



MINISTRY FOR THE ENVIRONMENT,
ENERGY AND ENTERPRISE

Call for Quotations – CfQ

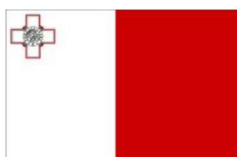
Call for Quotations for the Manufacture, Supply, Delivery and Installation of a Spiral Staircase (including roof hatch) in connection with ERDF project ERDF.05.121 – Wildlife Rehabilitation

Issued by: Nature Trust (Malta)

CfQ#: ERDF.05.121 – CFQ 009

Issue Date: 31 July 2022

Response/Submission Date and Time: 10 August 2022 at 12:00 hrs (noon)



Operational Programme I – European Structural and Investment Funds 2014-2020
"Fostering a competitive and sustainable economy to meet our challenges"
Project part-financed by the European Regional Development Fund
Co-financing rate: 80% European Union; 20% National Funds



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Section A: Instructions

1) Response to this CfQ are to be submitted either:

- by Hand at Nature Trust (Malta), C/O c/o Xrobb I-Għagin Nature Park and Sustainable Development Centre, Triq Xrobb I-Għagin, Marsaxlokk, Malta.

OR

- By email on info@naturetrustmalta.org.

All submissions will be dealt with in strictest confidence.

2) The General Rules Governing Tendering Version 4.4, found through www.etenders.gov.mt/Resources, shall apply in principle to this Call for Quotations.

3) The Estimated Procurement Value for this Call for Quotations has been based on comprehensive research including appropriate financial analysis. In the context of this procurement, the Estimated Procurement Value, based on market research, is that of €3,500 excluding VAT.

The purpose of this value shall be the guidance of prospective bidders when submitting their offer and is not to be considered as a binding capping price.

Therefore, the published Estimated Procurement Value is not restrictive and final on the Contracting Authority. Economic Operators are free to submit financial offers above or below the Estimated Procurement Value. However, the Contracting Authority reserves the right to accept or reject Financial Offers exceeding the Estimated Procurement Value.

This CFQ is NOT divided into lots.

The bidder must offer the whole of the quantity or quantities indicated for each lot. Under no circumstances will tenders for part of the quantities required be taken into consideration. Each lot may form a separate contract and the quantities indicated for different lots will be indivisible.

Contracts will be awarded based on the cheapest, administratively and technically eligible bid.

Section B: General Information

1) Purpose

The purpose of this Call for Quotation (CfQ) is the:

- Manufacture, Supply, Delivery and Installation of a Spiral Staircase (including roof hatch)

and their installation on site at the yet to be completed Wildlife Rehabilitation Centre as part of ERDF project ERDF.05.121 – Wildlife Rehabilitation Centre.

2) Beneficiary/Contracting Authority

i. The beneficiary/Contracting Authority, being Nature Trust Malta is the point of contact for this CfQ. Any enquiries should be sent by email by not later than Friday 5th August 2022 at 12:00 hrs. Please refer any inquiries to:

Nature Trust Malta, c/o: info@naturetrustmalta.org

ii. Any CfQ addenda/updates will be made available on the Contracting Authority's website: <https://www.naturetrustmalta.org/procurement>, by not later than Sunday 7th August 2022.

3) Scope and Terms & Conditions

i. Bidders shall quote for ALL Items, and the adjudication shall be based on the cheapest total cost. Incomplete bids shall not be considered.

ii. A daily penalty of 1/1000 of the contract price per day's delay up to a limit of 20% of the total contract price.

iii. The Contractor/s shall deliver the equipment under each lot within not later than one (1) month from last Signature of Contract.

vii. Payment shall be effected upon delivery of equipment. The Contractor will submit an invoice to the Contracting Authority, and payment will be effected through the ERDF payment mechanism. Once payment is received, the Contractor shall issue a fiscal receipt.

viii. The Beneficiary / Contracting Authority shall not be liable for any loss incurred by the Contractor for non-abidance with the above timeframes.

