

# Call for Quotations – CfQ

<p style="text-align: center;"><b>DIFFERENT STALLS OUTSIDE BUSKETT FOR MNARJA 2022</b></p>
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Issued by: Events and Promotions Unit  
Office of the Permanent Secretary  
Ministry for Agriculture Fisheries, and Animal Rights (MAFA)

**CfQ: Mnarja 06/2022**

Issue Date: 5th May 2022

Response/Submission Date: by 16th May 2022

## **Purpose**

The purpose of this Call for Quotation (CfQ) is for the different stalls outside Buskett for Mnarja 2022 between Tuesday 28<sup>th</sup> June and Wednesday 29<sup>th</sup> June 2022.

## **Beneficiary**

The beneficiary, being the Events and Promotions Unit, within MAFA, is the point of contact for this Call for Quotations. Please refer any inquiries to:

Events and Promotions Unit

Office of the Permanent Secretary

Ministry for Agriculture Fisheries, and Animal Rights

Agriculture Research and Innovation Hub

Marsa, Malta

Telephone: 2292 4363

E-mail: epu.mafa@gov.mt

**This Quotation Document is free of charge**

**QUOTATION FORM**

**PROVISION OF SERVICE**

I/we:

.....

offer to provide the services specified on the attached Declaration Form for the total price/at the rate of, **inclusive of VAT**, of: (indicate the item/s to be sold)

€..... (in words),

€..... (in figures).

1. I/We further offer to provide the services specified on the attached Schedule as will be directed by the Officer in charge of the Contract indicated on the Letter of Acceptance of my/our quotation.
  
1. I/We undertake that this quotation will not be retracted or withdrawn for a period of three (3) calendar months from the closing date for the submission of quotations, inclusively, but shall remain binding and may be accepted by the Events and Promotions Unit at any time during the said period of three (3) calendar months.

Name of Bidder (Block Letters) \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

I.D. Number \_\_\_\_\_ Date \_\_\_\_\_

# Quotation for Setting up of Stalls Outside Buskett Gardens for Mnarja 2022

## 1.0 Scope of Quotation

### 1.1 Introduction

- 1.1.1 This call for quotations, which is being issued by the Events and Promotions Unit, hereinafter referred to as the organiser covers the service of setting up of stalls outside Buskett Gardens (**please refer to attached document B**) for Mnarja between Tuesday 28<sup>th</sup> June and Wednesday 29<sup>th</sup> June 2022.
- 1.1.2 The Contract validity shall be valid from date of Letter of Acceptance until 29<sup>th</sup> June 2022
- 1.1.3 Failure to render the required services within the stipulated period shall entail a penalty of **€100 per day**
- 1.1.4 This Document can also be collected, free of charge from the Events and Promotions Unit, Ministry for Agriculture Fisheries, and Animal Rights, Agriculture Research and Innovation Hub, Marsa, on any working day between 8:30 am and 12:00. (Noon) CET.
- 1.1.5 In carrying out his/her obligations in pursuance of this call for quotations, the bidder shall ensure the applications 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 organigram 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.

### 1.2 Quotation Documentation

- 1.2.1 Submitted quotations shall clearly indicate the details of the bidder and rates and prices inclusive of VAT and all other charges as may be applicable.
- 1.2.2 A form entitled “**Declaration**” forms part of this quotation document. Prospective bidders are requested to complete the form, quoting unit prices inclusive of Customs Duty, Eco-Contribution, VAT, and any other charges, as and where applicable as required in the declaration. This form must be filled in and submitted with the quotation document. Failure to fill in the form completely, or a form with incomplete information, or a form containing ambiguous financial information (e.g. rates, totals etc.) may disqualify the quotation submission.
- 1.2.3 Bidders shall complete the attached “**Form of Quotation**” as required, also confirming their undertaking that their quotation shall not be retracted or withdrawn for a period of three (3) calendar months from the closing date for the submission of applications.
- 1.2.4 **Rates quoted should be in Euro.** The quoted rates shall be fixed and no allowance will be made for any fluctuation or for any increase or decrease in the cost of labour and any other expenses. Each quotation submitted must be duly signed and stamped by an authorised representative of the Company.

## 2.0 Quotation Process

### 2.1 Method of submission

- 2.1.1 Quotations shall be sent to the following email address: epu.mafa@gov.mt  
by the closing time and date indicated in this document.

**In the event that any call for tender is extended by the Events and Promotions Unit, the new time and date will be construed to mean the (new) submission date. Any quotation document delivered / received after the lapse of the closing time and date shall be considered as a late submission.**

**Late submissions shall not be accepted.**

2.1.2 The offers, all correspondence and documents related to the quotation exchanged by the bidder and the Contracting Authority must be written in the language/s of the procedure.

2.1.3 Each quotation submitted must be duly signed by the bidder and, in the case of a Registered Company, stamped and signed by an authorised representative of the Company.

2.1.4 In the Schedule of Rates, prices will be entered in the appropriate columns in Euro currency.

The quotation evaluation committee will correct any mathematical errors that may be found in any offer as follows:

- i. where there is a discrepancy between amounts in figures and in words, the amount in words will prevail; and
- ii. where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit and the quantity, the unit rate as bid will prevail.

2.1.5 By submitting their offers, bidders shall be deemed:

- i) to have understood and accepted all the contents of the quotation document including any clarification letters that may have been issued during the bidding period; and
- ii) to be in a position to carry out all the services as specified in the quotation document.

Bidders are required to endorse any clarification letter issued during the bidding period and to attach them to their submitted quotation.

2.1.6 It is the bidders' sole responsibility to:

- i) read and understand the quotation document, and that their offer is made in accordance therewith;
- ii) familiarise themselves with the local conditions under which the contract is to operate, and to correlate their observations with the requirements of the contract;
- iii) base their offer upon the systems, and equipment required for the execution of the contract without exceptions.

2.1.7 **Bidding Costs**

Costs incurred by the bidder in preparing and submitting a quotation shall not be reimbursed. All such cost shall be borne by the bidder.

2.1.8 **Ownership of quotations**

The Events and Promotions Unit retains ownership of all quotations submitted under this call for quotations. Consequently, bidders have no rights to have their bids returned to them.

## **2.2 Award of Quotation**

- 2.2.1 The Events and Promotions Unit reserves the right to annul the tendering process and reject all quotations, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidders. In so doing the Events and Promotions Unit shall not be liable to give any reason whatsoever.
- 2.2.2 The Events and Promotions Unit will not accept responsibility for any expense or loss which may be incurred by any bidder in the preparation of his quotation or the execution of any ensuing contract to perform the works.
- 2.2.3 The sole award criterion shall be the price. Moreover, consideration will be taken also on the selling prices of the items by the bidder. Subject to Clause 2.2.1, the Events and Promotions Unit will award the contract to the most advantageous quotation.
- 2.2.4. The Events and Promotions Unit may also request proof of product so to guarantee that it is locally made and according to the specifications.

## **3 Regulations:**

The quotation covers the following provisions:

- a. Each applicant should provide all the necessary equipment at his/her own expense, including stand and provision of electricity.
- b. The stand shall be set up on Tuesday 28<sup>th</sup> June 2022 from 08.00 a.m. onwards until 16.00 p.m. No vehicle/machinery will be allowed to enter the area after the indicated time.
- c. The stand/s will begin to function on Tuesday 28<sup>th</sup> June 2022, by not later than 17.00 p.m. and will continue uninterruptedly until 02.00 a.m. on Wednesday 29<sup>th</sup> June 2022. On the 29<sup>th</sup> June, the stall/s shall operate again from 05.00 a.m. until 14.00 p.m. unless otherwise instructed by the Organising Committee.
- d. The stand/s should all be dismantled just after the activity is over, that is, on Wednesday 29<sup>th</sup> June 2022 at 14.00 p.m., unless the Organising Committee gives other instructions.
- e. The selected bidder shall assemble the stall in the area indicated by the Organising Committee and will be held responsible not to use any further space which has not been allotted to him/her.
- f. The chosen applicant will be responsible that under no circumstances at any time he/she will sell items not listed in the application. If this happens, he/she will lose the guarantee and can be told to dismantle his/her stand.
- g. The chosen applicant should adhere to the instructions provided to him/her by the Organising Committee before, during and after the activity.
- h. All type of advertisement/branding should be approved by the Organising Committee.
- i. The bidder should write down on the declaration form the registration number of the vehicle transporting material to assemble the stall in order to be permitted to park the same vehicle in the vicinity of the area where the activity is being held.
- j. Prospective bidders shall include in his/her offer a detailed list of items to be sold during the activity together with their respective price. Both the prices and offer submitted by the bidder are important prerequisites but shall not necessarily determine the award for selection. Any offers submitted which do not contain prices of the items being sold shall be considered as null.

- k. Disposable containers used to serve food shall be made of cardboard or paper. Containers made of plastic or jablo are strictly forbidden.
- l. A price list indicating all items for sale shall be affixed in a prominent place, clearly visible to the public by the stall/van throughout the whole activity on both days.
- m. The selected bidder should keep his/her designated area clean at all times and should not allow any rubbish to accumulate before, during and after the activity. It is very important that no liquid or solid waste is disposed of in the soil and/or on the floor. The Organising Committee demands that on Wednesday 29<sup>th</sup> June 2022, every selected bidder should ensure total cleanliness of his/her area and any remaining waste be removed by 14.00 p.m.
- n. Selected bidders serving clients will wear disposable gloves and any other necessary protective clothing to maintain strict hygiene, it is strongly suggest that a traditional Maltese costume be worn. This is an important factor to determine the selection of the applicant.
- o. All selected bidders should be in possession of any necessary permits to sell his/her products. It is imperative that the bidder conforms with Health and Safety Regulations and to any other regulations and laws in respect of the Catering Industry of Malta and the VAT Department. Any permits required are the sole responsibility of the selected bidder/s and the Organising Committee shall not be held responsible for any penalties that may be incurred by the bidder/s.
- p. All the Maltese Laws relevant during this activity should be thoroughly observed.
- q. The Organising Committee shall not be held responsible, under no circumstances, for any damage, theft that may occur or any penalties issued by the authorities towards the bidder.
- r. Each offer submitted shall be treated in the utmost confidentiality by a Selection Board which has the right to refute in part or completely any offer submitted. The Selection Board shall have the right to assign stalls, at its own discretion, to any suitable bidders in the case that offers submitted do not meet the requirements necessitated.
- s. The selected bidder shall pay together with the related offer, a guarantee sum of **five hundred euro (€500)** which shall be refunded at the end of the activity, subject to adherence to the regulations stipulated. Such sum is to be paid on acceptance together with the bid.

**The Contractor is bound not to withdraw the offer and if these regulations are not strictly adhered to, will be liable to a fine of €500 payable to the Ministry for Agriculture, Fisheries, and Animal Rights. This does not exclude other costs for any damages that may be incurred.**

## **4.0 Special Conditions**

### **4.0.1 Additional information before the deadline for submission of call for quotations**

Bidders may submit questions at the following e mail address [epu.mafa@gov.mt](mailto:epu.mafa@gov.mt) up to **13<sup>th</sup> May 2022**, specifying the **Quotation № and title**.

Prospective bidders seeking to arrange individual meetings with the Events and Promotions Unit concerning this Quotation procedure during the bidding period may be excluded from the quotation procedure. Bidders shall ascertain, prior to submitting the Tender that they have noted all queries issued, and shall acknowledge their receipt in the quotation document.

#### **4.0.2 Occupational Health & Safety**

- a The contractor shall assume full responsibility and accountability, according to the current legislation, concerning the Health and Safety of his/her employees and/or his/her sub-contractors, including any third parties involved in the execution of this quotation.
- b The contractor shall be bound to conform with the Occupational Health and Safety Authority Act 2000 (Cap 424) and to all regulations/legal notice that form part of this Act; as well as any other national legislation, regulations, standards, and/or codes of practices 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.

#### **4.0.3 Data Protection Act**

The information collected on this form shall be processed in accordance to the Data Protection Act 2001. The contents of this document are confidential and intended solely for the use of the Contracting Authority, and will not be disclosed or copied without bidder's consent to anyone outside the Contracting Authority unless permitted by the law.



## Details of Bidder

**Name of Bidder**  
(in Block letters)

\_\_\_\_\_

**Address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Trading Licence №.**

\_\_\_\_\_ **Valid Up to** \_\_\_\_\_

**E-mail Address**

\_\_\_\_\_

**Tel. № /s.**

\_\_\_\_\_

**Fax № /s.**

\_\_\_\_\_

**Mobile № /s.**

\_\_\_\_\_

**VAT Registration №.**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**I. D. Card №.**

\_\_\_\_\_

## DECLARATION

### Quotation for Setting up of Stalls Outside Buskett Gardens for Mnarja 2022

Name of Applicant: \_\_\_\_\_

Address of Applicant \_\_\_\_\_  
\_\_\_\_\_

Locality: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Identity Card Number: \_\_\_\_\_

Registration Number of Applicant: \_\_\_\_\_

V.A.T. Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Landline Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Product/s for Sale: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The chosen applicant will be given a permit to utilise his/her vehicle during the event.

Registration Number is: \_\_\_\_\_

#### **Description of the offer**

The offers should not be less than:

- Dates (Imqaret) - €45
- Ice-cream - €100
- Bar selling just drinks - €150

I, once my offer is accepted, agree to pay all fees due to the Ministry for Agriculture Fisheries, and Animal Rights, by not later than 29th June 12:00 (noon). If I do not abide to do this, the Organising Committee has the right to award the stand to someone else.

If my offer is accepted, I and/or my company, as per details written above, will be responsible of the area assigned to me and I shall not delegate this area at any time throughout the activity to any third persons to work on behalf of the company.

I am accepting all conditions stipulated in this call by the Organising Committee of the Mnarja 2022.

If my offer is accepted I will be selling the following items with their respective prices:

Product	Price

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Should any information declared be found to be incorrect after verification, the application will be annulled.*