



<b>Advert No.:</b>	NSO/01/2015
--------------------	-------------

## NATIONAL STATISTICS OFFICE (NSO)

Call for Quotations for the Supply and Delivery of Laptops at the NSO Office

DATE PUBLISHED	10 <sup>th</sup> March 2015
CLOSING DATE	20 <sup>th</sup> March 2015

The closing date is **10:00am of Friday 20<sup>th</sup> March 2015.**

**Note:** Bidders are bound by their offers until at least 60 days after the deadline for submissions

# Call for Quotations for the Supply and Delivery of Laptops at the NSO Office

## 1 Scope and Purpose of this Call

### 1.1 Introduction

The National Statistics Office (NSO) is the executive arm of the [Malta Statistics Authority](#). It is responsible for the collection, compilation, analysis and publication of a wide range of statistical information and related matters. This does not prevent other government departments or institutions from collecting their own statistical data for internal purposes. The National Statistics Office is governed by the Malta Statistics Authority Act 2000 <http://www.msa.gov.mt/legislation.html>.

The National Statistics Office intends to procure Laptops. Potential bidders for such items are invited to submit quotations for the supply and delivery of the items specified in the attached Schedule, in accordance with the terms and conditions laid out in this document.

### 1.2 Compliance

Bidders shall **only** submit the quotation on the stipulated form in ANNEX 1 of the document. Each bid submitted in response to this call for quotations must clearly indicate the details of the bidder as per attached documentation.

## 2 Quotation Process

### 2.1 Method of Submission

- 2.1.1 Bidders are required to complete the Quotation document as per attached form in ANNEX 1. Quotation documents should be closed in a sealed envelope, with the Quotation N<sup>o</sup> and the Description of the Quotation clearly marked on them and deposited in the tender box, (National Statistics Office, Lascaris Valetta VLT 2000) by the time and date set for the submission of applications.

Late submissions will not be accepted.

2.1.2 Each quotation must be duly signed by the bidder. In the case of a registered company this must be signed by an authorised representative of the company.

2.1.3 By submitting a quotation the applicant shall be deemed:

- i. To have understood and accepted all the contents of this quotation document;
- ii. To be in a position to carry out all the services included in the quotation; and
- iii. To have accepted the conditions, payment terms and requirements under which the services required would be contracted.

It is the bidder's sole responsibility to read and understand the quotation document, and submit bid in accordance therewith.

## **2.2 Award of Quotation**

2.2.1 The NSO reserves the right to accept or reject any quotation, and to annul the quotation process and reject all applications, at any time prior to the award of the quotation, without thereby incurring any liability to the affected applicants. In so doing the NSO shall not be liable to give any reason whatsoever.

2.2.2 The NSO shall not be bound to select any application, and will not accept responsibility for any expense or loss which may be incurred by any applicant. In so doing the NSO shall not be liable to give any reason whatsoever.

2.2.3 Subject to Clause 2.2.1 and 2.2.2, the NSO will issue a Letter of Acceptance in favour of the applicant who is selected.

2.2.4 The quotations will be valid for a period of six (6) months commencing from the date when Letter of Acceptance is issued.

## **3 Technical Specifications**

### **3.1 Terms and Conditions**

3.1.1 This section outlines the minimum requirement specifications and conditions for the supply and delivery of the Laptops to be purchased by the NSO.

3.1.2 The entire delivery period shall not exceed two (2) weeks from date of issue of the letter of acceptance.

3.1.3 The quantities shown in the Schedule of Quantities are indicative and may be varied.

Moreover the NSO reserves the right not to order the entire quantities shown and by doing so will not be held liable to any damages or other costs whatsoever.

- 3.1.4 Bidders shall submit, together with their offer, all necessary literature and technical specifications to enable a comprehensive evaluation of the Laptops being offered.
- 3.1.5 Bidders shall complete the Schedule of Quantities with all the information requested in the appropriate space provided. Unit and total costs shall include for the supply and delivery of the Laptops.
- 3.1.6 The selected bidder shall assume full responsibility and accountability regarding the health and safety of his employees and any subcontractors including any third parties involved in the execution of the project.