4) Appeals

EXTRACTS FROM THE PUBLIC PROCUREMENT REGULATIONS - Part X of the Public Procurement Regulations

270. Any tenderer or candidate concerned, or any person, having or having had an interest or who has been harmed or risks being harmed by an alleged infringement or by any decision taken including a proposed award in obtaining a contract, a rejection of a tender or a cancellation of a call for tender after the lapse of the publication period, may file an appeal by means of an objection before the Review Board, which shall contain in a very clear manner the reasons for their complaints.

271. The objection shall be filed within ten calendar days following the date on which the NGO has by fax or other electronic means sent its proposed award decision or the rejection of a tender or the cancellation of the call for tenders after the lapse of the publication period.

272. The communication to each tenderer or candidate concerned of the proposed award or of the cancellation of the call for tenders shall be accompanied by a summary of the relevant reasons relating to the rejection of the tender as set out in regulation 242 or the reasons why the call for tenders is being cancelled after the lapse of the publication period, and by a precise statement of the exact standstill period.

273. The objection shall only be valid if accompanied by a deposit equivalent to 0.50 per cent of the estimated value set by the NGO of the whole tender or if the tender is divided into lots according to the estimated value of the tender set by the NGO for each lot submitted by the tenderer, provided that in no case shall the deposit be less than four hundred euro (€400) or more than fifty thousand euro (€50,000) which may be refunded as the Public Contracts Review Board may decide in its decision.

274. The Secretary of the Review Board shall immediately notify the Director and/or the NGO as the case maybe that an objection had been filed with his authority thereby immediately suspending the award procedure.

275. The NGO involved, as the case may be, shall be precluded from concluding the contract during the period of ten calendar days allowed for the submission of appeals. The award process shall be completely suspended if an appeal is eventually submitted.

276. The procedure to be followed in submitting and determining appeals as well as the conditions under which such appeals may be filed shall be the following:

any decision by the General Contracts Committee or the Special Contracts Committee or by the NGO shall be made public by affixing it to the notice-board of the same NGO as the case may be or by uploading it on Government's e-procurement platform prior to the award of the contract if the call for tenders is administered by the NGO;

the appeal of the complainant shall also be affixed to the notice-board of the Review Board and shall be communicated by fax or by other electronic means to all participating tenderers;

the NGO and any interested party may, within ten calendar days from the day on which the appeal is affixed to the notice-board of the NGO and uploaded if/where applicable on the Government's e-procurement platform, file a written reply to the appeal. These replies shall also be affixed to the notice-board of the Review Board and where applicable it shall also be uploaded on the Government's e-procurement platform;

within three working days of the publication of the replies, the Secretary of the Review Board shall prepare a report (the Analysis Report) analysing the appeal and any reply to it. This report shall be circulated to the persons who file an appeal and to all parties who submitted a reply to the appeal;

after the preparatory process is duly completed, the Director or the Head of the NGO shall forward to the Chairman of the Review Board all documentation pertaining to the call for tenders in question including files, tenders submitted, copies of deposit receipts and any motivated letter;

The secretary of the board shall inform all the participants of the call for tenders, the NGO of the date or dates as the case maybe when the appeal will be heard;

(g) When the oral hearing is concluded, the Public Contracts Review Board, if it does not deliver the decision on the same day, shall reserve decision for the earliest possible date to be fixed for the purpose, but not later than six weeks from the day of the oral hearing:

Provided that for serious and justified reasons expressed in writing by means of an order notified to all the parties, the Public Contracts Review board may postpone the judgment for a later period.

(h) The secretary of the board shall keep a record of the grounds of each adjournment and of everything done in each sitting;

(i) After evaluating all the evidence and after considering all submissions put forward by the parties, the Review Board shall decide whether to accede or reject the appeal.

Section C - Details of information requested

1) General Economic Operator Information

The Contracting Authority is asking interested Economic Operators to submit a response containing, the following information (using the attached template):

- Declaration concerning exclusion grounds and discrimination as follows:

I hereby declare that I do not fall under any of the grounds listed under Part VI of LN352/2016 to be filled in as part of Submission form in Section E.

