



**Call for Quotations**

**Renovation of Bathroom/Showers at MEPA, St.  
Francis Ravelin, Floriana  
(Ref: QT04/2015)**

<b>Date Published:</b>	Tuesday, 24 <sup>th</sup> February, 2015
<b>Closing Date:</b>	Monday, 16 <sup>th</sup> March, 2015, 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 effecting renovation works to existing bathroom/showers at MEPA, St. Francis Ravelin, Floriana. Renovation and alteration works consist of Removal of Tiles, Electrical and Plumbing, and Tiling works, and Supply and Installation of Aluminium/Timber doors and Partitions as per Appendix 1 - Bill of quantities (Attached).

### 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 the Call of Quotations on the basis of the Cheapest Technical Compliant with specifications.

**Tenderers must quote all components of the price inclusive of taxes/charges, customs and import duties and any discounts BUT excluding VAT. VAT shall be paid in accordance with the current VAT regulations.**

### 3. Timeframe

	<u>Date</u>	<u>Time</u>
Date of Publication of Call for Quotations	Tuesday, 24 <sup>th</sup> February, 2015	
Site visit (refer to Clause 11)	Monday, 2 <sup>nd</sup> March, 2015	10:00
Last Date on which clarifications are received by MEPA	Friday, 6 <sup>th</sup> March, 2015	16:00
Last Date on which clarifications are issued by MEPA	Wednesday, 11 <sup>th</sup> March, 2015	16:00
Deadline for submission of quotations	Monday, 16 <sup>th</sup> March, 2015	10:00

### 4. Quotation Format

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

Bidders must also include a signed copy of the Bidder's Declaration 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](mailto: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](http://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.

### Site Visit

A site visit will be held on the date and time indicated in Clause 3, **MEPA, St. Francis Ravelin** to answer any questions on the tender document which have been forwarded in writing, or are raised during the same meeting. Minutes will be taken during the visit, and these (together with any clarifications in response to written requests which are not addressed during the meeting) shall be posted online as a clarification note as per Clause 5.

Visits by individual prospective bidders during the call period other than this site visit for all prospective bidders cannot be permitted.

## 6. Submission of Quotations

All quotations must be submitted in full, signed as requested, and sealed in an envelope/package bearing the reference code **QT04/2015** 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, delivery and all other charges and taxes but excluding VAT.

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](http://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, 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.

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 tenderer 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. Tenderers 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. General Remarks

Quoted prices are to include for coordination with all other contractors on site and for hoisting of all equipment as necessary.

The Contractor shall ensure that all the work is carried out in the most diligent, competent and professional manner to ensure a high standard of workmanship. He shall ensure compliance with all the relevant local legislation in particular Health and Safety.

All prices quoted in the attached bills of quantities are to **exclude** VAT, but are to include any other taxes and levies as might apply.

**All electrical works carried out must be certified by an electrician in possession of an Electrical License A (Domestic). A copy of the license is to be submitted together with the quotation offer.**

### Discrepancies

Whilst all the drawings, specifications and bill of quantities have been made as truthful as possible, the tenderer shall satisfy himself/herself that these documents cover the complete systems in terms of materials, equipment and accessories for the proper operation of the installation as a whole.

### Protection of works

The Contractor shall protect all equipment, material and works until taken over by the client and shall remain his sole responsibility until official handing over.

### Completion, Quantities and Variations

Except where a particular sequence of operation is specified, the work shall be carried out in whole or in sections as the conditions or state of the building may dictate, or at the direction of the Supervising Engineer.

The contractor shall carry out all of the required works to an agreed programme with the Supervising Architect and within the contract period stated in the contract documents.

Some work may be required to be carried out outside normal working hours to facilitate the normal running of the site. Contractors will be expected to make suitable allowances for both 'normal' and exceptional circumstances when submitting their prices since no additional payments will be for work which needs to be carried out after normal working hours.

The consultant and the client reserve the right to amend or add further drawings at any time, during the duration of this contract. The contractor shall give notice in writing if such work is extra to that covered in the Bill of Quantities and Specifications before proceeding with such work. The contractor has no right to make any claim if no notice in writing is submitted to the consulting Architect.

This specification shall be read in conjunction with the General Conditions of Contract, the Drawings issued to date and any others which may become necessary from time to time at the discretion of the Architect in charge, and also with the Schedule of Prices or BOQ, which all together form the Contract Documents.

The work shall be completed by the contractor to the full satisfaction of the Architect in charge and the contractor shall be responsible for the satisfactory performance of the service in accordance with the spirit of the design and specifications.

#### Guarantee Period

The Contractor shall guarantee for a period of twenty four (24) months all workmanship. The guarantee shall commence from the date of the certificate of practical completion issued by the Architect. This period shall not be deemed to have expired until the Contractor has rectified all defects or faults to the Architect's satisfaction. If the contractor fails to carry out such rectification work as may be required, the Architect will make arrangements to have these works carried out at the expense and risk of the Contractor and will be deducted from the balance payment.

#### Cleaning Up

The Contractor shall at all time keep the works free from the accumulation of waste materials and regularly shall clear all his/her rubbish, waste and surplus materials from and about the Works and adjoining areas. In default, the Client may clear the site and adjoining areas as aforesaid and the cost thereof shall be borne by the contractor. On completion the contractor shall not be due the final payment unless the site has been cleared of all the rubbish, waste material and any other surplus material from the site.

#### Responsibilities

The Contractor shall advise in writing to the Architect, where according to his judgement any modification and variations are necessary for the proper operation of the services. The Architect, however, shall have the final word in such decisions and shall give his decision in writing to the Contractor. The Contractor shall be held responsible for any malfunctions of the service if this condition is not adhered to. In case the Contractor's advice is not accepted by the Architect/Client, the Contractor shall be relieved of any responsibility and liability for any malfunctions of the service due to not accepting his advice.

#### Material on Site

Fixed materials on site shall not be removed by the contractor under any circumstances unless approved in writing by the Architect.

#### Taxes

The contractor shall be liable for the payment of all Taxes, duties, eco tax, levies including VAT etc. and other charges that may be levied by the controller of customs for materials imported and/or for the execution of these works. All such charges will be deemed to be included in the tender prices.

#### Certification and Measurement

The works shall be measured as specified in the Bill of Quantities and certified by the Architect in charge. Payments will be made on actual quantities installed.

Tools, Equipment etc...

The contractor is to include in his rate all required equipment in order to carry out his works in a complete manner. This shall include scaffoldings, tower ladder, cranes, drilling equipment, testing equipment, insulation testers, etc. The client shall not provide any instruments or tools.

14. **Specifications and Conditions**

Please refer to the Bill of Quantities in Appendix I.

15. **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 completion and certification of all activities.	100%

## Appendix I: Bill of Quantities

Item	Description	Unit	Qty	Rate (excl. VAT)	Total (excl. VAT)
<b>1.00</b>	<b><u>Demolition</u></b>				
	Rates quoted for the demolition of concrete and masonry structures shall be deemed to include for all expenses in carting away and dumping in authorised sites. Contractor is advised that he is responsible for any damage caused to elements which are to be retained, and this damage has to be made good at the contractor's expense to the satisfaction of the officer in charge of works.				
1.01	To take down existing wall glazed tiles	m 2	144.85		
1.02	To remove existing floor glazed tiles	m 2	9.61		
1.03	Disconnect and remove existing electrical circuits and plumbing systems connected to four showers and 1 wash basin. Load/carting away and filling up of chases in cement/sand mortar.	ls			
1.04	Carefully remove existing wash hand basin, set aside for re-use.	ls			
1.05	Carefully remove existing shower heads, set aside for re-use.	ls			
1.06	To take down existing soffit ceiling and preserve suspension grid and plastic strips and light fittings, set aside for re-use.	ls			
<b>2.00</b>	<b><u>Construction</u></b>				
2.01	Construction of 230mm thick HCB wall (12 crs high)	m 2	3.03		
<b>3.00</b>	<b><u>Electrical and Plumbing</u></b>				
3.01	To supply and install carefully and with all appropriate and applicable safety measures; lighting for	ls			



	bathroom/showers and power points to water heater, 2 hand dryers and one ventilation extractor; plumbing and drains for two showers, two wash hand basins and one water closet using a professional flexible push-fit plumbing system.				
3.02	To install and connect two shower heads, two wash hand basins, one water closet complete with flushing cistern, soap holders plus sundry bathroom fittings. (Sanitary ware, shower heads, sinks, hand dryers and fittings to be supplied by MEPA)	ls			
4.00	<b><u>Tiles</u></b>				
4.01	Hack vertical wall surface and clean down to receive wall tiling.	m 2	144.85		
4.02	Supply and fix resistant glazed vitreous wall tiles measuring 250mm by 400mm to BS 6432 and 5385, on cement: sand mortar bed 6mm thick with approved cement-based or organic mastic adhesives including cutting around pipes openings, and plastic edging etc.	m 2	144.85		
4.03	Supply and fix resistant glazed vitreous floor tiles measuring 250mm by 400mm to BS 6432 and 5385, bedded in cement/sand mortar (1:3) thick minimum; butt joined straight in both ways to concrete sub floor.	m 2	9.61		
5.00	<b><u>Doors and Partitions</u></b>				
5.01	Supply and install two shower partitions complete with sliding doors in appropriate anodised aluminium and safety glass.	Nr	2		
5.02	Supply and install one single leaf door in white aluminium and water resistant board material.	Nr	1		
5.03	Supply and install a two leaf timber door sprayed/painted in green similar to those existing along the same wall of the edifice, complete with hinges, bolts and lock with handle. (approx 1320mm by 2320mm).	Nr	1		
	<b>TOTAL EXCLUDING VAT</b>				

**N.B. - Three decimal points do not exist as currency; therefore such offers cannot be accepted. Offers are to be submitted up to two decimal points.**

**Tenderers must quote all components of the price inclusive of taxes/charges, customs and import duties and any discounts BUT excluding VAT. VAT shall be paid in accordance with the current VAT regulations.**

**Details of the Bidder**

<b>Details of the Bidder</b>	
<b>Full name of the bidder in Block Letters (individual or organisation):</b>	
<b>Address:</b>	
<b>Phone Number:</b>	<b>Fax Number:</b>
<b>Organisation Registration Number or ID Number:</b>	<b>VAT Registration Number:</b>
<b>E-mail Address:</b>	
<b>Signature:</b>	<b>Date:</b>

## **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 (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.**

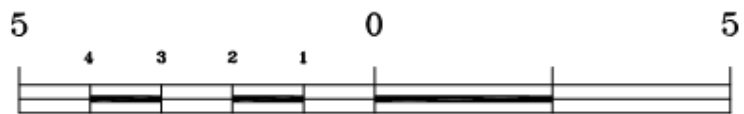
It is hereby declared that all employees engaged on this contract shall enjoy working conditions such as wages, salaries, vacation and sick leave, maternity and parental leave as provided for in the relative Employment Legislation. Furthermore, we shall comply with Chapter 424 of the Laws of Malta (Occupational 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: .....

Appendix IV: Bathroom Plan



Scale 1:100