



Ministry for Justice, Culture and Local Government

Courts of Justice Department

DEPT. REF: DSS 63/2015

SALE 'TALE QUALE' OF SURPLUS STOCK IN ONE LOT CONSISTING OF GALVANISED CABLE TRAYS, GALVANISED SUPPORT BRACKETS AND HDPE PIPE 40MM AT THE COURTS OF JUSTICE DEPARTMENT (MALTA)

Date Published: Monday 8th February 2016

Closing Date: Wednesday 24th February 2016 at 10:00am CEST

Courts of Justice Department

Courts of Justice, Fourth Floor, Republic Street, Valletta, Malta. Tel: (+356) 25902347. Email: tenders-courts@gov.mt

MINISTERU GHALL-ĠUSTIZZJA,
KULTURA U GVERN LOKALI

Dipartiment tal-Qrati tal-Ġustizzja

Uffiċċju tad-Direttur Support Services



MINISTRY FOR JUSTICE, CULTURE
AND LOCAL GOVERNMENT

Courts of Justice Department

Office of the Director Support Services

8th February, 2016

Sale 'tale quale' of surplus stock in one lot consisting of galvanised cable trays, galvanised support brackets and HDPE pipe 40mm at the Courts of Justice Department (Malta)

Dear Sir/Madam,

You are cordially invited to submit a bid, for the sale 'tale quale' of surplus stock in one lot consisting of galvanised cable trays, galvanised support brackets and HDPE pipe 40mm at the Courts of Justice Department (Malta) as follows:-

QTY 25 x Galvanised cable Trays 3 Meters by 300mm

QTY 23 x Galvanised cable Trays 3 Meters by 200mm

QTY 7 x Galvanised Mesh Cable trays 3 Meters by 300mm

QTY 30 x Galvanised Support brackets Size 500mm

QTY 210 x Galvanised Support brackets Size 400mm.

QTY Approx 40m HDPE PIPE 40mm diameter

Sealed bids, clearly marked 'Sale of Surplus Stock', are to be deposited in the Tender Box situated at the Office of the Assistant Director (Finance), Courts of Justice Department, 4th Floor, Republic Street, Valletta (Malta) up till 10:00am (CEST) of **Wednesday 24th February 2016**.

Bids received after the closing date and time will NOT be considered.

In this document, words importing one gender shall also include the other gender.

Raymond Scicluna
Director
Courts of Justice Department

Conditions for sale 'tale quale' of surplus stock in one lot consisting of galvanised cable trays, galvanised support brackets and hdpe pipe 40mm

1. Scope

This quotation calls for the sale 'tale quale', without any warranty, of surplus stock consisting of galvanised cable trays, galvanised support brackets and HDPE pipe 40mm.

2. Lots

This tender is for the sale in one lot as included in the attached financial offer.

3. Tendered Price

Bidders are to submit a price for each item as indicated in the attached financial offer indicating also the total price. The quoted price shall be inclusive of Value Added Tax and all other charges applicable.

All taxes, fees and expenses, permits, etc, associated with the removal and transfer of items shall be borne by the buyer.

4. Inspection

The items may be inspected at the Courts of Justice, on application to Mr. George Grima, telephone number 25902347 and email tenders-courts@gov.mt copied to george.grima@gov.mt by not later than two (2) days before the deadline for submission of bids.

5. Interpretation or correction of bid documents

Bidders shall promptly notify the Courts of Justice Department of any ambiguity in or discrepancy between any of the bid documents which they may discover upon examination of the bid documents.

Bidders requiring clarification or interpretation of the bid documents shall make a written request that shall reach the Director General (Courts) on email tenders-courts@gov.mt copied to george.grima@gov.mt at least four (4) days prior to the date of receipt of bids. Any request after this date will not be taken into consideration.

Any interpretations, corrections or changes to the bid documents by the Courts of Justice Department will be made by an official addendum. Interpretations, corrections or changes made in any other manner will not be valid, and bidders shall not rely upon such interpretation, corrections and changes.

The Courts of Justice Department may, at its own discretion, as necessary, extend the deadline for submission of bids to give bidders sufficient time to take clarification notes into account when preparing their bids.

6. Bid preparation costs

Applicants shall bear all costs associated with the preparation and submission of the bid documents. The Courts of Justice Department shall not reimburse any fee associated with the preparation of bid documents in the event that any or all offer/s is/are rejected.

7. Submission of Bid

- (a) All bids must be submitted in one original containing the duly filled-in and signed Forms A, B and C annexed to this document.
- (b) All bids must be received by the date and time indicated hereunder and deposited in the tender box at the office of the Assistant Director (Finance), Law Courts, 4th Floor, Courts of Justice, Republic Street, Valletta.
- (c) The bid must be submitted in a sealed envelope, clearly marked 'Sale of Surplus Stock'.

8. Deadline of Submission of Bids

Bids are to be deposited in the Quotation Box situated at the Office of the Assistant Director (Finance), Courts of Justice Department, Law Courts 4th Floor, Republic Street, Valletta (Malta) up till **10:00am (CET) of Wednesday 24th February 2016.**

Quotations received after the closing date and time will NOT be considered.

9. Opening of Bids

The Courts of Justice Department will open all bids in public session at the Board Room of the Department, Law Courts, 4th Floor, Republic Street, Valletta, soon after the deadline for submission of bids has expired. Any bidders or representatives who are present may be asked to sign a register evidencing their attendance.

10. Award notification

Prior to the expiration of the period of validity of bids, the Courts of Justice Department shall notify the successful bidder, in writing, that his bid has been recommended for award.

Unsuccessful bidders shall be notified with the outcome of the evaluation process, and will be provided the following information:

- (i) the name of the successful bidder;
- (ii) the recommended price of the successful bidder;
- (iii) notification that the offer was not the highest.

11. Payment to the Courts of Justice Department

The successful bidder shall pay to the Accounts Department, Courts of Justice Department, 4th Floor, Courts of Justice, Republic Street, Valletta, the sum he has offered to pay and that shall be accepted by the Director General (Courts) prior to the withdrawal of the scrap.

12. Removal of Items

The successful bidder shall remove the items from the premises of the Courts of Justice at his own expense within five (5) working days from the day of notification in writing by the Courts of Justice Department. If it is not removed within the above stipulated time, the contractor shall become liable to a penalty of €5 per day from the date of expiry of such a period to the last day on which the removal shall be completed.

13. Bidder's Responsibility

The successful bidder shall be responsible for any damage that may be caused to the Court of Justice Department's property during the removal of the items.

14. Occupational Health and Safety

The contractor shall assume full responsibility and accountability regarding the health and safety of his/her employees and/or sub-contractors including any third parties involved in the transport of the items.

The contractor shall be bound to conform with Act XXVII of 2000 (Occupational Health and Safety, Authority Act 2000), as well as any other national legislation, regulations, standards, and/or codes of practice in effect during the execution of the contract, regarding health and safety issues, as they apply for the contractor's particular operating situation and nature of work activities.

15. Arbitration

Any dispute, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof shall be settled by arbitration in accordance with the rules of the Malta Arbitration Centre as at present in force.

16. Labour Law

Particular attention is drawn to the conditions concerning the employment of labour in Malta and the obligation to comply with all regulations, rules or instructions concerning the conditions of employment of any class of employee.

18. Right of Refusal

The Courts of Justice Department reserves the right to refuse any offer, even the most advantageous one.

Form A – Quotation Form

With reference to this request for quotation by the Courts of Justice Department (COJD) within the the Ministry for Justice, Culture and Local Government, and in terms of the conditions therein mentioned and those thereto,

I/We: confirm that:

1. I/We have examined, and accept in full and in its entirety, the content of this quotation document (including any subsequent Clarifications Notes issued by the COJD). I/We hereby accept the contents thereto in their entirety, without reservation or restriction and, in submitting my/our offer, I/We subject myself to all the conditions involved and, in the eventuality my/our offer is accepted, bind myself/ourselves to the prevailing conditions of contract. I/We also understand that any disagreement, contradiction, alteration or deviation shall lead to my/our quotation offer not being considered any further.
2. I/We shall pay the sum/s indicated in the Financial Form within the stipulated timeframes, and remove the items in conformity with the attached specifications and conditions.
3. I/We undertake that this quotation shall not be retracted or withdrawn for a period of THREE calendar months from the deadline of submission of bid, inclusively but shall remain binding and may be accepted by the Government at the time during the said period of THREE calendar months.
4. I/We note that the COJD is not bound to proceed with this invitation to quote and that it reserves the right to cancel the call for quotations. It will incur no liability towards me/us should it do so.

Signature

Name (in BLOCK LETTERS)

Date

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Form B - Bidder's Details

Name and Surname of Bidder _____

I.D. Card No. _____

Name of Company _____

Address _____

Telephone No. _____

Mobile No. _____

Fax No. _____

E-mail _____

V.A.T. Registration No. _____

Bidder's Signature _____

Date _____

Form C - Financial Bid

Subject: **Sale 'tale quale' of surplus stock in one lot consisting of galvanised cable trays, galvanised support brackets and HDPE pipe 40mm at the Courts of Justice Department (Malta)**

Description	Quantity	Rate tendered in Euro (€) inclusive of VAT and all other charges applicable	Total tendered in Euro (€) inclusive of VAT and all other charges applicable
Galvanised cable Trays 3 Meters by 300mm	25		
Galvanised cable Trays 3 Meters by 200mm	23		
Galvanised Mesh Cable trays 3 Meters by 300mm	7		
Galvanised Support brackets Size 500mm	30		
Galvanised Support brackets Size 400mm.	210		
HDPE PIPE 40mm diameter	40m*		
**Total			

* approximate

**Tender will be awarded to the highest bidder.

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Signature of Bidder

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Date