☐ I confirm the above

By submitting a quote, a bidder(s) shall also be declaring that it does not engage in any form of discrimination on the basis of sex, gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation. It also has policies to safeguarding individuals /employees against victimization and/or harassment. Bidders shall be excluded if they do not comply with such a requirement. Additionally, NatureTrust Malta. reserves the right to immediately stop any agreement with any Contractor and hold such a contractor liable for any losses which it may incur if following the signature of the agreement for the supply of items as per present RFQ/Tender, it transpires that such a declaration was not made in good faith and/or the Contractor engages or has engaged in any such form of discrimination.

☐ I confirm the above

- Declaration concerning Selection Criteria

Not Applicable

2) Specific Project Overview

i. Background

The items forming part of the present CFQ shall be installed at the Wildlife Rehabilitation Centre being developed through ERDF project ERDF.05.121 – Wildlife Rehabilitation Centre

The ERDF project will see the restoration [of the still unrestored] part of the ex-Deutsche Welle radio relay station at Xrobb l-Għagin Natural Park, transform it into a Wildlife Rehabilitation Centre, and valorise it for tourism. It will provide ex-situ rehabilitation of wildlife from across Malta and surrounding seas: marine (turtles and cetaceans), terrestrial (such as hedgehogs, shrews, lizards, snakes and bats) and avian fauna. Following rehabilitation, if possible, they will be released into their natural habitat. It will be a unique, all year round visitor attraction providing an 'authentic', 'creative' and meaningful experience to visitors allowing them to 'interact' (within limits afforded by regulations and best practices) with the rehabilitating wildlife.

iii. The technical requirements:

A. The Beneficiary / Contracting Authority is requesting the following:

1.1 The Contractor shall manufacture, supply, delivery and installation a spiral staircase to provide spiral staircases to access to the roof of the Wildlife Rehabilitation Centre. The vertical height to be covered by the spiral staircase shall be of 4.48m.

1.2 The contractor shall fix the spiral staircase through the roof opening as instructed by the Supervisor of works. The contractor shall include the provision of a water tight, openable roof opening, to allow for access to roof level and at the same time ensuring the building water tight and weather proof.

1.3 The step of such a spiral staircase shall be made of anti-slip material, such as but not necessarily limited to chequered plate or threaded plate to provide increased grip against the risk of slipping.

1.4 The spiral staircase, including steps, shall be made of aluminium or other non-corrosive material, and shall be inclusive of both steps, supporting structure as well as railing. This shall be confirmed by manufacturer's certificate.

1.5 The Contractor shall provide a warranty of two years against any form of corrosion. Such warranty shall guaranty the replacement of the staircase in part or in whole of any corroded parts.

B. As part of their Bid, Bidders are required to provide the following Literature:

- Manufacturers Literature OR photos of a similar staircase
- Design of a roof hatch.

3) Response Format and Award Criteria

Responses are to be straightforward, clear, concise and specific to the information requested. In order for submissions to be considered complete, Economic Operators must provide all the requested information mentioned in this document as well as any other comments, observations or suggestions which potentially may assist the Contracting Authority in the Call for Quotations.

The award criteria for this Call for Quotations is the Price. The cheapest price among the bids which are both administrative and technical compliant will be selected.

Section D: Additional Information

Economic Operators shall, at all time, respect the requirements of the VISUAL IDENTITY GUIDELINES 2014 – 2020 published by the Managing Authority for ERDF Funds:



Visual Identity
Guidelines 2017 - Fin

Section E: Financial Bid Form

The Bidders shall provide a quotation on the document available below

Quotations are to be submitted and shall be awarded including taxes/charges and any import duties applicable but excluding VAT. The VAT element, if requested, is to be quoted separately.

As stated above, bidders shall quote for all items and the adjudication shall be based on the cheapest total cost.

Quotations are to be submitted and shall be awarded including taxes/charges and any import duties applicable but excluding VAT.



