



Call for Quotations

**Provision of PTFE Membrane Filters used for
PM2.5 & PM10 Air Monitoring Gravimetric
Analysis**

(Ref: ERA_QT01/2016)

Date Published:	Friday, 9 th September 2016
Closing Date:	Friday, 30 th September 2016 before 10:00am

Free of Charge

Call for Quotations

1. Scope

ERA is issuing this Call for Quotations to identify bidders interested in providing 1,100 in number of 46.2mm – 47mm PTFE membrane filters used for PM2.5 & PM10 air monitoring Gravimetric Analysis.

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>).

ERA shall determine the award of this Call of Quotations on the basis of the lowest price compliant with specifications.

Tenderers must quote all components of the price inclusive of taxes/charges, customs and import duties and any discounts BUT excluding VAT. VAT shall be paid in accordance with the current VAT regulations.

3. Timeframe

	<u>Date</u>	<u>Time</u>
Date of Publication of Call for Quotations	Friday, 9 th September 2016	n/a
Last Date on which clarifications are received by ERA	Monday, 19 th September 2016	13:00
Last Date on which clarifications are issued by ERA	Friday, 23 rd September 2016	13:00
Deadline for submission of quotations	Friday, 30 th September 2016	10:00

4. Quotation Format

Bidders are to submit their quotation using the format defined in Appendix I of this Call for Quotations.

Bidders must include a signed copy of the Bidder's Declaration as defined in Appendix II of this Call for Quotations.

Bidders must also include a signed copy of the Statement on Conditions of Employment as defined in Appendix III 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 ERA 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 procurement.era@era.org.mt 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 ERA 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 ERA website (<https://eracms.gov.mt/en/Pages/Call-for-Tenders.aspx>). It is the responsibility of the bidders to visit the website and be aware of the latest information published on the ERA 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 **ERA_QT01/2016** so that the bid can be identified. **A soft copy saved on CD/USB 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 (ERA Foyer)
Environment & Resources Authority
Hexagon House,
Spencer Hill,
Marsa MRS 1441**

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 quoted in Euro and shall be inclusive of duty, delivery and all other charges and taxes but excluding VAT.

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**

ERA 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 ERA website (<https://eracms.gov.mt/en/Pages/Call-for-Tenders.aspx>). It is the responsibility of the bidders to visit the website and be aware of the latest information published on the ERA 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 ranks the bids based on lowest cost and the Evaluation Committee evaluates the quotation for the first ranked bidder.

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 ERA to provide clarifications.

ERA reserves the right to conduct an interview with the bidder to assess the bidder's experience and approach to the delivery of the requirements.

If the quotation submitted by the first ranked bidder complies with the requirements, the bidder will be recommended to be awarded the contract.

In the case that the quotation submitted by the first ranked bidder does not meet the requirements set out in this Call for Quotations, the submission will be deemed to have failed to qualify and the evaluation process is re-iterated with the next best-ranked bidder in accordance with the results of the process set in this Section, until there is a match to compliance or else the list is exhausted and no quotation is found to be in compliance with the requirements.

ERA 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 lowest priced quotation submitted by the bidders shall not necessarily be an indicator of best value for money and may be refused.

10. **Award**

This Call for Quotations shall be awarded on the basis of the lowest price offered compliant with all the requirements. Notification of award is uploaded on the ERA website.

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Upon award the winning bidder will be expected to abide by the signed Bidder's Declaration.

11. **Data Protection and Freedom of Information**

Any personal data submitted in the framework of the procurement procedure and/or subsequently included in the contract shall be processed pursuant to the Data Protection Act (2001). It shall be processed solely for the purposes of the performance, management and follow-up of the procurement procedure and/or subsequent contract by the Contracting Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

The provisions of this contract are without prejudice to the obligations of the Contracting Authority in terms of the Freedom of Information Act (Cap. 496 of the Laws of Malta). The Contracting Authority, prior to disclosure of any information to a third party in relation to any provisions of this contract which have not yet been made public, shall consult the contractor in accordance with the provisions of the said Act, pertinent subsidiary legislation and the Code of Practice issued pursuant to the Act. Such consultation shall in no way prejudice the obligations of the Contracting Authority in terms of the Act.

