



FONDAZZJONI GĦALL-
PATRIMONJU KULTURALI
TAL-ARĊIDJOĊESI TA' MALTA

Archbishop's Curia
St Calcedonius Square
Floriana FRN 1535
MALTA

Tel.: (356) 21245350 Email: fond.pkam@gmail.com V/O 1288

Request for Quotations

Reference no: 001/2021

Specifications:

The restoration of the gilt monstrance throne found at Zabbar Parish Sanctuary Museum. Project financed as part of M19.2 of the LEADER programme 2014-2020

Deadline of submissions: 30 June 2021

Fondazzjoni għall-Patrimonju Kulturali tal-Arcidjocesi ta' Malta
Archbishop's Curia, St. Calcedonius Sqr., Floriana
Tel: 21245350
Email: fond.pkam@gmail.com



Rural Development Programme for Malta 2014-2020

Part financed by the European Union
Co-financing Rate:
75% European Union; 25% Government of Malta



***The European Agricultural Fund for Rural Development:
Europe investing in rural areas***

1. Scope

The Fondazzjoni għall-Patrimonju Kulturali tal-Arċidjoċesi ta' Malta is requesting quotations from interested bidders for the restoration of a Gilt Monstrance Throne situated at the Zabbar Parish Sanctuary Museum.

2. Background Information

The 'Fondazzjoni għall-Patrimonju Kulturali tal-Arċidjoċesi ta' Malta' (FPKAM) was founded by four priests appearing on behalf of the Archdiocese of Malta on 1st June 2016 and subsequently enrolled with the Office of the Commissioner for Voluntary Organisations on 15th September 2016. The purpose of the FPKAM is to restore, conserve, maintain and improve assets of the Archdiocese of Malta having a cultural value. Since its inception, it has worked to procure funding from various sources to satisfy the above objectives. Type of funding obtained over the years are ERDF, VOPS, SIS and GAL XLOKK funds. The service being procured through this request for quotes falls under Measure 19.2 of the LEADER Programme 2014-2020.

3. Specific activities of the service required

The Fondazzjoni għall-Patrimonju Kulturali tal-Arċidjoċesi ta' Malta hereinafter referred to as the 'Contracting Authority' will commission a firm hereinafter referred to as the 'successful bidder' to provide works and services as indicated in section 2B of this document.

4. Procedure

This Request for Quotations is being issued in accordance with the spirit of the Public Procurement Regulations.

5. Criteria for award

The contracting authority will award the resulting contract on the basis of the **cheapest priced quotation**. The successful bidder should be able to finish the works mentioned in this document by not later than **15th November 2021**.

6. Financial Details

Interested bidders can only submit one offer to the Fondazzjoni għall-Patrimonju Kulturali tal-Arċidjoċesi ta' Malta. Payment by the contracting authority will be made upon the settlement of all items. The successful bidder must provide a dated invoice for payment, including the VAT rate, unit price and the total amount including VAT. The invoice should be addressed to *Fondazzjoni għall-Patrimonju Kulturali tal-Arċidjoċesi ta' Malta, Archbishop's Curia, St. Calcedonius Sqr., Floriana. VAT number: MT 2661 7821.* The details of the contractor (including name, address, and VAT number) should also be included. A receipt upon payment should also be provided.

7. Submissions by the Applicant

- Bidders are to submit a formally signed quotation (**Section 2 of this document, which includes both the applicant's details and financial details**) taking into consideration the details provided in this document. The quotation should feature clearly the quoted fees excluding VAT, the VAT rate and total fees including VAT. Moreover, the following documents should also be submitted: (i) restoration method statement (ii) CV of the person/s who will be working on the artefact (iii) related certificates of the qualified person/s who will be working on the artefact. ***Failure to submit the quotation together with one or more of the requested documents would create the offer automatically disqualified.*** *The restoration method statement of the chosen supplier should eventually be approved by the Catholic Cultural Heritage Commission.*
- Submissions are to include all the requested details and documentation, and should be submitted via email on fond.pkam@gmail.com by not later than the stipulated deadline as indicated in section 8.5 of the Timetable. **Late submissions will be rejected and will not be evaluated.**
- Interested bidders are to submit queries and questions concerning this RFQ to fond.pkam@gmail.com up to the deadline for request for clarifications stated in section 8.3, specifying the RFQ reference number. Any clarifications received after this deadline will not be considered.

In submitting its quotations, the Bidder will be submitting its best and final offer.

8. Timetable

8.1	Date of publication of RFQ	11 th June 2021
8.2	Date of meeting/visit will be organised for interested bidders	17 th June 2021 (9.30a.m -12.00noon) (5.00p.m.- 7.00pm)
8.3	Deadline for request for any clarifications from the Contracting Authority	21 th June 2021
8.4	Last date on which clarifications are issued by the Contracting Authority	25 th June 2021
8.5	Deadline for the submission of Quotations	30 th June 2021

9. Validity of quotations

Bidders are committed to retain the validity of quotation for a period of *ninety (90) days* from the closing date for the submission of the RFQ.

10. Evaluation of quotations

- The evaluation of quotations will be based on compliance with the specifications.
- In the interests of transparency and equal treatment and without being able to modify their quotations, bidders may be required, at the written request of the Contracting Authority to provide clarifications.
- When arithmetical errors are identified, such errors will be corrected. The unit price provided by the bidders in their quotes will be deemed to be final and may not be altered after the submission deadline.
- In the event that an arithmetical error is identified, the amount stated in the quotations will be adjusted and the Bidder will be bound by that adjusted amount.
- Quotations that do not meet the requirements set out in this RFQ will not be considered further.
- The Contracting Authority reserves the right to cancel the whole quotations procedure and reject all quotations and to initiate a new invitation to collect quotes. In such case, bidders will be informed by the Contracting Authority.

- The publication of the winning bid does not commit the Contracting Authority to implement the activity announced.

11. Objections and appeals

- Bidders are being given the opportunity to file a notice of objection with the Appeals Board. The bidders wishing to lodge an appeal must send a registered letter addressed to "The Chairperson", Appeals Board, Archbishop's Curia, St. Calcedonius Square, Floriana, within (10) ten calendar days from when the applicant receives the notification letter. The conditions for appeal will be explained in the rejection letter sent to the non-selected bidders. If an objection letter is filed, an Appeals Board will be set up independently from the Decision Committee and award of contract suspended until the board communicates its decision.
- The appeal is to be addressed to the Chairperson of the Appeals Board. The Appeals Board is an independent Committee set up to review in an autonomous way any objections lodged. The Appeals Board will be composed of a minimum of three (3) individuals with a chairperson chairing the appeals process. The appellant is required to sustain the clarifications provided by including justified reasons backed by necessary supporting documentation/testimonials.
- Bidders filing an objection should submit a deposit of €200. The Appeals Board decision is final and binding, and the award procedure will proceed in accordance with the decision taken.

12. 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 resulting contract.

13. Data protection

Any personal data submitted in the framework of the procurement process shall be processed pursuant to the General Data Protection Regulation (2018). It shall be processed solely for the purposes of the management and follow up of the procurement procedure and/or subsequent contract without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community Law.



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14. Gender Equality

In carrying out his/her obligations, the bidder shall ensure the application of the principle of gender equality and shall thus 'inter alia' refrain from discriminating on the ground of gender, marital status or family responsibilities. In this document words imparting one gender shall also include the other gender.



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SECTION 2

To be filled in by the supplier

RFQ (Ref no 001/2021) - Quotation to:

Fondazzjoni għall-Patrimonju Kulturali tal-Arcidjocesi ta' Malta
Archbishop's Curia,
St. Calcedonius Sqr.,
Floriana
MT 2661 7821

Applicant Details – 2A

Name and Surname of representative	
ID number	
Company Name	
VAT NO	
Postal Address	
E-Mail Address	
Mobile Number	
Fixed Line Number	
Date	
Signature	



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Financial Bid – 2B

Item No.	Item Description	Quantity	Unit Price Excluding VAT	VAT Rate	Total Price Including VAT
1	The restoration works of a gilt monstrance throne (The fee should also include the transportation costs both from and to Zabbar Parish Church)	1			
Any discount		Specify rate			
Total					

(GRAND TOTAL Amount in words)

Signature:

Name and Surname: _____