The procurement of the Laptops as outlined in these specifications and conditions shall also be subject to the “General Conditions for Supply Contracts”

<https://www.etenders.gov.mt/epps/viewInfo.do?section=statistics&selectedItem=viewInfo.do%3Fsection%3Dstatistics>

- 3.1.7 . These general conditions will form an integral part of the contract that will be signed with the successful bidder/s.

## 3.2 Product specifications

### Laptops with:

- Processor – Core i5 or equivalent (minimum 2 cores at 2.6GHz)
- RAM – 8GB
- Screen size – 15.6”
- HDD – minimum 500GB
- Ethernet and Wi-Fi connections
- DVD-RW
- Carry case and laptop charger
- Minimum 2 year warranty

## 4 Terms of Reference

- 4.1 Bidders are requested to submit the cost of supplies as specified in ANNEX 1.
- 4.2 The quotation must include also costs related to the delivery of supplies to the National Statistics Office, Lascaris, Valletta VLT2000, Malta.
- 4.3 Bidders are to submit a profile as specified in **clause 6.2 below**.

4.4 The successful bidder will need to complete the consignment within a period of two (2) weeks commencing from the date of issue of the letter of acceptance. If the supplier fails to deliver the items within the said period, the NSO reserves the right following communication with the bidder to impose a penalty of fifty (50) euros for every day the specified items are not delivered.

## 5 Communication

5.1 No clarification meeting will be held before the closing date and any query shall be addressed only to [personnel.nso@gov.mt](mailto:personnel.nso@gov.mt). Communications between interested parties and the NSO shall be conducted in writing.

5.2 No quotation may be altered after the closing date.

## 6 Submission, closing date, opening of submissions

6.1 Bidders are to present their offers on the prescribed form as per ANNEX 1 below. **Only** quotations submitted in the stipulated format will be considered.

6.2 Interested Parties, when submitting their offer are expected to provide a complete and comprehensive response to this call. Responses should include the following:

a) Bidder's details and quotation: as per Annex 1 below;

b) Profile: a profile of bidder's activities and experience in the specific fields.

c) Additional Information (any additional information that the bidder deems valid to his/her response).

6.3 The closing date is **10:00am of Friday 20<sup>th</sup> March 2015**.

6.4 Bids are to be deposited in the Tender Box: National Statistics Office, Lascaris Valletta VLT 2000. It is the responsibility of the bidder to ensure that submissions are deposited in the Tender Box ahead of the closing date and time.

## 7 Bid Evaluation criteria

7.1 Bids will be evaluated subject to the following two (2) phase criteria. The first phase will consist of the evaluation of the bid subject to the selection criteria. The second phase consists of the evaluation of the bid according to the award criteria. It is also understood that any bids should also be first and foremost administratively compliant. This means that any prescribed forms must be properly filled in and any required documentation presented with the bid as per

ANNEX 1. NSO reserves the right to contact bidders for clarifications during the evaluation process.

#### 7.1.1 Selection Criteria

The selection criteria will consist of the following:

- The bidder's ability to perform the tasks being outlined in the quotation document;
- The bidder's clear understanding of this exercise and deliverables;

Should bidders not meet the selection criteria they will be excluded and not considered for the award criteria.

#### 7.1.2 Award Criteria

The sole award criterion will be the price.

The contract will be awarded to the global cheapest technically compliant bid; satisfying all the selection and technical criteria.

7.2 The NSO reserves the right to refuse even the most advantageous offers made, or to withdraw this call as may be deemed in its best interest. The final selection shall be in the sole discretion of the NSO and NSO is not bound to give any justification for the selection made or decisions taken.

### 8 Terms of Payment

8.1 Full payment will only be settled (a) upon delivery of items as per clause 4.2; and (b) when the NSO assures that the items are free of defects and according to the specifications laid down in section 3.2 of this document.

**End of Document** - Please submit your offer using ANNEX 1 template.