12. **Gender Equality**

In carrying out his/her obligations in pursuance of this contract, the bidder shall ensure the application of the principle of gender equality and shall thus 'inter alia' refrain from discriminating on the grounds of gender, marital status or family responsibilities. Bidders are to ensure that these principles are manifest in the organization of the company where the principles aforementioned, including the selection criteria for access to all jobs or posts, at all levels of the occupation hierarchy are amply proven. In this document words importing one gender shall also include the other gender.

13. Technical Specifications

This Call for Quotations seeks for the provision of 1,100 in number of 46.2mm – 47mm PTFE membrane filters used for PM2.5 & PM10 Air Monitoring Gravimetric Analysis with the following minimum requirements:

<u>Minimum Requirements</u>	
Delivery	This equipment must be delivered in full within five (5) weeks, from receipt of Purchase Order.
Material of Filter Membrane	PTFE
Size of Filter	46.2mm – 47mm
Filter Pore Size	2um
Support Ring Media	Chemical Resistant Polypropylene
Support Ring Thickness	0.38mm with +/-0.04mm
Support Ring Width	3.68mm with + 0.00mm, - 0.5mm
Identification	Sequentially numbered Support Ring

14. Payment Terms

The payments will be made in accordance with the following schedule:

Narrative	Percentage (%)
Final Payment to be paid upon an acceptance letter issued by ERA following the satisfactory delivery of the PTFE membrane filters requested in this call.	100

This is a unit price contract.

Appendix I:

A — Mandatory Requirements		
Mandatory (Minimum) Requirements		Compliant Yes/No
Delivery	This equipment must be delivered in full within five (5) weeks, from receipt of Purchase Order.	
Material of Filter Membrane	PTFE	
Size of Filter	46.2mm – 47mm	
Filter Pore Size	2um	
Support Ring Media	Chemical Resistant Polypropylene	
Support Ring Thickness	0.38mm with +/-0.04mm	
Support Ring Width	3.68mm with + 0.00mm, - 0.5mm	
Identification	Sequentially numbered Support Ring	

Signature of the Bidder:	Stamp of the firm/company:
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B — Financial Bid			
<u>Model and Make Details</u>	<u>Qty</u>	<u>Rate per Unit including Duties, other taxes/charges (Delivered Duty Paid-DDP) and Discounts but excluding VAT</u>	<u>Grand Total including Duties, other taxes/charges (Delivered Duty Paid-DDP) and Discounts but excluding VAT</u>
		<u>Amount in €</u>	<u>Amount in €</u>
46.2mm – 47 mm PTFE membrane filters used for PM2.5 & PM10 Air Monitoring Gravimetric Analysis	1,100		
<u>Grand Total including Duties, other taxes/charges (Delivered Duty Paid-DDP) and Discounts but excluding VAT</u>			
Signature of the Bidder:		Stamp of the firm/company:	

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.

Bidders must quote all components of the price inclusive of taxes/charges, customs and import duties and any discounts BUT excluding VAT. VAT shall be paid in accordance with the current VAT regulations.

C — 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:	

Appendix II: 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 **ERA_QT01/2016** of September 2016 (including subsequent clarifications issued by ERA). 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 ERA 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 ERA and by the indicated dates.
5. I/We will inform ERA 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 Environment and Resources Authority.
6. I/We note that ERA 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: _____

Appendix III: Statement on Conditions of Employment

**Bidders are to ensure that self-employed personnel are not engaged on this contract.
Non-compliance will invalidate the contract.**

It is hereby declared that all employees engaged on this contract shall enjoy working conditions such as wages, salaries, vacation and sick leave, maternity and parental leave as provided for in the relative Employment Legislation. Furthermore, we shall comply with Chapter 424 of the Laws of Malta (Occupational Health and Safety Authority Act) as well as any other national legislation, regulations, standards and/or codes of practice or any amendment thereto in effect during the execution of the contract.

In the event that it is proved otherwise during the execution of the contract it is hereby being consented that the contract is terminated with immediate effect and that no claim for damages or compensation be raised by us.

Signature:

(the person or persons authorised to sign on behalf of the bidder)

Date: