

Quot. No.:	NSO/01/2014
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## NATIONAL STATISTICS OFFICE (NSO)

Call for Quotations for the Supply, Delivery and Installation of Office Furniture at the NSO Gozo Office

DATE PUBLISHED	15 <sup>th</sup> April 2014
CLOSING DATE	29 <sup>th</sup> April 2014

The closing date is **10:00am of Tuesday 29<sup>th</sup> April 2014.**

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

# Call for Quotations for the Supply, Delivery and Installation of Office Furniture at the NSO Gozo 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](#).

The National Statistics Office intends to procure office furniture. Potential bidders for such items are invited to submit quotations for the supply, delivery and installation of the items shown 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 opaque 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, delivery and installation of the office furniture to be purchased by the NSO.

3.1.2 The entire delivery period shall not exceed eight (8) weeks from date of 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 furniture 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, delivery and installation of the furniture.
- 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.
- 3.1.7 The procurement of the office furniture as outlined in these specifications and conditions shall also be subject to the [www.contracts.gov.mt/conditions](http://www.contracts.gov.mt/conditions) “General Conditions for Supply Contracts”. These general conditions will form an integral part of the contract that will be signed with the successful bidder/s.

## 3.2 Products specifications

The following items are required:

### **Item 1: Operational chairs**

- EN1335 Certified
- High back
- Black fabric finish
- Swivel seat and backrest with hinged tilt
- Gas lift seat height adjustment
- Ergonomic with comfortable lumbar support
- Durable 5 star base with twin wheel castors
- Fitted with armrests

### **Item 2: Stackable boardroom chairs**

- EN1335 Certified
- Aluminium brushed/Chrome frame
- Black fabric
- Padded seat and back
- Armless

**Item 3: L- Shaped desk**

- Light Oak - Melamine Finish Coating
- Minimum thickness of top 30 mm
- Fitted with modesty panel/s
- Approx. dimensions: (L x W x H): 1800 x 1600 x 720 mm

**Item 4: Cluster of six (6) units - workstation**

- Light Oak - Melamine Finish Coating
- Minimum thickness of top 30 mm
- Fitted with matching desk dividing screens;
- Fitted with modesty panels
- Approx. dimensions: (L x W x H): 4200 x 1600 x 720 mm

**Item 5: Writing desks**

- Light Oak - Melamine Finish Coating
- Minimum thickness of top 30 mm
- Fitted with front modesty panel
- Approx. dimensions: (L x W x H): 1600 x 800 x 720 mm

**Item 6: Mobile Pedestal Units**

- Light Oak - Melamine Finish Coating
- 3 drawers
- Central lock
- Fitted on wheel castors
- Approx. dimensions: (W x D x H): 430 x 550 x 700 mm

**Item 7: High Bookcases**

- Light Oak - Melamine Finish Coating
- Two solid doors
- Doors fitted with locks
- 4 shelves
- Approx. dimensions: (W x D x H): 800 x 420 x 1900 mm

### **Item 8: Low Bookcases**

- Light Oak - Melamine Finish Coating
- Two low solid doors
- Doors fitted with locks
- 2 shelves
- Approx. dimensions: (W x D x H): 800 x 420 x 810 mm

### **Item 9: Modular Meeting Table**

- Light Oak - Melamine Finish Coating
- Aluminium brushed/Chrome frame
- Minimum thickness of top 30 mm
- Fitted with modesty panels
- Approx. dimensions: (L x W x H): 2750 x 2750 x 730 mm

## 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 and installation of supplies to the Gozo NSO Branch, By the Bastions, Victoria VCT2909, Gozo.
- 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 assignment within a period of eight (8) weeks commencing from the date of the 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 but 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 until noon of Monday 28<sup>th</sup> April.
- 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 Tuesday 29<sup>th</sup> April 2014**.
- 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.

### 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 then they will be excluded and not considered for the award criteria.

### 7.1.2 Award Criteria

The sole award criterion will be the price.

In order to promote competition and ensure best value for money, the quotation is broken into two (2) distinct Lots:

- **Lot 01** comprises items 1 and 2 (Section 3.2 - Office Chairs)
- **Lot 02** comprises items 3 to 9 (Section 3.2 - MFC Office Furniture)

Each Lot will be adjudicated and awarded separately, implying that at most there can be two (2) successful bidders, one (1) for each respective Lot.

The contract/s will be awarded to the global cheapest technically compliant bid within each Lot; 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 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.

*Please submit your offer using ANNEX 1 template*

*Indicative Site Plan included in a separate PDF document*

**End of Document**