

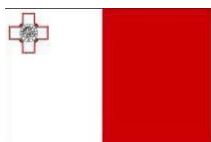
Call for Quotations (CfQ)

CfQ for the supply and installation of blackout mechanical
blinds

Issued by: Humanitas Foundation c/o St Dominic Priory
RfQ#: ERDF.PA5.0106/7

Issue Date: 5 July 2019

Submission Date: 19 July 2019



Operational Programme I - European Structural and Investment Funds
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Humanitas Foundation

c/o St. Dominic Priory, St Dominic Square, Rabat, Malta
Tel: 2145 4592; Email: humanitasmalta@gmail.com ; Website: <https://humanitasmalta.org/>

Section 1: Instructions

1.1 Response

Response to this CfQ are to be submitted through e-mail on humanitasmalta@gmail.com and must be submitted by the deadline set in Section 2.6.

Prospective Bidders are reminded that when submitting more than one option for a particular quotation, they should submit multiple quotations.

Sections 3 of this CfQ provides the details of information requested from bidders as a response to this CfQ. Signatures must be included where ever they are required.

All submissions will be dealt with in strictest confidence.

1.2 Timetable

	Date
Deadline for request for any additional information from the Humanitas Foundation	11/07/2019
Last date on which additional information can be issued by the Humanitas Foundation	15/07/2019
Deadline for the submission of offers	19/07/2019

Section 2: General Information

2.1 Purpose

The purpose of this Call for Quotations (CfQ) is the supply and installation of blackout mechanical blinds for the cultural and religious tourism experience within St Dominic's Priory.

2.2 Beneficiary

The beneficiary, being Humanitas Foundation is the point of contact for this CfQ. Clarifications and further information are to be sought through the contact details mentioned hereunder.

Humanitas Foundation

c/o St Dominic Priory
St Dominic Square
Rabat, Malta

Project Leader: Fr Chris Caruara
E-mail: humanitasmalta@gmail.com
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2.3 Scope and Terms & Conditions

The Humanitas Foundation will be setting up a cultural and religious tourism experience within its historical Dominican Priory located in Rabat. The aim of this project is to provide visitors with a unique experience portraying the historical and cultural values of the Dominican Fathers. This will encompass a display of historical ecclesiastical artefacts that are owned by the Dominican Community in Malta, the development of an audio-visual centre, and the creation of space for deeper insights for religious tourists.

The setting up of an audio-visual centre requires the installation of two (2) blinds to create a black out environment within the room. In this context, the Humanitas Foundation is issuing this CfQ for the supply and installation of mechanical blackout roller blinds to be used within St Dominic's Priory as part of a cultural and religious tourism experience.

2.3.1 *Minimum Technical Specifications*

The minimum technical specifications for the blinds are:

- Quantity – 2
- To cover 2 windows with indicative dimensions of 145cm (wide) by 264cm (high) per window. It is the responsibility of the bidder to confirm the dimensions by visiting the site on appointment.
- Material: Blackout
- Colour: Monotone – colour to be chosen prior to installation
- Operated through a mechanical roller system
- Top Roller to be covered by a full cassette system.

2.3.2 *Supply and installation of supplies*

The requested items are to be supplied and installed within 8 weeks from order confirmation. The place of installation is indicated under Section 2.2 above.

2.3.3 *Payment Schedule*

Final Payment (100%) will be affected upon delivery, installation and certification of the requested items on site as directed by the client or his representative and following the presentation of an invoice by the successful bidder. A fiscal receipt covering the total payment **must** be issued.

2.3.4 *Law*

By submitting their bid, bidders are accepting that this procedure is regulated by Maltese Law, and are deemed to know all relevant laws; acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the bid and the resulting contract.

2.3.5 *Data Protection*

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 Humanitas Foundation without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

2.4 Selection criteria

Incomplete bids will not be considered.

This Call for Quotations (CFQ) is being issued in line with the Public Procurement Regulations [LN 352 of 2016].

The procurement will be awarded to the cheapest technically compliant bidder who abides to the specifications requested in sections 2.3.1 and 2.3.2.

In case of arithmetic errors in quotations received, the NET Price per Unit (exc. VAT) will be taken as the correct amount.

2.5 Validity of Quotation

Bidders are committed to retain the validity of the Quotation for a period of forty-five (45) days from the closing date for the submission of the CFQ as shown in Section 2.6 below. The Humanitas Foundation may at its own discretion, extend the deadline for submission of quotations.

2.6 Submission

Quotations are to be submitted by **19 July 2019**. Quotations indicating that all specifications are met (together with Forms referred to under Section 3) should be sent by email to the following email addresses: humanitasmalta@gmail.com.

Section 3: Details of information requested from bidders

The Contracting Authority is asking interested Economic Operators to submit a response containing, the following information on the forms provided:

- Tender Form
- Technical Questionnaire and description of the offer made (to be supported by literature if relevant)
- Declaration concerning Exclusion Grounds
- Financial Plan

Prospective Bidders are reminded that when submitting more than one option for a particular quotation, they should submit multiple quotations.