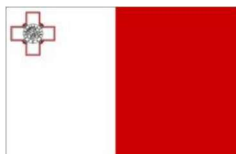
Quote Provided to Nature Trust (Malta) having its registered address at: Wied Ghollieqa Environment Centre, University of Malta Campus. Msida) and having VAT Number MT 1583 5909 for the manufacture, Supply, Delivery and installation of a spiral staircase (including roof hatch) in connection with ERDF project ERDF.05.121 – Wildlife Rehabilitation as per Call for Quotations: ERDF.05.121 – CFQ 009.

1	Name of the Economic Operator submitting the bid:									
2	Registration No (ID/Company Number)									
3	VAT Number of the Economic Operator									
4	Proposal by the Economic Operator in line with Section C, Paragraph 2.	<p>Please choose two of the following by ticking the chosen options, and if applicable fill in name of firm and model identification:</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>I/We shall manufacture the spiral staircase</td> </tr> <tr> <td><input type="checkbox"/></td> <td>I/We shall manufacture the roof hatch</td> </tr> <tr> <td><input type="checkbox"/></td> <td>I/We shall install a spiral staircase By: Model details:</td> </tr> <tr> <td><input type="checkbox"/></td> <td>I/We shall install a roof hatch By: Model details:</td> </tr> </table>	<input type="checkbox"/>	I/We shall manufacture the spiral staircase	<input type="checkbox"/>	I/We shall manufacture the roof hatch	<input type="checkbox"/>	I/We shall install a spiral staircase By: Model details:	<input type="checkbox"/>	I/We shall install a roof hatch By: Model details:
<input type="checkbox"/>	I/We shall manufacture the spiral staircase									
<input type="checkbox"/>	I/We shall manufacture the roof hatch									
<input type="checkbox"/>	I/We shall install a spiral staircase By: Model details:									
<input type="checkbox"/>	I/We shall install a roof hatch By: Model details:									
5	Declarations concerning exclusion grounds and discrimination.	<p><i>I hereby declare that I/the company I am entitled to represent</i></p> <p><i>Do not fall under any of the grounds listed under Part VI of LN352/2016.</i></p> <p><i>Do not engage in any form of discrimination on the basis of sex, gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation. Have policies to safeguarding individuals /employees against victimization and/or harassment. Understand that Nature Trust Malta reserves the right to immediately stop any agreement with any Contractor and hold such a contractor liable for any losses which it may incur if following the signature of the agreement for the supply of items as per present RFQ/Tender, it transpires that such a declaration was not made in good faith and/or the Contractor engages or has engaged in any such form of discrimination.</i></p> <p><i>Confirm that I shall abide with the terms and conditions of the RFQ/Tender in respect of which I am submitting a quote</i></p>								

	<p>I/We, the Undersigned, duly authorised to represent the Economic Operator identified in Clause 1 above hereby confirm that this bidder is providing a warranty, inclusive of parts and labour, for two years for the items forming part of this tender.</p> <p>This Guarantee/Warranty forms an integral part of the Contract entered into by the Contractor and the Contracting Authority for the implementation of the tender in caption</p> <p><input type="checkbox"/> I confirm</p>			
6	<p><i>Quotations are to be submitted and shall be awarded including taxes/charges and any import duties applicable but excluding VAT. Any discounts shall be included in the tender offer. Discounts not thus included shall not be considered. The Contracting Authority shall correct any arithmetical error and its correction shall be final. In such an eventuality, the Contracting Authority shall update the table below accordingly.</i></p> <p><i>The VAT element, is to be quoted separately.</i></p>			
	Item	Unit Rate	No	Price Excl. VAT
1	Spiral staircase (including roof hatch)		1	
	Total including taxes/charges and any import duties applicable but excluding VAT			
	VAT			
	Total Including VAT			

Signature of Economic Operator or Authorised Representative

Name in Blocks/Stamp of Person Signing Request for Quotations



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“Fostering a competitive and sustainable economy to meet our challenges”
 Project part-financed by the European Regional Development Fund
 Co-financing rate: 80% European Union; 20% National Funds

