



Call for Quotations

**PROVISION OF MASONRY WORKS AT
MEPA PREMISES AT ST. FRANCIS
RAVELIN, FLORIANA
QT05/2012**

Date Published:	Friday, 27 th April 2012
Closing Date:	Friday, 11 th May 2012 at 1000hrs CET

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 performing masonry works at MEPA premises at St. Francis Ravelin, Floriana.

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 technically compliant offer.

3. Timeframe

	<u>Date</u>	<u>Time</u>
Date of Publication of Call for Quotations	27 April 2012	
Site visit (refer to Clause 12)	04 May 2012	1000hrs
Last Date on which clarifications are received by MEPA	07 May 2012	1600hrs
Last Date on which clarifications are issued by MEPA	09 May 2012	1600hrs
Deadline for submission of quotations	11 May 2012	1000hrs

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.

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 support.services@mepa.org.mt following it up by a telephone call to number 2290 5000 to ensure its receipt, 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 **QT05/2012**, 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 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 evaluates the bids in relation to technical requirements and ranks the bids according to the cheapest technically compliant.

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.

10. Award

This Call for Quotations shall be awarded on the basis of the cheapest technically compliant with all the requirements. However, 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 cheapest quotation submitted by the bidders shall not necessarily be an indicator of best value for money and may be refused.

Notification of award is uploaded on the MEPA website. Following the appeal period (if applicable), the recommended bidder will be expected to abide by the signed Bidder's Declaration.

11. Site Visit

A site visit will be held on the date and time indicated in Clause 3, at **MEPA, St. Francis Ravelin, Floriana** to answer any questions which have been forwarded in writing, or are raised during the same meeting. Visits by individual prospective bidders during the call period other than this site visit for all prospective bidders cannot be permitted.

12. General Remarks

Quoted prices are to include for coordination with all other contractors on site and to include 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.

Discrepancies

Whilst all the drawings, specifications and bill of quantities have been made as truthful as possible, the tenderer shall satisfy him 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 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 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, ecotax, 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.

Appendix I: Bill of Quantities

Item	Description	Unit	Qty	Rate (excl. VAT)	Total
1.00	<u>Demolition</u>				
	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 architect in charge of works.				
1.01	Removal of 300mm thick masonry wall (14 crs high)	m 2	12.38		
1.02	Removal of corner masonry wall (14 crs high)	m 2	12.18		
1.03	Removal of 600mm thick masonry wall (14 crs high)	m 2	14.41		
1.04	Removal of 600mm thick masonry wall (14 crs high)	m 2	5.28		
1.05	To take down existing wall glazed tiles	m 2	112.91		
1.06	To remove existing floor glazed tiles	m 2	7.49		
2.00	<u>Construction</u>				
2.01	Construction of 230mm thick HCB wall (14 crs high)	m 2	11.49		
2.02	Block existing window in 230mm thick HCB wall 1120mm x 1450mm	m 2	1.62		
2.03	Construction of 230mm thick HCB wall (14 crs high)	m 2	3.69		
2.04	Block existing opening in 620mm thick HCB wall 923mm x 4060 mm	m 2	3.74		
2.05	Formation of new door opening in 280mm thick masonry wall not exceeding 1060mm x 2320mm including installation of lintel	m 2	2.48		
2.06	Formation of door opening in place of existing window in 300mm thick masonry wall not exceeding 920mm x 1160mm	m 2	1.07		
2.07	Supply and install HEB 260 type steel beam; 260mm x 260mm x 93kg/m of approx. length 3.05	Nr	1		
2.08	Supply and install HEB 260 type steel beam; 260mm x 260mm x 93kg/m of approx. length 3.55	Nr	1		
	TOTAL				

Appendix II: Details of the Bidder

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:	
Signature:	Date:

Appendix III: 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: _____