2. Procedure

This Call for Quotations is being issued in accordance with the Public Procurement Regulations 2010 (L.N. 296 of 2010).

This Call for Quotations is being issued as an OPEN procedure and will be also regulated by the Procurement General Conditions, available on the Department of Contracts website (<https://secure2.gov.mt/eprocurement/conditions>).

MEPA shall determine the award of this Call of Quotations on the basis of the lowest price compliant with specifications.

Bidders not registered with the VAT authority in Malta, must still include in their financial offer any VAT that the contracting authority may have to pay either in Malta or the country where the bidder is registered irrespective of the reverse charge mechanism. The financial offer will be considered as the total financial cost to the contracting authority including any VAT that may have to be paid not through the winning bidder. Except as may otherwise be provided for in the contract, no payment will be made for items which have not been costed.

3. Timeframe

	<u>Date</u>	<u>Time</u>
Date of Publication of Call for Quotations	Friday, 11 th July, 2014	
Last Date on which clarifications are received by MEPA	Friday, 18 th July, 2014	13:00
Last Date on which clarifications are issued by MEPA	Wednesday, 23 rd July, 2014	13:00
Deadline for submission of quotations	Wednesday, 30th July, 2014	10:00

4. Quotation Format

Bidders are to submit their quotation using the format defined in Appendix I of this Call for Quotations.

Bidders must include a signed copy of the Bidder's Declaration as defined in Appendix II of this Call for Quotations.

Bidders must also include a signed copy of the Statement on Conditions of Employment as defined in Appendix III of this Call for Quotations.

Full specifications of items being offered and illustrated literature are to accompany the quotation. All documents must be in the English language.

5. Request for Clarifications

Bidders are urged to promptly notify MEPA of any ambiguity in or discrepancy between any of the documents of this Call for Quotations which may be discovered upon examination of the documents.

Bidders may submit any written requests for clarification concerning this Call for Quotations to e-mail address tenders@mepa.org.mt until the deadline stipulated in Section 3, specifying the publication reference and the title of this Call for Quotations. Any requests after this date will not be accepted.

Any clarifications from MEPA in response to any requests for clarification will be addressed and sent before the deadline stipulated in Section 3.

Bidders are advised that any interpretations, correction or changes to the Call for Quotations will be notified via the MEPA website (www.mepa.org.mt/info-quotes). It is the responsibility of the bidders to visit the website and be aware of the latest information published on the MEPA website prior to submitting the quotation. Interpretations, corrections or changes made in any other manner will not be valid, and prospective bidders shall not rely upon such interpretations, corrections and changes.

6. Submission of Quotations

All quotations must be submitted in full, signed as requested, and sealed in an envelope/package bearing the reference code **QT13/2014** so that the bid can be identified. **A soft copy saved on CD should be submitted together with the quotation.**

Submissions must be hand-delivered and deposited before the deadline for submission of quotations stipulated in Section 3 at:

Quotation Box (MEPA Foyer)
Malta Environment and Planning Authority
St Francis Ravelin
Floriana FRN 1230
Malta

Quotations submitted by other means will not be considered for evaluation. Late quotations will be rejected and will not be considered for evaluation. No liability will be accepted for rejection of late quotations.

Prices shall be quoted in Euro and shall be inclusive of duty, VAT, delivery and all other charges and taxes.

In submitting their quotation, bidders will be submitting their best and final offer. Bidders are deemed to have taken account of all that is required for the submission, including its correctness and completeness and that they have included all charges in their rates and prices.

Quotations having any handwritten correction to the quoted rates and/or totals will not be considered for evaluation. Quotations must comply with the requirements as stated in this Call for Quotations.

7. Validity of Quotations

Price quoted shall remain valid for a period of six months from the closing date for the submission of the quotation stipulated in Section 3.

8. Cancellation of the Call for Quotations Procedure

MEPA shall have the option to cancel any published Call for Quotations prior to its closing date stipulated in Section 3.

Bidders are advised that any cancellation to the Call for Quotations will be notified via the MEPA website (www.mepa.org.mt/info-quotes). It is the responsibility of the bidders to visit the website and be aware of the latest information published on the MEPA website prior to submitting the quotation.

9. Evaluation of Quotations

The entire evaluation procedure is confidential. The Evaluation Committee's decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy.

