



Ministry for Justice, Culture and Local Government
Courts of Justice Department

DEPT. REF: DSS CFQ 4/2017

**Request for Quotations for the services of a Consultant
Engineer for the Courts of Justice Department**

Date of publication: 22nd August 2017

Deadline for submission: 5th September 2017 at 10:00am CEST

IMPORTANT

Clarifications shall be uploaded and will be available to view/download from
<http://mjcl.gov.mt/en/ministry/tenders>

Courts of Justice Department

Republic Street, Valletta VLT 1112, Malta. Tel: (356) 25902320 Fax: (356) 21227432
Email: tenders-courts.mjcl@gov.mt

Terms and Conditions:

Thru' this Call for Quotations The Courts of Justice department is seeking to obtain the services of a consultant Engineer for twelve (12) calendar months with the possibility to extend for a further six (6) months. Consultancy services shall be provided regarding matters concerning, but not limited to, items mentioned in the Terms of Reference.

Instructions to Tenderers:

Sealed Quotations will be received at the Quotation box located at the Courts of Justice Department, Courts of Justice, 4th Floor, Republic Street, Valletta (Malta) up to 10:00am CEST on 5th September 2017 for Quotations for Services of a Consultant Engineer for the Courts of Justice Department as outlined in this document. This call for Quotations is being published in terms of Regulation 20.1(d) of the Public Procurement Regulations.

In submitting a quotation, the bidder accepts in full and in its entirety, the content of this Quotation document, including subsequent Clarifications issued by the Contracting Authority, whatever his own corresponding conditions may be, which he hereby waives. Bidders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this Quotation document. No account can be taken of any reservation in the Quotation as regards the Quotation document; any disagreement, contradiction, alteration or deviation shall lead to the Quotation offer not being considered any further.

No Submission shall be considered unless:

- a) it is received at the above mentioned address on or before the date and hour fixed above;
- b) it is made on the prescribed forms;

Bidders may submit questions in writing to the Contracting Authority via email tenders-courts.mjcl@gov.mt up to four (4) calendar days before the deadline for submission of bids. The Contracting Authority must reply to all bidders' questions, and amend the quotation document by publishing clarification notes, up to at least six (6) calendar days before the deadline for submission of Quotations. The Contracting Authority may, at its own discretion, extend the deadline for submission of Quotations to give bidders sufficient time to make clarification requests notes into account when preparing their quotation.

The Quotation price (Including Taxes, Other Duties & Discounts but exclusive of VAT) must cover the whole of the service as described in the Term of Reference.

The Contracting Authority reserves the right to accept or reject any quotation and/or to cancel the whole procedure and reject all quotations.

The Contracting Authority reserves the right to initiate a new invitation to Quotation. Cancellation may occur where:

- the Quotation procedure has been unsuccessful, namely where no qualitatively or financially worthwhile
- Quotation has been received or there has been no response at all;
- all technically compliant Quotations exceed the financial resources available;

This quotation will be awarded to the cheapest offer fulfilling the administrative and technical criteria set out in this document.

2. Eligibility/Selection Requirements

2.1 Quotations must include the following documentation:

- A financial Bid Form for the services required (Including bidder information)

4. Special Conditions of Contract

Article 1: Law and language of the contract

- 1.1 The Laws of Malta shall apply in all matters not covered by the provisions of the contract.
- 1.2 The language used shall be English.

Article 2: Order of precedence of contract documents

- 2.1 The contract is made up of the following documents, in order of precedence:
 - (a) the Contract,
 - (b) the Contracting Authority's technical specifications
 - (c) the financial offer (after arithmetical corrections)/breakdown
 - (d) any other documents forming part of the contract.

Addenda have the order of precedence of the document they are modifying.

Article 3: Communications

Communications between the Contracting Authority and the Service Provider shall be exclusively in writing. Communications shall be sent by post, fax transmission or delivered by hand to the address designated by the Parties for this purpose. If the person sending a communication requires acknowledgement of receipt, he shall indicate this in his communication. Whenever there is a deadline for the receipt of a written communication, the sender should ask for an acknowledgement of receipt of his communication. In any event, the sender shall take all necessary measures to ensure receipt of his communication.

The contact persons and relevant details of both parties shall be communicated in due course.

- 6.1 The price quoted on the financial bid shall include Taxes, Other Duties & Discounts but exclusive of VAT

Article 8: Commencement Date

- 8.1 Works shall commence not later than one week from the signing of the contract by both parties.

Article 9: Period of Execution of Tasks

- 9.1 This service contract shall run for twelve (12) calendar months with the possibility to extend for a further six (6) months

Article 12: Payments: General Principles

- 12.1 Payments will be made in Euro.
- 12.2 Payments shall be authorized by the Contracting Authority, and paid by the Treasury Department.

TERMS OF REFERENCE

- i. The preparation of all preventive maintenance schedule and subsequent follow ups on all plant and equipment listed hereunder :-
 - a) Stand by generators
 - b) Air-conditioning system
 - c) Telephone system
 - d) Fire alarm/suppression system
 - e) Security system
 - f) Electrical works
 - g) Plumbing works
 - h) Passenger/Goods Lifts

- ii. Drawing up of specifications for tender documents and evaluation reports, concerning tenders and quotations in relation to the above mentioned items.
- iii. Organise works as per above mentioned preventive maintenance schedule utilising court maintenance personnel and/or court contractors
- iv. Attend fortnightly meetings with the Director Support Services, Head Operations, Senior Technical Officer, Electricians and Plumber.
- v. Submit monthly report to management
- vi. Provide engineering back-up services to court personnel

FINANCIAL BID FORM

Request for Quotations for the services of a Consultant Engineer for the Courts of Justice Department

To be uploaded on the Financial Section of the EPPS (Mandatory)

Breakdown of Costs

All prices to be submitted in Euro Currency.

REF. NUMBER: DSS CFQ 4/2017

Tenderer Information:

Full Name of Company: _____

Address of Company: _____

Full Name of Contact Person: _____

Contact Telephone Number: _____

Email Address: _____

VAT number: _____

Estimated Delivery Period: _____

Quote Reference and Date: _____

Item No.	Item Description	Quantity	Unit Price Excluding VAT €	Total Price Excluding VAT €
1	Engineering Consultancy Service (Monthly Fee)	12		
TOTAL EXCLUDING VAT €				

Please note that all economic operators are bound to abide with Financial regulations in Terms of VAT.

Signed: _____

(Name in block letters)

Date _____

Note to Tenderers:

The adjudication shall be carried out strictly in line with the items listed within the Financial Bid Form. Following award of contract, the Courts of Justice Department has the right to seek the purchase the service from other suppliers should the service not be delivered in the agreed time frames.