



# Ministry for the Environment, Sustainable Development and Climate Change

Finance & Administration Directorate

Office of the Permanent Secretary

Triq Hal Qormi

Santa Venera

Malta

Telephone: (+356) 22926200

Email: [stores.mesdc@gov.mt](mailto:stores.mesdc@gov.mt)

## **Call for Quotations to provide the following service:**

### **SALE TALE QUALE OF METAL (ALUMINIUM)**

Call for Quotation: **Quot 1/2019**

Opening Date for Submissions: **31/05/2019**

Closing Date for Submissions: **11/06/2019 @ 10.00hrs**

## **1.0 SCOPE OF QUOTATION**

### **1.1 Introduction**

1.1.1 The Finance & Administration Directorate at the Ministry for the Environment, Sustainable Development and Climate Change (MESDC), hereinafter referred to as the 'Contracting Authority', is hereby publishing this call for quotations for the sale of metal (aluminium).

## **2.0 QUOTATION PROCESS**

### **2.1 Method of submission**

2.1.1 Quotations should be submitted by the closing date listed above and are to be sent via email on [stores.mesdc@gov.mt](mailto:stores.mesdc@gov.mt) or deposited at the tender box provided at the Finance & Administration Directorate, Logistics and Support Section, Head Office, 6 Qormi Road, Santa Venera.

2.1.2 The Quotation shall be submitted by filling the requested details of **Section 1: Details of Bidder** and **Section 2: Quotation for sale of metal (aluminium)**. Each Quotation submitted must be duly signed by the bidder and, in the case of a Registered Company, stamped and signed by an authorised representative of the Company.

2.1.3 By submitting their offers, bidders shall be deemed:

- i) to have understood and accepted all the contents of this document; and
- ii) to be able to carry out all the services included in this document.

2.1.4 It is the bidders' sole responsibility to read and understand the document and submit an offer accordingly.

### **2.2 Award of Quotation**

2.2.1 The Contracting Authority will not accept responsibility for any expenses or loss, which may be incurred by any bidder in the preparation of the Quotation or the execution of any ensuing contract to perform the works.

2.2.2 Subject to Clause 2.2.1, the Contracting Authority will issue a Letter of Intent in the favour of the bidder who submits the highest fully compliant Quotation.

2.2.3 The Quotation will be awarded in one lot, to the highest priced offer and that is fully compliant with the Quotation specifications and conditions.

2.2.4 Contractors will be informed by the Contracting Authority of the award of the Quotation in writing.

### **3.0 QUOTATION SPECIFICATIONS AND CONDITIONS**

3.0.1 This Quotation is for the sale ‘tale quale’ of metal (aluminium) and their removal from the premises indicated, as required by the Finance and Administration Directorate.

3.0.2 The completion period shall be of **one (1) week** as per Clause 3.2.4.

#### **3.1 Services required**

3.1.1 The metal (aluminium) on sale ‘tale quale’ are shown **in Clause 4.0 ‘Metal (aluminium) for sale’**. Bidders are to quote a lump sum for the metal (aluminium) as shown.

3.1.2 The successful bidder shall not leave at the Contracting Authority premises any dismantled parts or any other debris resulting from the haulage and transportation operations.

#### **3.2 Conditions**

3.2.1 The items on offer are shown below in Clause 4.0 and should be considered as one lot and are thereafter referred to as metal (aluminium).

3.2.2 Bidders are advised to view all items on offer, to understand the condition of items on offer. They may inspect the metal (aluminium) at the San Ġakbu Stores, Triq Hal Luqa, Santa Luċija, Malta on Tuesday 4th June 2019 from 09.00hrs to 11.00hrs.

3.2.3 The rates quoted shall be for the whole lot of metal (aluminium). The Contractor is to quote the amount payable to the Finance & Administration Directorate for the purchase of these items. Consideration of all expenses which will be incurred during their

removal must be considered by the Contractor when quoting, as the Directorate will not entertain any invoices presented by the successful bidder.

- 3.2.4 The Contractor is to remove all metal (aluminium) within **one (1) week** from date of the Letter of Acceptance of quotation issued by the Contracting Authority upon signing of Contract Agreement.
- 3.2.5 The successful bidder will be responsible for providing all equipment necessary for the removal of these items. Transportation of these items will be carried out in coordination with the Officer-in-Charge of the Contracting Authority so as not to hinder the daily works being carried out at the premises.
- 3.2.6 The successful bidder shall pay the quoted sum at the Cash Office of the Finance & Administration Directorate, MESDC Offices, 6, Triq Ħal Qormi, Santa Venera within **five (5) working days** from receipt of the Letter of Acceptance of quotation.
- 3.2.7 The successful bidder, after having paid the sum as per Clause 3.2.6, shall immediately call at the Logistics and Support Section, MESDC Offices to sign the Letter of Acceptance. The Contractor would have to present the payment receipt and copy of the Letter of Acceptance to the Officer-in-Charge at the Logistics and Support Section to be permitted to remove all the metal (aluminium).
- 3.2.8 In the event that the Contractor fails to remove these items within the stipulated time as per clause 3.2.4, a daily penalty of €30 (thirty euros), including weekends and public holidays, will be charged to the Contractor for every day after the stipulated one-week period until the items are removed.
- 3.2.9 The contract would be considered as having been abandoned if the Contractor fails to start the removal of the metal items within the period of one (1) week stipulated in the Letter of Acceptance. Once the contract is considered as abandoned, the Contractor will not be allowed to carry out the work, the sum paid will be forfeited, and the contract will henceforth be awarded to the next advantageous offer.
- 3.2.10 The contract would also be considered as having been abandoned if the successful bidder fails to pay the quoted sum as specified in clause 3.2.6. The contract will then be given to the next advantageous bidder.

3.2.11 The Contractor is to ensure that removal of these items will be done without causing any inconvenience at the Contracting Authority premises where the items are situated.

3.2.12 The Contractor shall assume full responsibility and accountability, according to the current legislation concerning the health and safety of his/her employees and/or Sub-Contractors, including any third parties involved in the execution of this contract. In the event of unsafe working practices, the Contractor will be stopped and compelled to rectify these practices.

3.2.13 The Contractor shall be responsible for any damages caused to Government property or third parties during the removal of all the metal.

#### **4.0 METAL (ALUMINIUM) FOR SALE**

4.0.1 The metal (aluminium) on offer as shown below is to be considered as one lot.





## 5.0 APPLICATION PROCEDURE

- 5.0.1 Properly filled in **Section 1: Details of Bidder** and **Section 2: Financial Bid** must be submitted as per Clause 2.1.1 by the closing time and date indicated in this document.
- 5.0.2 Failure to submit any of the documents mentioned above shall lead to automatic disqualification.
- 5.0.3 **By the closing time and date, ALL offers must be sent via email or deposited in the tender box provided at the Finance & Administration Directorate, Logistics and Support Section, MESDC Offices, 6, Triq Hal Qormi, Santa Venera. Any**

**quotation document delivered / received after the lapse of the closing time and date shall be considered as a late submission. Late submissions are not accepted.**

## **6.0 NOTIFICATION OF AWARD OF CONTRACT FOR SERVICE**

- 6.0.1 The Contracting Authority shall notify in writing the successful bidder that his/her bid has been recommended by the Selection Committee.
- 6.0.2 All applicants shall be notified with the outcome of the evaluation process. In all instances, procedure shall be regulated pursuant to the Data Protection Act and any other relevant legislation.

## **Section 1: Details of Bidder**

Reference No: MESDC/252/2019

**Name and Address of Contracting Authority:** Finance & Administration Directorate  
Logistics and Support Section  
MESDC Head Office  
6, Qormi Road, Santa Venera

### **PROVISION OF SALE 'TALE QUALE' OF METAL (ALUMINIUM)**

**Quotation No: 1/2019**

**Name of Bidder** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E-mail address** \_\_\_\_\_

**Mobile - Tel No./s** \_\_\_\_\_

**VAT Reg. No. (if applicable)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**ID Card No.** \_\_\_\_\_



## **Section 2: Financial Bid for sale ‘tale quale’ of metal (aluminium)**

### **Lump sum for the whole lot of metal (aluminium) on sale as ‘tale quale’ as outlined in the Call for Quotations No. 1/2019**

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.

<b>Description</b>	<b>Lump sum including taxes, other duties &amp; discounts <u>but</u> exclusive of VAT</b>
	<b>Amount in Euro (€)</b>
Sale of metal (aluminium) as shown in Clause 4.0, of same as per specifications.	<p style="text-align: center;">€ _____</p> <p style="text-align: center;"><b>Amount in words:</b></p> <p style="text-align: center;">-----</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">-----</p>

### **The above amount must not be broken down further**

Notes:

- (a) Tenderers are reminded that the Contracting Authority is entitled to reject any offer which is considered to be abnormally low according to Regulation 29 (1)(2) & (3) of LN296/2010