The Evaluation Committee ranks the bids based on lowest cost and the Evaluation Committee evaluates the quotation for the first ranked bidder.

In the interest of transparency and equal treatment and without being able to modify the submitted quotation, the bidder may be required, at the sole written request of MEPA to provide clarifications.

MEPA reserves the right to conduct an interview with the bidder to assess the bidder's experience and approach to the delivery of the requirements.

If the quotation submitted by the first ranked bidder complies with the requirements, the bidder will be recommended to be awarded the contract.

In the case that the quotation submitted by the first ranked bidder does not meet the requirements set out in this Call for Quotations, the submission will be deemed to have failed to qualify and the evaluation process is re-iterated with the next best-ranked bidder in accordance with the results of the process set in this Section, until there is a match to compliance or else the list is exhausted and no quotation is found to be in compliance with the requirements.

MEPA is not bound to accept any of the submitted quotations and has the right to refuse in part or in full any or all the submissions, even the most advantageous, without giving reasons to do so. The lowest priced quotation submitted by the bidders shall not necessarily be an indicator of best value for money and may be refused.

10. Award

This Call for Quotations shall be awarded on the basis of the lowest price offered compliant with all the requirements.

Notification of award is uploaded on the MEPA website.

Upon award the winning bidder will be expected to abide by the signed Bidder's Declaration.

11. Data Protection and Freedom of Information

Any personal data submitted in the framework of the procurement procedure and/or subsequently included in the contract shall be processed pursuant to the Data Protection Act (2001). It shall be processed solely for the purposes of the performance, management and follow-up of the procurement procedure and/or subsequent contract by the Contracting Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

The provisions of this contract are without prejudice to the obligations of the Contracting Authority in terms of the Freedom of Information Act (Cap. 496 of the Laws of Malta). The Contracting Authority, prior to disclosure of any information to a third party in relation to any provisions of this contract which have not yet been made public, shall consult the contractor in accordance with the provisions of

the said Act, pertinent subsidiary legislation and the Code of Practice issued pursuant to the Act. Such consultation shall in no way prejudice the obligations of the Contracting Authority in terms of the Act.

12. Gender Equality

In carrying out his/her obligations in pursuance of this contract, the bidder shall 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. Bidders are to ensure that these principles are manifest in the organigram of the company where the principles aforementioned, including the selection criteria for access to all jobs or posts, at all levels of the occupation hierarchy are amply proven. In this document words importing one gender shall also include the other gender.

13. Technical Specifications

This Call for Quotations seeks the provision of a Media/Data Safe for MEPA Premises, with the following minimum requirements:

<u>Minimum Requirements</u>	
Type	Media/Data Safe
Lock	High Security A-Class Lock with double-bitted key - in accordance with EN 1300
Capacity	220 LTO Tapes (Tapes to be stored with case)
Fire Resistance	120 minutes
Drawers	<ul style="list-style-type: none"> Removable Drawers with tape divisors (Compartments) Fully populated to store a minimum of 220 LTO (Tapes to be stored with cases)
Certifications	<ul style="list-style-type: none"> Conforms with Data Protection Norm NT Fire 017 Certified Protection against magnetic field and Electrostatic The safe must be certified to effectively protect its contents against humidity, dust, liquids and smoke
Documentation	The bidder is required to submit a technical data sheet clearly outlining the Safe specifications, including all certifications as stated above.

14. Payment Terms

The payments will be made in accordance with the following schedule:

Narrative	Percentage (%)
Final Payment to be paid upon an acceptance letter issued by MEPA following the satisfactory delivery of the Media/Data Safe requested in this call.	100

This is a unit price contract.

Appendix I:**A – Mandatory Requirements**

Mandatory (Minimum) Requirements		<u>Bidder's Response</u> <u>(Compliant</u> <u>Yes/No)</u>
Type	Media/Data Safe	
Lock	High Security A-Class Lock with double-bitted key - in accordance with EN 1300	
Capacity	220 LTO Tapes (Tapes to be stored with case)	
Fire Resistance	120 minutes	
Drawers	<ul style="list-style-type: none">• Removable Drawers with tape divisors (Compartments)• Fully populated to store a minimum of 220 LTO (Tapes to be stored with cases)	
Certifications	<ul style="list-style-type: none">• Conforms with Data Protection Norm NT Fire 017• Certified Protection against magnetic field and Electrostatic• The safe must be certified to effectively protect its contents against humidity, dust, liquids and smoke	
Documentation	The bidder is required to submit a technical data sheet clearly outlining the Safe specifications, including all certifications as stated above.	
Signature of the Bidder:		Stamp of the firm/company:

B – Financial Bid					
<u>Description of items</u>	<u>Qty</u>	<u>Rate per Unit including Duties, other taxes/charges (Delivered Duty Paid-DDP) and Discounts but excluding VAT</u> Amount in Euro (€)	<u>Grand Total including Duties, other taxes/charges (Delivered Duty Paid-DDP) and Discounts but excluding VAT</u> Amount in Euro (€)	<u>VAT</u> Amount in Euro (€)	<u>Total including VAT, Duties & Other Taxes/Charges (Delivered Duty Paid-DDP) and Discounts</u> Amount in Euro (€)
Media/Data Safe	1				
GRAND TOTAL					
Signature of the Bidder:			Stamp of the firm/company:		

Bidders must quote all components of the price inclusive of taxes, customs and import duties and any discounts. Bidders not registered with the VAT Authority in Malta, must still include in their financial offer any VAT that the contracting authority may have to pay either in Malta or the country where the bidder is registered irrespective of the reverse charge mechanism. The financial offer will be considered as the total financial cost to the contracting authority including any VAT that may have to be paid not through the winning bidder. Except as may otherwise be provided in the contract, no payment will be made for items which not been costed.

C – Details of the Bidder	
Full name of the bidder in Block Letters (individual or organisation):	
Address:	
Phone Number:	Fax Number:
Organisation Registration Number or ID Number:	VAT Registration Number:
E-mail Address:	

Appendix II: Bidder's Declaration

(To be completed and signed by the bidder and submitted with the quotation.)

I/We, the undersigned, hereby declare that:

1. I/We have examined and accept in full and in its entirety, the content of this Call for Quotations QT13/2014 of July 2014 (including subsequent clarifications issued by MEPA). 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 quotation offer not being considered any further.
2. I/We offer to execute, in accordance with the terms of the Call for Quotations and the conditions and time limits laid down, the supplies and/or services as set out in the Call for Quotations within the time-frames submitted in this Call for Quotations.
3. I/We declare that none of the grounds listed in Regulation 50 of the Public Procurement Regulations 2010 (L.N. 296 of 2010) apply to us.
4. I/We acknowledge that MEPA may request us to submit signed certification from the competent authorities that none of the criteria listed in Regulation 50 of the Public Procurement Regulations (L.N. 296 of 2010) apply to us and where applicable confirm the same for each member of the joint venture or consortium and/or subcontractor. We will be guided by the information published by the European Commission specifying the competent authorities within each Member States which can certify whether a bidder is in line with Regulation 50 and available through the following link <http://ec.europa.eu/markt/ecertis/login.do>. I/We accept that I/we shall be excluded from the award of this call for quotations if the compliance certificates are not submitted upon the request by MEPA and by the indicated dates.
5. I/We will inform MEPA immediately if there is any change in the above circumstances at any stage during the delivery of the products and maintenance period. We also fully recognise and accept that any false, inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Malta Environment and Planning Authority.
6. I/We note that MEPA is not bound to proceed with this Call for Quotations and that it reserves the right to cancel or award any part of this Call for Quotations. It will incur no liability towards me/us should it do so.
7. I/We, the undersigned, have availed myself/ourselves of the General Conditions for Supply Contracts which are available on the Department of Contracts website (<https://secure2.gov.mt/eprocurement/conditions>), and have read and accepted in full and without reservation the conditions outlined therein, and are therefore waiving any standard terms and conditions which I/we may have.

Name and Surname: _____

ID / Passport Number: _____

Signature of bidder: _____

Duly authorised to sign on behalf of: _____

Stamp of the firm / company: _____

Place and Date: _____

Appendix III: Statement on Conditions of Employment

**Tenderers are to ensure that self-employed personnel are not engaged on this contract.
Non-compliance will invalidate the contract.**

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.

Signature:

(the person or persons authorised to sign on behalf of the tenderer)

Date: