

## **Instructions To Tenderers**

### **1. Preamble**

1.1 This tender covers an External Lighting System for Mosta Basilica, referred to as the Rotunda.

1.2 The site of Works is Mosta Basilica; the Contracting Entity is Mosta Parish, represented by Fr Sebastian Caruana, Rector.

Address: The Parish Office  
15 Church street.  
Mosta, Malta

1.3 The Project is being funded by The National Development and Social Fund.

1.4 The scope of works of the Contract shall be:

- Supply & Delivery of light fittings and auxiliaries.
- Engineering of the lighting power system.
- Design and Engineering of the lighting control system.
- Site Installation
- Project Coordination, QA/QC Supervision.
- On Site Lighting Tests and setting up of scenes.
- Testing and Commissioning.
- Training & Handing Over.
- O&M and AS Fitted drawings & Documentation
- Maintenance & Extended Warranty

1.5 The deadline for the execution of the contract shall be a maximum of four months from order to start works.

### **2. Key dates/times in the tender process.**

	DATE	TIME
Publication of Tender	31 <sup>st</sup> August	
First Site Visit <sup>1</sup> .	6 <sup>th</sup> September	14.00
Deadline for request for clarifications or for additional information from the Contracting Authority – Mosta Parish.	14 <sup>th</sup> September	22.00
Last date on which additional information can be issued by the Contracting Authority.	16 <sup>th</sup> September	22.00

---

<sup>1</sup> Other visits may be organised depending on the number of interested participants. Participants are requested to signify their intention to participate as early as possible after publication of tenders.

Closing date and time for submission of tenders.	22 <sup>nd</sup> September	12 noon
Date and time for public opening of tenders.	22 <sup>nd</sup> September	16.00
Project completion (maximum 4 months)		

### **3. Lots**

This tender is not divided into lots, and tenders must be for the whole of the supply of material and works indicated in the tender documents. Incomplete tenders or tenders that do not include all the supply and works will not be considered.

A holistic lighting system based on one design and concept is contemplated. Divided responsibility in the supply of hardware and execution of the works is not acceptable.

### **4. Site Visit/s**

A site visit at 1400 hrs on the 6<sup>th</sup> September will be organised by Mosta Parish (the Contracting Entity). More similar visits may be organised, depending on the number of interested participants. Bidders are encouraged to bring persons from their technical support structures with them for the site visit. (See 6.1.ii)

Potential bidders interested in attending a site visit are to inform the Parish Administrator by email (on [progettiparroccamosta@gmail.com](mailto:progettiparroccamosta@gmail.com)) of their intention to attend by the 4<sup>th</sup> September 2021 so that the necessary booking is made.

Bidders are advised that reaching the topmost level of the dome at lantern level involves going up long flights of stone spiral staircases, tight in parts. There are in total 220 steps from street level to the lantern. In the upper third of the way, access is via external staircases at heights. There are no lifts. It should therefore be understood that attendees are to be in good general health, free of relevant health conditions and tolerate exposed heights. Care is recommended and the Parish will not be held responsible in any way for any consequence of a bidder's decision to go up.

Request for clarifications by email should be sent to 'progettiparroccamosta@gmail.com'. Replies will be shared with all bidders and published online on the Archdiocese of Malta webpage [www.knisja.mt](http://www.knisja.mt).

Contacts between Tenderers and the Contracting Entity and their respective representatives, employees and/or officials, other than through the above arrangements are not permitted during the tendering period.

### **5. Submission of Tenders.**

An electronic copy of the offer on a USB drive, together with one complete hard copy of the offer must be delivered by hand in a sealed envelope to Mosta Parish Office - 15 Church Street – Mosta, Malta -, before the closing date and time, indicated in para 2 above.

Offers received later than the closing date and time will not be considered.

A receipt acknowledging timely delivery of the Sealed tender envelop will be made out.

## **6. Selection and Award Requirements**

The tender will be awarded to that tenderer who meets and exceeds the following criteria.

### **A. Eligibility Criteria<sup>2</sup>**

In order to be considered eligible for the award of the contract, tenderers must provide evidence that they meet certain eligibility criteria.

### **B. Exclusion and Selection Criteria<sup>3</sup>**

- The tenderer is to confirm he does not fall under the criteria for Exclusion<sup>4</sup> (including Blacklisting), which include the following:

- a. Grounds relating to Criminal Convictions
- b. Grounds relating to the payment of taxes or social security contributions
- c. Grounds relating to insolvency, conflicts of interests or professional misconduct
- d. Purely national exclusion ground

- Selection Criteria as follow.

ESPD criteria (a) and (b) are not applicable.

#### **c) Technical and Professional Ability<sup>5</sup>.**

The bidder is to provide details of at least one project on a building of international historical relevance that he has carried out in the previous five years. The project must be generally similar to that covered by this tender and of value of at least 500,000 euro.

Extent of sub-contracting.

Intended sub-contracting (its extent expressed as a percentage of the Works) and the information on the sub-contractors is to be declared in the offer. No proportion reported would be taken as no sub-contracting.

#### **d) Quality Assurance Certification<sup>6</sup>.**

The company submitting this tender and/or the manufacturer of the major hardware should be certified to ISO9001 standard. Details of certification is to be submitted with the offer.

### **C. Technical Offer<sup>7</sup>**

1. A complete technical offer that addresses the specifications set out in this tender document, including technical literature of the hardware proposed for supply and

---

<sup>2</sup>Tenderers will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five (5) working days from notification. Requests for Clarifications and/or Rectifications concerning a previous request dealing with the same shortcoming shall not be entertained.

<sup>3</sup> As in footnote 3.

<sup>4</sup> See definition of 'black-listed person' and 'ESPD' in the Glossary of the 'General Conditions of Contract'.

<sup>5</sup> As in footnote 3.

<sup>6</sup> Tenderers will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five (5) working days from notification. Requests for Clarifications and/or Rectifications concerning a previous request dealing with the same shortcoming shall not be entertained.

<sup>7</sup> No rectification shall be allowed. Only clarifications on the submitted information may be requested. Requests for Clarifications and/or Rectifications concerning a previous request dealing with the same shortcoming shall not be entertained.

- warranties on hardware. The technical responses are to be endorsed by a Warranted Electrical Engineer.
2. A work plan and method statement that explains how the tenderer intends to carry out the implementation of the project
  3. A program of works, including a Gantt Chart showing how the deadlines from start to completion and to handing over of the project within a four-month completion period are to be met.
  4. An outline of the health and safety procedures that the tenderer intends to apply during project implementation.
  5. Insurance cover.
  6. Tenderer's capability and resources explaining that sufficient resources are being dedicated to meet the completion target of four months.
  7. Details of Key Experts

#### **D. Financial Offer<sup>8</sup>.**

The financial package should contain:

- i. A financial offer calculated on the basis of Delivered Duty Paid (DDP) (Grand Total) for the works. Payment terms must be as detailed in the General and Special Conditions Section F. Payments.
- ii. Filled-in Bills of Quantity

#### **Note that:**

The total in the Bill of Quantities (BoQ), or financial bid forms will be arithmetically checked and/or corrected if and where necessary / applicable.

No rectification of submissions shall be allowed. Only clarifications on the submitted information may be requested by the Contracting entity.

### **7. Criteria For Award.**

The contract will be awarded to the tenderer having the best combination of price and quality.

Price has a 60% weighting whereas quality has a 40% weighting.

Two criteria for Quality will be considered

- a 25% weighting for Brand reputation and for international and local projects with a significant value and importance,
- 15% weighting for technical excellence determined by a comparative analysis of the bids.

### **8. Acceptance of General and Special Conditions.**

The tenderers are assumed to have read and familiarised themselves with the General and Special Conditions of Contract and have accepted in full and without reservation these conditions and are therefore waiving any standard terms and conditions which they may have.

---

<sup>8</sup> As in footnote 8.

These general and special conditions will form an integral part of the contract that will be signed with the successful tenderer/s.